

**From:** UvA Talen | Zakelijk/Individueel <[zakelijk@uvatalen.nl](mailto:zakelijk@uvatalen.nl)>  
**Sent:** 14 September 2022 12:58  
**To:** Romana Henčová <[hencova@gymberoun.cz](mailto:hencova@gymberoun.cz)>  
**Subject:** Agreement including the cancellation policy

Dear Romana,

I am confirming our today's pleasant telephone conversation.

Our agreement holds:

The training for 35 academic hours (50 minutes) a € 91 = € 3.185  
Lesson materials 4 x € 50 = € 200  
Total amount = € 3.385  
including UvA Talen certificates + short contents of training.

The full amount to be paid prior to the start, our invoice will be sent right after your approval of the agreement including the cancellation policy.

Lesson schedule 7 days between 09.00-13.00  
Lesson period: 10 October/17 October 2022  
Location UvA Talen, Roetersstraat 25, Amsterdam

The cancellation policy for this inTense training, allows cancelling and rescheduling but involves costs.

If you would cancel the training after your reservation, you will still be held to pay the invoice if we produced it.

The training would then be rescheduled to another date according to the remaining budget.

Online training would be one of the options in that event.

Cancellation fees:

From 15 September to 1 October : 20% of the total amount

From 2 October to 6 October: 50% of the total amount

From 7 October on : 75% of the total amount

Looking forward to your approval of the above.

Met vriendelijke groet / Kind regards,

**Ruby de Rochemont**

Corporate and Individual Training Programmes

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