

WELCOME TO YOUR AMU COURSE

Intro sheet containing practical and financial information.

To ensure everyone has a good experience on the course and a pleasant stay at the Centre, our safety regulations and guidelines must be observed.

Useful information – practical

Daily class hours

Monday – Friday, 8.00 am – 3.24 pm

Meeting location

AMU-Vest, Spangsbjerg Møllevvej 304-306, 6705 Esbjerg Ø. If you are unable to arrive at 8.00 am on the first day of the course, please inform us before 9.00 am.

If you do not contact us, your place will be reassigned.

Parking

There are parking spaces at the main entrance at Spangsbjerg Møllevvej 304-306, and at the entrance at Ravnevej 9. Please keep disabled and visitor parking free for the intended purposes.

Bus connections

Route 16 run from the railway station to AMU-Vest.

Lockers

A locker can be provided. Bring your own padlock if you want to lock the locker. The centre does not provide compensation for theft.

Workwear/safety footwear

If it is necessary to wear safety clothing/shoes on the course, you must bring these yourself.

Illness

You must notify AMU-Vest of illness on tel. 7914 0322 before 9.00 am, as well as your 'A-Kasse' (unemployment fund) and employer (if you are receiving salary from your employer while attending the course).

Course certificate

A course certificate will be issued if you pass the course.

Canteen

The canteen offers a wide and varied selection each day. We are happy to receive payment by cash or Dankort in the canteen.

It is a self-service canteen. Please put your used plates and cutlery in the designated area.

There is a refrigerator in the canteen that may be used to keep your own food and drinks cool.

Alcohol and drugs

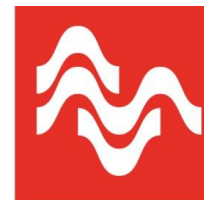
Following guidelines apply for students at the Center:

- There is zero tolerance toward use of alcohol and drugs
- Alcohol and/or drug testing
- There may be unannounced police control with a drug dog

The student under influence, selling or in possession of drugs or alcohol is expelled. Eviction do to selling the police is oriented as well as finding of drugs by drug dogs are handled by the police.

Smoking

- Smoking is permitted outdoors in designated areas.



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Useful information – financial

VEU allowance (adult and continuing education allowance)

For employed persons, their employer may apply for VEU allowance at Efteruddannelse.dk.

Note the deadlines for completing a VEU application.

Accommodation

If you live more than 60 km from the centre, you can apply for an accommodation subsidy.

We are happy to help you to find accommodation.

Recreation options

Download 'Esbjerg Live' from the App Store or Google Play.

Persons with employment

Subsidy rules for participation in AMU courses.

- The VEU allowance is 100% of the maximum 'dagpenge' (daily benefits) rate
- The full fee is charged for people who have already completed an advanced education course
- The travel subsidy is DKK 1 per km in excess of 24 km each day. Total subsidy amounts of less than DKK 34 will not be paid out
- The accommodation subsidy is up to DKK 500 per night
To be eligible you must live more than 60 km from the centre.

Employed persons may apply for VEU allowance when attending AMU courses.

The company may also draw on the training fund for the given area.

Finances

A participation fee is charged for:

Professional courses	DKK 118 per day
IT courses	DKK 190 per day
Attitude and value courses	DKK 190 per day

These fees will not be charged to people eligible for 'dagpenge' (daily benefits) and six weeks' training of their own choice.

If you have any further questions

You are always welcome to contact our employees in customer service for further information.

Cancellation fee

Cancellation: Where a participant cancels less than one week before the first course day, the employer or self-employed person must pay DKK 1,500 for courses with an indicative duration of up to 37 lessons, and DKK 2,500 for courses with an indicative duration of more than 37 lessons.

No-show: Where a registered participant fails to show up on the first course day, the employer or self-employed person must pay DKK 2,500 for courses with an indicative duration of up to 37 lessons, and DKK 3,500 for courses with an indicative duration of more than 37 lessons.

Exemptions: If the employer or self-employed person shows that the no-show or cancellation was due to a reasonable cause, this payment will be null.

Limitation of liability: AMU-Vest is not liable for any printing errors or rule changes related to this material.

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