Registration Process
Professional Development Programme for Gender Trainers

Considerations
Applicants are screened and accepted as a three-step process:

Step 1: KIT checks eligibility and asks for more information as needed.
Step 2: KIT ‘accepts’ applicants as a course participant if they meet all criteria and sends a letter of “conditional” acceptance and financial statement on a first come-first served basis (latest by 15 August 2019).
Step 3: KIT provides final acceptance letter upon receipt of signed financial statement.

Timeline 2019/2020

<table>
<thead>
<tr>
<th>March - June</th>
<th>Screening applications</th>
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</thead>
<tbody>
<tr>
<td>15 March</td>
<td>Deadline for applications for those interested in and eligible for scholarships</td>
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<tr>
<td>29 June</td>
<td>Deadline for all applications</td>
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<tr>
<td>15 August</td>
<td>Last date of KIT issuing “conditional” acceptance letters and financial statement (including financial obligations of participants including insurance). Accepted participants must sign financial statement in order to receive final acceptance letter.</td>
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<tr>
<td>31 August</td>
<td>Deadline for tuition payment by participants</td>
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<tr>
<td>20 October 2019 – 24 April 2020</td>
<td>Course period</td>
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Funding
Three types of students will participate in the course:

1. **Self-funded/sponsored:** Participants who arrange for their own funds, either as self-paid or sponsored (includes those who are paid for by employers)
2. **KIT/UN Women scholars scholarships:** Pending on raising of funds, KIT and UN Women plan to provide full or partial scholarships provided to qualified applicants who demonstrate financial need and are from the Global South.
3. **Orange Knowledge Programme (OKP):** The course is NFP qualified and students from eligible countries for this scholarship are invited to apply. Deadline for completing the PDPGT registration AND notifying the programme of interest in and qualifying for OKP is 15 March (KIT only considers requests from applicants who qualify for OKP). For more information on the OKP, please visit [https://www.studyinholland.nl/scholarships/highlighted-scholarships/orange-knowledge-programme-okp](https://www.studyinholland.nl/scholarships/highlighted-scholarships/orange-knowledge-programme-okp)

Payment procedure

1. Upon acceptance to the course, KIT will send a letter of conditional acceptance and a financial statement to be signed by the participant.
2. KIT will send an invoice for the course fee upon receipt of signed financial statement.
3. The invoice should be paid within 15 days after receipt with the latest date being 31th of August.

Cancellation policy

Your participation in the course is definitive once we have received payment on our bank account. In case of cancellation, you are eligible for the following refund of course fee:

- 0% of the course fee if you cancel 14 days or less before the first day of the course
- 25% of the course fee if you cancel 15-21 days before the first day of the course
- 50% of the course fee if you cancel 22-60 days before the first day of the course
- 100% of course fee if you cancel before 60 days of the first day of the course