# REGISTRATION FORM - OPEN COURSES IN DIALOGUE

# (Version 2022)

When done, please email this registration form by email to [opencourses@in-dialogue.org](mailto:opencourses@in-dialogue.org) or send a copy to:

In Dialogue

Bockenbergstraat 53

NL-2802JT Gouda

**Part 1**

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| **Organisation details** | | | | | | | | | |
| Organisation |  | | | | | | | | |
| Address |  | | | | | | | | |
| Postcode |  | | City | | |  | | | |
| Country |  | | | | | | | | |
| Phone |  | | | | | | | | |
| Email address |  | | | | | | | | |
| Website |  | | | | | | | | |
| OID (if applicable) |  | | | | | | | | |
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| **Contact person** | | | | | | | | | |
| Title |  | | First name | | |  | | | |
| Last name |  | | | | | | | | |
| Position |  | | | | | | | | |
| Email |  | | | | | | | | |
| Phone |  | | | | | | | | |
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| **Course identification** | | | | | | | | | |
| Course title | | Start date | | | | | Participant(s) | | Job position(s) |
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| **Fee and funding** | | | | | | | | | |
| Request(ed) EU Erasmus+ funding | | | | Yes | No | | | Deadline used |  |
| Already granted Erasmus+ funding | | | | Yes | No | | |  | |
| Funding grant period (from – until) | | | |  | | | | | |
|  | | | | | | | | | |
| Remarks |  | | | | | | | | |

**Part 2**

**Procedures**

1. By returning this form to In Dialogue, the organisation described in Part 1 (from here on referred to as ‘registrant’) agrees with the procedures in this Part 2 of the form, by which this registration forms a binding agreement between In Dialogue and registrant.
2. The person signing this form on behalf of registrant should be legally entitled to do so.
3. As soon as a course is confirmed by In Dialogue, after receiving this registration, registrant transfers the course fee(s) to the account of In Dialogue). Alternatively, registrant awaits the invoice or requests alternative forms of payment (e.g. paying on the spot or in instalments). From the moment of confirmation, the cancellation rules under points 6, 7 and 8 below apply.
4. The transfer needs to be made using the bank details below, mentioning the course name, participant(s) and dates:

Bank name: Rabobank

Place: Gouda, The Netherlands

Account number: 122604814

IBAN: NL13RABO0122604814

SWIFT: RABONL2U

VAT NR: NL862858677B01

1. The course fee includes course materials, meeting room(s), small snacks, coffee and tea. Travel, board and lodging are not included and will have to be arranged by registrant. In Dialogue can offer (non-financial) assistance in arranging travel and accommodation.
2. A course might be cancelled/ postponed when too many participants for the course cancel, leaving a too low number to run the course. Pre-payment of the course fee(s) will be automatically and fully refunded, unless registrant formally enrols for another course(s)/ change to another date(s).
3. When I course gets cancelled by In Dialogue, after In Dialogue has formally confirmed it to registrant, In Dialogue is liable for costs of travel and accommodation made by registrant, up to a maximum of the agreed course fee, per registered participant. In Dialogue can request proof of non-refund policy for travel and/ or accommodation.
4. Until 45 days before the start of the registered course, cancellation by registrant will be free of charge. If a pre-payment has been made, a full refund to registrant by In Dialogue will be made. Between 45 and 28 days before the start of the course, fifty percent of the official course fee will be charged per cancelled participant. If a pre-payment has been made, a refund will be made of the pre-payment, minus 50% of the regular course fee, mentioned on the website of In Dialogue. When cancelling 28days or less before the course starting day, the full course fee will be charged and no refund will be made. Registrant can, however, free of charge, at any time, replace a participant/ participants for the specific course, within the 45 days period before the start of the course.

*For Erasmus+*

1. When making use of the Erasmus+ programme of the EU, pre-payment of the course fee(s) by registrant is not compulsory as long as the result of the grant application is pending. To reserve a place(s) on a course/ courses, registrant sends this registration form to In Dialogue and mentions in Part 1 the deadline for Erasmus+ funding used/ to be used.
2. When the application for Erasmus+ has been successful, the pre-payment of the course fee(s) should be made if the course is confirmed, by registrant to In Dialogue, unless agreed differently (see point 3 above)
3. When the application to Erasmus+ was unsuccessful, the registrant informs In Dialogue directly, to either cancel participation in the course(s) or to offer to pay the course fee(s) without the Erasmus+ grant.
4. In the case of an unsuccessful Erasmus+ application, no (part) of course fee(s) will be charged.
5. If the registrant does not inform In Dialogue of an unsuccessful application for Erasmus+ funding within two weeks after registrant was formally noticed by its national agency, the cancellation rules under point 8 above apply.
6. If no formal Erasmus+ funding application has been submitted on the mentioned deadline, the cancelation rules under point 8 above apply.

First and family name: Position:

Place and date: