

## **Terms & Conditions of Course Attendance in the Netherlands: (Applied Kinesiology Basic Course of Instruction)**

The following terms and conditions apply to the following parties:

1. Hanze Chiropractie, at the registered address of: Kastanjelaan 8, 6883 HX, Velp, who shall hereby be called the 'training organisation'.
2. The course attendee who shall hereby be called the 'client'.

The above parties agree to abide by these terms and conditions when attending, registering or providing a course given by the above stated training organization:

### **1.0 Summary of course provision**

1.1 The training organisation shall provide the Applied Kinesiology basic course of instruction that is approved by the International College of Applied Kinesiology (ICAK). This course will take place over 12 days (split over 4 long weekends (Friday, Saturday, and Sunday)). The course syllabus includes:

- **Weekend 1** - Treating the whole person, the principles of Applied Kinesiology and systemic structural problems (an introduction to the Cranial / Sacral mechanism).
- **Weekend 2** - Treating the whole person, systemic chemical problems, emotional reactions, stress reactions and the glandular / hormonal system.
- **Weekend 3** - Treating the whole person, Cranial faults, the emotional side and the acupuncture meridian system. Local spinal problems.
- **Weekend 4** - Development and movement patterns. Local problems, treating peripheral joints and local muscle reactions. Uncovering hidden problems. International College of Applied Kinesiology Competence test.

1.2 The course instruction, administration and handouts are all given or delivered in the English language.

1.3 The course tuition includes: presentation of Applied Kinesiology theory using visual presentation aids; practical demonstration of techniques; and supervised 'workshop' time allowing the client to practice the theory and techniques explained in the lesson.

1.4 Refreshments are available during the instruction days.

1.5 Presentation handouts are included in the price of the course and are supplied at the start of each weekend.

1.6 The content of the course is determined by the training organisation. Instructors are qualified to deliver the course material and are free to give their own interpretation to the course material.

### **2.0 Payment**

2.1 The training organization requires full payment of course fees prior to attendance on any weekend of the course. Exceptions to this can only be made by prior agreement between the training organization and the client. If the client does not pay by the required date, the training organization reserves the right to give the client's place on the course to another person.

2.2 Payment is required by bank transfer unless otherwise agreed by the training organization (as specified on the invoice).

2.3 The training organization will send an invoice with payment details to be paid by the client by the date indicated on the invoice. If the client does not comply, the training organization has the right to cancel the client's subscription to the course.

- 2.4 After course registration and agreement to these 'Terms & Conditions of Course Attendance' the client is allowed a 'cooling off' period of 14 days where the client may cancel their course attendance at no cost to the client. If the client has already paid course costs within the 'cooling off' period, then the training organization shall fully refund this money to the client. If a refund is required, monies are returned within 1 month of request at the latest. In practice this is often faster. Cancellation can be given via email ([info@hanzechiropractie.nl](mailto:info@hanzechiropractie.nl)) or in writing to Hanze Chiropractie, Kastanjelaan 8, 6883 HX, Velp, Netherlands.
- 2.5 Standard course costs are 499 euros per weekend, or if the client wishes to pay for all 4 weekends in advance (in one payment) then there is a discounted price of 1699 euros for the complete course. Further discounts to this are only made by prior agreement with the training organization. This price includes essential handouts for the course.

### **3.0 Duration of contract**

- 3.1 These terms and conditions are valid from the date of registration of the client until the end of the course provision that the client has registered for.

### **4.0 Ownership of course material**

- 4.1 Ownership of course material belongs with the training organisation and can only be reproduced by the client or any other person if permission is granted by the training organisation.

### **5.0 Cancellation policy**

- 5.1 In the unlikely event that it is necessary for the training organisation to cancel the course for any reason, then the training organization will inform the client as quickly as possible after the cancellation decision. The training organization will then refund in full any course monies paid by the client within 1 month of cancellation.
- 5.2 Conditions that the course may be cancelled include: if there are too few students registered on the course to make it financially viable; if both qualified instructors are sick or unavoidably detained. If the reason for cancellation is that both qualified instructors are sick or unavoidably detained, then the training organisation will propose an alternative date to attend a similar course in the future.
- 5.3 In the event of cancellation, the training organisation will not be responsible for other costs incurred by the client due to cancellation of the course (for example travel or hotel expenses).

### **6.0 Liability**

- 6.1 The training organisation will not be liable, for whatever reason, in any way for damage or loss caused to the client and / or third parties.
- 6.2 The training organisation is not liable in any way for damage, loss or suffering if the client fails to make the problem known to one of our instructors verbally or in writing. (Please see our complaints procedure for further information).
- 6.3 The client is liable to the training organisation if damage, loss or suffering is caused by the client due to the client's failure to follow verbal or written instructions given by one of the instructors to the client. The client must indemnify us for any damage they cause to other students on the course.

### **7.0 Holidays**

- 7.1 If the course in whole or in part is not followed by the client because of his or her own holiday arrangements, sickness or other arrangements then there will be no refund given by the training organisation for the part of the course missed.

7.2 If the course date / time in whole or in part has been changed by the training organisation and the client is unable to attend the newly established time, then the training organisation will offer the client a suitable alternative. If these alternatives are not possible for the client, then the training organisation will refund the client for the proportion of the course missed.

## **8.0 Confidentiality**

The training organisation undertakes not to provide information obtained from clients to third parties, unless the client has given their permission for the training organisation to do so. Exceptions to this are orthomolecular companies, who can support the client's knowledge of nutritional supplements and the International College of Applied Kinesiology (ICAK) for registering clients as applied kinesiology practitioners.

## **9.0 Processing time, administration and registration**

- 9.1 Administrative questions will definitely be answered by the training organisation within two weeks of receipt. However, in most cases any question asked will be answered by the next working day. (Emails are checked every working day). The two week answer period is more applicable for holiday periods.
- 9.2 The training organisation is open and available to answer questions via email or telephone (from Monday to Thursday from 08.00 to 17.00hrs). During holiday periods there is a telephone answer service and emails will still be replied to within two weeks of receipt (however in reality this is usually within a few days).
- 9.3 The client submits their registration for a course or seminar to the training organisation via email, or the web-based form on the [www.appliedkinesiologyseminars.eu](http://www.appliedkinesiologyseminars.eu) website. The client will receive written confirmation of their registration from the training organisation via email.
- 9.4 If more clients have applied than can be placed on the course then these clients will be informed and then placed on a waiting list (should the client require this). If a place comes free on the course then the client on the waiting list will be offered a place on the course.