

Terms and conditions

Article 1: Definitions

- a** IDE is the faculty of Industrial Design Engineering at TU Delft, that provides education programmes for design professionals.
- b** Education programme: this is understood hereinafter to mean a series of master classes, hereinafter referred to as IDE-MC
- c** Participant: the natural person who registers or who has enrolled for an education programme organised by IDE.
- d** Registration: written notification by the participant to IDE that he/she wishes to attend an education programme organised by IDE. This action shall be regarded as an offer made to IDE to register for an education programme.
- e** Enrolment: the action by IDE by which the offer of the participant to IDE-MC is accepted.
- f** Education fee: the sum that the participant must pay IDE for participation in the education programme.

Article 2: Registration and enrolment

- a** Registration for an education programme at IDE takes place exclusively by means of the registration form supplied by IDE. Registration may take place for one or more masterclasses.
- b** The enrolment takes place in the order of receipt of the registration forms. With his/her registration the participant agrees to abide by these terms and conditions and agrees to the education fee valid at that moment [also see Article 4].
- c** The registration is regarded as accepted after IDE has provided written confirmation of the enrolment to the participant. The confirmation is considered to be proof of enrolment.
- d** In the event of oversubscription a waiting list will be created. Candidates on the waiting list have priority for enrolment in the next education programme.
- e** IDE is entitled to refuse the participation of a participant providing statement of reason(s). Reasons for refusal may include failure to properly undergo the intake procedure.
- f** The details provided by the participant with regard to previous education are used to determine whether he or she can be enrolled in the required education programme.

Article 3: Cancellation of the enrolment

- a** A participant who has registered and is enrolled undertakes to pay the education fee. Should the participant not participate in the education programme then
 - up to one month before the start of the programme 100% of the fee will be repaid,
 - up to two weeks before the start of the programme 50% of the fee will be repaid,
 - two weeks before the start of the programme no part of the fee will be repaid.The cancellation costs are not payable if the participant or his/her employee, in consultation with IDE, arranges for the place on the programme to be taken over by another suitable participant.
- b** A cancellation may be made only in writing and by registered post.

Article 4: Education and exam fees

- a** The amount of the education fee is stated on the IDE-MC website.
- b** The education fee is set anew each academic year.



- c** Following enrolment the recipient receives an invoice for payment of the education fee. If the enrolment is co-signed by a company or organisation, the invoice is sent to the co-signatory. If no other date of payment has been agreed, the participant must pay within the date of payment stated on the invoice, and at the very latest before the commencement of the education programme.
- d** Default interest is payable to IDE on the sum of the owed education fee for each month or a part thereof that the participant is in default with the payment, this without prejudice to the authority of IDE, if this an instalment payment, to demand immediate payment of the sum still outstanding. The participant shall be in default simply by expiry of the payment date without any demand or default notice or judicial intervention being required.
- e** The participant shall owe the costs, both judicial and extrajudicial, which must be incurred to facilitate the collection. These costs amount to at least 15% of the payable sum, to be increased by the statutory interest.
- f** Following enrolment for an education programme the participant is sent the required material to enable preparation for the first module of the education programme.
- g** If no other term of payment has been agreed, the participant must have paid before the commencement of the education programme, this without discount, reduction or setoff. If the option is stated in the brochure or separate agreements have been made, the education fee may be paid either in one lump sum or by payment in the indicated instalments.
- h** If no other date of payment has been agreed, the participant must have paid for an education programme by the date of payment stated on the invoice, and at the very latest before the commencement of the education programme, this without discount, reduction or setoff.

Article 5: The education programme

- a** IDE is entitled to cancel an education programme before it commences in the event of insufficient enrolments without this giving entitlement to compensation. Concerned persons will be informed of any such cancellation. The participant is entitled to a refund of any education fees already paid.
- b** IDE is not liable for the costs of study materials already acquired, travel or accommodation costs already incurred or for any other incurred costs.
- c** IDE is at all times entitled to make changes to the education programme, to the content of the education programme and/or to the teaching team.
- d** In the event of premature termination of an education programme a one-month period of notice is applied; no education fees will be refunded and payment agreements already made remain in force unless otherwise agreed.

Article 6: Copyrights

IDE is the rightful claimant to the copyrights on the teaching materials supplied to the participant and is the rightful claimant to the work results of group assignments carried out within the framework of the education programme. No part of this material may be copied and/or published by means of print, photocopy, microfilm or in any other manner whatsoever without prior permission from IDE.

Article 7: Liability

IDE accepts no liability for damage to property relating to any inaccuracies unless and to the extent that these are covered by the legal liability insurance entered into by IDE.

Article 8: Arbitration procedure

- a** Any agreement entered into with IDE shall be governed by and construed in accordance with the laws of the Netherlands.
- b** If you have a complaint then you can inform IDE correspondingly (masterclass-ide@tudelft.nl). A staff member of IDE will contact you within 3 workdays in order to discuss this with you. Parties will first attempt to settle any dispute on an amicable basis.