

## Terms and Conditions RBA Program / VBA modules

### 1. Application and payment

- 1.1. It is possible to apply either for the full RBA program or for one or more individual VBA modules. The academic year runs from September through August. Applications are completed upon confirmation by CFA Society VBA Netherlands. After the application process has been completed, participants will receive an invoice. This invoice may, if applicable, be forwarded to the employer. By submitting their application, participants commit themselves to paying the tuition fee.
  - 1.1.1. If a participant has applied for the full RBA program, he or she will receive an invoice per academic year. Payment must have been received no later than 8 weeks before the start of the first module of the program or the start of the individual module(s).
  - 1.1.2. If different payment terms have been agreed, administrative costs may be charged.
- 1.2. CFA Society VBA Netherlands will set the price per module and for the full RBA program annually on July 1. This price will apply for the academic year starting in September of that year.

### 2. Changes and cancellation

- 2.1. CFA Society VBA Netherlands reserves the right to make changes to the program and/or one or more individual modules, including but not limited to the contents, the teaching method, the study material and/or the location. None of these changes entitles the participant to cancel his or her participation.
- 2.2. CFA Society VBA Netherlands reserves the right to cancel one or more modules in case of insufficient applications. If a participant has applied for the full RBA program, CFA Society VBA Netherlands shall ensure that the participant will be able to follow the cancelled module(s) at another time and/or in another manner, and is given the opportunity to meet the requirements for the RBA diploma.
- 2.3. If the participant wishes to cancel his or her application, the cancellation must always be submitted in writing, within the deadlines as set out below under 2.4 and 2.5. Diplomas and certificates are only given out provided that all payment obligations have been fulfilled.
- 2.4. If an application has been made for the full RBA program and the cancellation is received before August 1, any tuition fee that has already been paid will be refunded. If the cancellation is received before January 1 of the relevant academic year, half the tuition fee will be payable. If applicable, half of the tuition fee that has already been paid will be refunded. In case of cancellation after December 31 of the relevant academic year, no fees will be refunded.
- 2.5. If a participant has applied for one or more individual VBA modules and the cancellation is received four weeks before the start of the module(s) for which the participant has applied, any fee that he or she has already paid will - if applicable - be refunded. In case of cancellation after the applicable deadline, no refund will be made.

### **3. Liability**

- 3.1. CFA Society VBA Netherlands is never liable for the contents of the program, the contents of the exams or the exam results.
- 3.2. CFA Society VBA Netherlands is never liable for any loss of income by the participants in the program due to their participation in or changes to the program.

### **4. Intellectual ownership rights**

- 4.1. All intellectual ownership rights, including copyrights, that apply specifically to the study materials and the exams, are the property of CFA Society VBA Netherlands or the relevant education partner(s). These rights are not transferable, unless otherwise agreed in writing.
- 4.2. Only CFA Society VBA Netherlands or the relevant education partner(s) is allowed to copy or distribute in any way any material that is part of the program.

### **5. Examination rules**

- 5.1. The examination rules were defined by the relevant education partner(s). The participants should familiarise themselves with these rules. The criteria for passing the exams are also determined by the relevant education partner(s).
- 5.2. Any questions about the exams and the results are answered by the education partner(s) involved.

### **6. Data protection**

- 6.1. CFA Society VBA Netherlands has a privacy policy. This privacy policy applies to participation in the full RBA program, as well as participation in individual modules. This policy ensures that the use of personal data of participants in the program or in individual modules is safeguarded. The privacy policy may be reviewed here. CFA Society VBA Netherlands declares that CFA Society VBA Netherlands and its staff will handle any information that is provided by participants confidentially.
- 6.2. Personal data of the participants will be exchanged between CFA Society VBA Netherlands and the education partner(s) involved in order to effectively manage the provision of information to the participants and to register their progress, exam results and diploma's and certificates that they have obtained.

### **7. Complaints and appeal procedures**

- 7.1. If a participant has a complaint about the program or (an) individual module(s), he or she may submit a formal complaint, except for complaints about an exam or exams, which must be filed with the relevant education partner. The complaints procedure for Continuing



CFA Society  
Netherlands

vba

Education activities and the rules of the complaints committee of CFA Society VBA Netherlands apply. The complaint must be filed in writing, within 30 days, with:

CFA Society VBA Netherlands  
For the attention of the Board  
Professor J.H. Bavincklaan 7  
1183 AT Amstelveen  
the Netherlands

Or via: [info@cfavba.nl](mailto:info@cfavba.nl)

- 7.2. The Board of CFA Society VBA Netherlands will determine whether action needs to be taken based on the arguments of the party that has made the complaint. If the complainant does not agree with the decision or the solution proposed by the Board, the complainant may appeal to the complaints committee of CFA Society VBA Netherlands.