

GENERAL TERMS AND CONDITIONS OF THE ENKHUIZEN NAUTICAL COLLEGE (EZS) AND THE NATIONAL BUREAU OF COMMERCIAL SAILING EXAMINATIONS (LEB)

PAYMENT AND REFUND CONDITIONS

Registration Fees

1. The registration fee (if applicable) must be paid immediately upon registration. You will receive an invoice for this fee.
2. If payment of the registration fee has not been received three months before the start of the course, the place reserved for you will be released to a person on the waiting list.
3. If **at any time** you decide not to commence or continue with the course, you will not receive a refund of your registration fee.

Tuition Fees

1. All tuition fees must be paid before you start any programme or course. You will receive an invoice for these fees.
2. If payment of the tuition fees is not received within the specified payment term (14 days), the place reserved for you will be released to a person on the waiting list.
3. For the KZV, if you cannot pay the entire amount at once you may be eligible for a grant (loan) from the 'Henk Wever Fonds' (the 'Henk Wever Fund'). You can apply for this through the 'Henk Wever Fonds' <https://www.henkweverfonds.nl>. The EZS has no influence as to whether or not a grant is awarded.

Scheduling your Studies (KZV and GZV)

If you decide to divide your course over (a maximum of) two school years, you can do so without having to pay extra tuition fees. However, a valid reason must be provided:

- you are using a visa with a period of validity shorter than the period of study; or
- you are committed to a sailing schedule that prevents you from attending classes for the entire study season; or
- another significant reason, which will be assessed by the Director of the EZS.

You must pay the entire tuition fees when you first register for a particular school year and indicate which part (*Period 1* or *Period 2*) of that school year you want to attend - *Period 1*: October, November, December; or *Period 2*: January, February, March.

For the subsequent school year, you will then pay only the registration fee and for any new readers, if changes have been made to these course materials.

Taking subjects in a subsequent school year is always subject to available space in the class.

You should make your request to the administration department no later than two weeks before the start of the school year.

If you become seriously ill during your studies or are otherwise unable to continue your course, you can also make use of this arrangement. The Director of the EZS will assess your request; this assessment is binding.

Students who, after taking the exams, need to re-sit a subject in a subsequent school year, will pay €60.00 per exam (amount set in November 2024).

Examination Fees

Examination fees are due two weeks before the start of the exams.

If, after payment, you decide not to take the exams, all exam fees paid will be refunded, provided you inform us at least 10 working days before the start of the exams. If you do so later, but at least 3 working days before the start of the exams, you will be refunded 50% of the exam fees paid. In case of later cancellation, you will not be entitled to any refund.

Refunds

If you decide to discontinue the programme/course after paying the tuition fees, the following refund conditions apply:

1. if no later than four weeks before the start of the programme or course: 100% of the total tuition fees will be refunded (ie, not the registration fee);
2. KZV and GZV: if between four weeks before the start and two weeks after the start of the school year: 50% of the total tuition fees;
3. KZV and GZV: if you decide to discontinue the course more than two weeks after the start of the school year, the full tuition fee remains due;
4. other courses: if between four weeks before the start and the start of the training or course: 50% of the total tuition fees. If you decide to abandon the training after the start of the course, the full tuition fee remains due.

KZV and GZV: if during the current school year you decide to continue the programme in the following school year, you will receive a 50% discount on the then current tuition fees. You will then also pay no registration fee. Any readers that have been revised must be purchased again.

A (follow-up) course or any training at the EZS, or participation in examinations organised by the LEB, can only be guaranteed if all amounts due have been collected. In all cases the decision of the Director of the Enkhuizen Nautical College is binding.

In exceptional circumstances, the Director may deviate from the rules set out above.

Other Provisions

1. The Enkhuizen Nautical College cannot be held liable for the theft of, or loss or damage to any property of a student.
2. The student is and remains responsible for catching up on missed lessons or course materials. The teacher and/or the Enkhuizen Nautical College cannot be held liable in this respect.
3. In addition to the contact hours, the student should assume a minimum of 20 (GZV: 30) hours of self-study per week. It is up to the student to make the decision as to whether this fits in with other work to which they have committed, and whether the necessary self-discipline can be applied.
4. As the level of students varies, teachers assume an average level of knowledge. Students are responsible for addressing any knowledge deficiencies on their own.
5. Students wishing to take part in (re)-examinations in a subsequent school year must enquire about changes and/or adjustments to the subject matter taught. Information can be requested via the e-mail address info@ezs.nl.

Complaints

Complaints and other special requests should be addressed, by e-mail only, to cosmo@ezs.nl.

For further information and current fees, please refer to the website www.ezs.nl.