

### **Conditions for payment and cancellation of attendance**

At your enrollment at Nordfyns Højskole you will receive a confirmation letter and a contract that contain among other things payment information and deadlines.

A deposit equivalent to 2 weeks of your course fee and 5000 dkk for flight tickets must be paid within 14 days of your confirmation. The rest of the course can be paid either as a one time transfer or as smaller instalments up until the day you depart for your volunteer stay. In the contract you choose how you wish to pay, sign the document and send it back to us.

If you should decide to end your stay at Nordfyns Højskole prematurely, you are to pay for the remaining part of the week you have started and additionally two weeks of tuition. Furthermore a fee to our partner will occur equivalent to 20 % of the full amount for your stay with our partner. All remaining weekly payments are refunded. The administration fee and the study trip payment are not refundable. This also holds true even if you do not attend the study trip.

If you decide to end your volunteer stay prematurely the amount refundable to you will depend on how far in the programme you are and what costs our partners and the hosts have had.

If you have any questions, please feel free to contact us at [kontor@nordfyns.nu](mailto:kontor@nordfyns.nu)

### **Information on the processing of your personal data in accordance with article 13 of the General Data Protection Regulation**

You have contacted Nordfyns Højskole.

In accordance with article 13 of the General Data Protection Regulation (GDPR) we are to inform you that we are processing your personal data electronically, to allow us to manage your stay at Nordfyns Højskole.

The dataprotection officer is:

Babak Fadavi Kornerup  
Nordfyns Højskole  
Fælledvej 11  
5400 Bogense 64813280  
[babak@nordfyns.nu](mailto:babak@nordfyns.nu)

The purpose of electronically processing your personal data is to manage your stay at Nordfyns Højskole and conform with legislation put upon the school by public authority. The foundation for processing your personal data is article 6 paragraph 1-point (b).

In addition, Nordfyns Højskole has decided to apply the use of your consent to the processing of your personal data. The consent is given after admission to a course at Nordfyns Højskole.

Nordfyns Højskole will only transfer personal data in instances where we by Danish legislation are obliged to.



Our records of your personal data will be erased after 5 years.

In accordance with article 15, 16, 17, 18 and 20 of the GDPR, you have the right of access, the right of rectification of inaccuracies, the right to erasure and the right to restriction of any of your personal data processed by Nordfyns Højskole and to object to any processing. You also have the right of data portability.

Any consent given under article 6 paragraph 1-point (a) or article 9 paragraph 2-point (a) can at all times be withdrawn, this however does not concern the legality of the processing of any data based on the given consent prior to the withdrawal.

If you do not want the school to process any of the personal data about you necessary to us, to manage your stay at the school and for us to conform to obligations put on us by public authorities, or wish to withdraw your given consent, the consequences will normally entail that your stay at the school will have to be terminated.

You furthermore have the right to file a complaint with the Danish Data Protection Agency if you find the processing of your personal data by Nordfyns Højskole to be inaccurate.

### **Consent – Admission to Nordfyns Højskole**

We inform you that we as part of our general management of courses at Nordfyns Højskole use electronic processing, including lawful obligated transfer of personal data in accordance with article 6 of the GDPR of regular personal data and article 9 in cases of special personal data.

Transfer of information will only occur if Nordfyns Højskole is lawfully obliged or if it is necessary to apply to the commitments Nordfyns Højskole has in relation to your stay.

Information that is no longer necessary for us to fulfill our commitments in relation to your stay with us will be erased consecutively.

Otherwise we will erase your personal data according to the general rules on statute of limitation applicable to Denmark. We will inform you, if we for some reason have to keep any of your personal data pass the statute of limitation.

I hereby in accordance with article 6 paragraph 1-point (a) and article 9 paragraph 2-point (b) give my consent to Nordfyns Højskole processing my personal data and that they do this to live up to their commitments in relation to my attendance at their school.

I am aware that I at all times can withdraw my consent in writing.

