

**ARE YOU UP FOR  
THE GREATEST CHALLENGE  
OF YOUR LIFE?**



**CEDO NULLI IS NOW  
RECRUITING THE 41ST BOARD**

*Do you have what it takes?*

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# INTRODUCTION

Dear students,

Are you ready for the biggest challenge of your student life? You can become a part of the next Cedo Nulli Board! Every year, Cedo Nulli forms a new Board to guide the association for a whole year. With this booklet, we hope to inform you about what being a Board member is all about and how you can apply for a position on the 41st Board of Cedo Nulli.

The Board is responsible for the entire faculty association with about 2700 members and over 120 active committee members. You organize activities, supervise your committees and are responsible for events like several trips abroad and study-related activities. You will guide people, lead an organisation and learn how to deal with the challenges that come with a fulltime position.

A Board year is a great way to develop yourself, you learn about your strengths and weaknesses, develop your social and professional skills and create a unique bond with a diverse group of ambitious people whom you'll be working with intensively for a year. Being a Board member brings its challenges, the rewards are well worth your while.

A Board year at Cedo Nulli is an experience you'll never forget and incredibly fun to do! This booklet will provide information about a Board year at Cedo Nulli in general and the specific tasks and responsibilities for our different positions. To discover what fits you best, you can read the information in this booklet, take a look at our website and you can contact the different Board members personally. You can approach us for a quick chat or you can ask us for a walk along session with different Board members and see what they do on a daily basis.

Make your upcoming year count by applying for the 41st Board of Cedo Nulli! We are looking forward to your applications!

Kind regards,  
On behalf of the 40th Board of Cedo Nulli

Marloes Helwig  
President

# BEING A BOARD MEMBER - WHAT IS IT ABOUT?

**DEVELOPING YOURSELF**

**WRITING AND EXECUTING POLICY**

**MAKING A LOT OF NEW FRIENDS**

**WORKING INDEPENDENTLY**

**CONSTITUTION DRINKS**

**A LOT OF AMAZING EVENTS**

**RUNNING AN ASSOCIATION WITH ALMOST 3000 MEMBERS**

**FULLTIME POSITION FOR A WHOLE YEAR**

**WORKING OFFICE HOURS**

**RECRUITMENT OF (COMMITTEE) MEMBERS**

**WORKING IN A VERY CLOSE TEAM**

**EXPANDING YOUR NETWORK**

**BOARD TRIPS**

**GUIDING COMMITTEES**

**CONSULTATION BODIES**

**BUDDY IN THE SENATE**

**GENERAL ASSEMBLIES**

# PRESIDENT

## Main tasks of the President

- Ultimate responsibility for the entire association
- Supervising, supporting and advising the Board
- Supervising the long-term goals and policy of the association
- Maintaining the rules and regulations of the association
- Coordinating committee Chairs
- Preparing and chairing Board meetings and General Assemblies
- Representing Cedo Nulli on all occasions
- Maintaining contact with other faculties and study associations



Applicable to Non-Dutch speaking students!!

The President of Cedo Nulli carries the main responsibility for everything that happens. Therefore, it's important to make sure your Board operates well. One of the most interesting parts about being President is developing your own leadership style. You talk with your Board formally as well as informally, this is due to the fact that the personal life of your fellow Board members greatly affects their work life. This is a very important aspect of your role as President. And in fact, the social tasks you have are what makes the role that much more fun!

Besides the internal dynamics and the social side of the position, there is also quite a few practical tasks that come with the role. As President, you are responsible for the general policy as a whole, as well as making sure others work on their respective policies. Furthermore, you lead Board meetings and the General Assembly and have personal chats with your Board members regularly. Additional tasks you have are attending Interfaculty and KORF (Koepel Orgaan Rotterdamse Faculteitsverenigingen). These are two organizations consisting of other faculty associations from Erasmus University. The contact with the Senate is your responsibility too, as well as making the minutes of meetings of the Audit Committee.

Does this speak to you? Are you a leader, does making difficult decisions excite you and are you able to handle huge responsibilities? Then you might just have what it takes to be our next President!

## BURNING QUESTIONS

*What it's like to be the President of Cedo Nulli*

### WHAT ABOUT BEING A BOARD MEMBER GIVES YOU THE MOST ENERGY?

A feeling of pride gives me the most energy this year. I really enjoy watching my fellow Board members grow and become more confident in their own functions. This also applies to myself whenever I find myself learning a new skill or overcoming hardships. The way in which I am developing myself this year and can step over thresholds that I previously thought I could never do, makes me very proud and gives me all the energy needed to rock this year. It is beautiful to see that we as a Board are increasingly attuned to each other and this gives me a proud feeling to be part of this.

### WHAT IS YOUR FAVOURITE DAILY TASK?

I really enjoy checking up on my Board members. I like to keep an overview of what tasks are completed and what still needs to be done. I also love nothing more than helping others when they encounter problems. The small things really make the year for me. Additionally, I appreciate that this function enables me to work together with all the Board members.



### WHAT IS THE BIGGEST PROJECT YOU ARE WORKING ON?

At the moment I am busy catching up with committee chairs. I am curious how they experienced the first months as chair and what things they may have encountered. But also the successes and things they are proud of should not be forgotten.

*If you have any questions regarding this position, please do not hesitate to contact our current President at [president@cedonulli.nl](mailto:president@cedonulli.nl) or drop by our office. We gladly make time to answer any questions you might have!*

# SECRETARY

## Main tasks of the Secretary

- Maintaining the membership database
- Writing and sending the newsletters
- Updating and writing the website
- Taking care of incoming and outgoing mail
- Responsible for information management
- Responsible for the privacy of members
- Responsible for the relevant documents and minutes of the General Assembly
- Contact with alumni and former Board members
- Guiding committee Secretaries



As the Secretary, you have a lot of important tasks. You are working, mostly behind the scenes, to keep the association running as smoothly as possible. You offer a very strong foundation for the rest of your Board, as many of them rely on you for information or do tasks for them. For example, you will work together a lot with the Commercial Relations Officer, the Marketing Officer and the Treasurer. You work together with everyone on the Board because you manage everything related to the website. So you put online vacancies, committee events, and information on the front page.

Besides working together with your Board, you have your important tasks. Within the website application, there is also the membership database. As the Secretary, you manage the privacy of the members and keep track of the whole membership database.

The Secretary is also responsible for the most communication with members. For example, writing newsletters, invitations for the General Assembly, relevant documents for the General Assembly, announcements about membership fees, and much more. This is formal communication, so this requires punctuality. Punctuality is the most important skill of a Secretary!

All in all, the Secretary is a diverse and beautiful position within the Board. There are a lot of things that you will do, and there are a lot of responsibilities. It is an important, interesting position and every day is different and asks for different approaches.

# BURNING QUESTIONS

*What it's like to be the Secretary of Cedo Nulli*

## WHAT IS YOUR FAVOURITE DAILY TASK?

Writing the Board Buzz newsletters for the active members is one of my favourite tasks!

## WHAT ABOUT BEING A BOARD MEMBER GIVES YOU THE MOST ENERGY?

Besides the fact that a Board year is a great opportunity for personal development and looks impressive on your resume, my main reason for fulfilling a Board year at Cedo was the chance to meet new people and build lasting friendships. I enjoy my time the most when working together with my committees and other friends inside the association.



## WHO ON THE BOARD DO YOU WORK WITH THE MOST?

I work closely with everyone on the Board. For example, with the Treasurer on membership fees and with the Commercial Relations Officer for direct mailings or vacancies on the website. However, I collaborate the most with the Marketing Officer to ensure everything is uploaded to the website on time for proper promotion. We even have a shared calendar to keep track of all these deadlines and tasks!

*If you have any questions regarding this position, please do not hesitate to contact our current Secretary at [secretary@cedonulli.nl](mailto:secretary@cedonulli.nl) or drop by our office. We gladly make time to answer any questions you might have!*

# TREASURER

## Main tasks of the Treasurer

- Making the annual budget, turning you Board plans and the associations financial strategy into reality.
- Keep a close eye on the finances to ensure everything runs smoothly
- Making financial decisions that shape the association's future.
- Spotting and minimizing financial risk
- Handling the financial administration and keeping the books in order
- Making sure all members contribute their annual fee
- Guiding and supervising committee Treasurers
- Work with and be accountable to our Audit Committee



As Treasurer of Cedo Nulli, you ensure the financial health of the association. For Cedo Nulli to be able to do what it does and continue to grow and thrive it is essential that the financial side is properly managed, and that is the responsibility of the Treasurer! If you enjoy looking at the big picture, think strategically and take responsibility this role is perfect for you.

At the start of the year, you will draft the annual budget, which is where you turn your Board's policy and vision into actionable plans with matching budgets. It's a rewarding challenge to see how your efforts come to life and directly contribute to the success of the activities and events.

Because the Treasurer needs to keep oversight in every part of the associations, from big projects like NMUN to the committee weekends to the parties. Being Treasurer also means you'll work closely with external parties like venues, suppliers and the bank. You'll also gain hands-on experience with financial management, budgeting, and strategic decisionmaking—skills that are highly valuable both during and after your Board year.

Additionally, to help you deal with the sometimes-complicated financial parts of this role you'll collaborate with the Audit Committee. This is a group of experienced former Board members who meet with you monthly to review the financial administration and provide guidance. Their support is invaluable, and they'll help you navigate any challenges that come your way.

Being Treasurer is more than just making budgets in Excel—it's about taking responsibility, working closely with your Board, and playing a key role in shaping the association's future. If you're up for the challenge, this might be the position for you!

# BURNING QUESTIONS

*What it's like to be the Treasurer of Cedo Nulli*

## WHO ON THE BOARD DO YOU WORK WITH THE MOST?

I work together with Nina, Teun and Dylan the most. With Nina I supervise the NMUN project which means we spend time together at the trainings as well as work together on the organization on the trip. With Teun I discuss his sponsorships. With Dylan I work together on the contribution of membership fees.

## WHAT ABOUT BEING A BOARD MEMBER GIVES YOU THE MOST ENERGY?

I love taking responsibility and being able to be proud about these big things I have worked so hard to accomplish. So what gives me the most energy are big responsibilities like organizing a 20-person trip to the USA for NMUN and collecting the membership fees for thousands of people.



## WHAT IS YOUR FAVOURITE DAILY TASK?

I don't do this daily, but every month I need to do the financial administration. I really like to be neat and organized so I love doing this task because it is all about organizing. It is interesting because I am also the most forgetful person on the Board. Other than that, it is helping committee Treasurers with their budgets because I get to help people with my skills.

*If you have any questions regarding this position, please do not hesitate to contact our current Treasurer at [treasurer@cedonulli.nl](mailto:treasurer@cedonulli.nl) or drop by our office. We gladly make time to answer any questions you might have!*

# INTERNAL RELATIONS OFFICER

## Main tasks of the Internal Relations Officer

- Forming and shaping a long-term plan for the Internal Relations officer
- Responsible for the (committee) recruitment and applications
- Organising committee weekends, such as the Introduction and Appreciation Weekend
- Battle of the Committees
- Diversity and Inclusion Officer
- Supervising D&I Commissioners
- Part of the ESSB D&I Team
- General Committee Guidance
- Optimising committee functioning



Applicable to Non-Dutch speaking students!!

As Internal Relations Officer, you are in the middle of the association. As this position is a relatively new position, the function is still in development. You will experience how to shape this function and you have a lot of freedom to implement your ideas within the function. Because the position is relatively new, your tasks take from those of all the other functions. This is a lot of fun because you get to collaborate with all your fellow Board members! By conducting interviews, planning trips and working with Canva you learn a diverse set of skills!

As Internal Relations Officer, you will be responsible for the recruitment of new (committee) members. You will think about how to increase the number of members of the association during EurekaWeek and the year. Besides, together with the Marketing Officer, you will make a promotion plan to recruit your new committee members. You are responsible for this period by planning, conducting the interviews, and forming the committees. Next to these tasks, you will be responsible for Diversity & Inclusion within the association. You will be guiding the D&I commissioners and you will be part of the ESSB D&I Team by attending their meetings.

Another part of this position is organising all the committee weekends, such as the Introduction and Appreciation Weekend. Besides, you will be responsible for the Battle of The Committees, and you have room to bring more ideas to improve the effectiveness of our committees.

Overall, you will have a lot of interactions with different kinds of people. This makes this position very interactive and diverse. You have room to implement your ideas within this position and develop it for the future of Cedo Nulli!

## BURNING QUESTIONS

What it's like to be the Internal Relations Officer of Cedo Nulli

### WHO ON THE BOARD DO YOU WORK WITH THE MOST?

As the Internal Relations Officer, you work a lot together with all of your Board members. But during the recruitment process and the committee application period, you work the most together with the Marketing Officer and the Secretary.

### WHAT IS YOUR FAVOURITE DAILY TASK?

My tasks change every day, which I absolutely love for this means that there is a lot of variation within my function. But the thing I love most is the committee meetings. I love to see them brainstorming and thinking out new events. And of course I love the yapping before and after the meetings!



### WHAT ABOUT BEING A BOARD MEMBER GIVES YOU THE MOST ENERGY?

Talking with many people! I love to get to know all the different members of Cedo Nulli, for you get to have so many dissimilar kind of conversations and hear so many unique life stories. I get a lot of energy from getting to know new people :).

If you have any questions regarding this position, please do not hesitate to contact our current Internal Relations Officer at [internalrelations@cedonulli.nl](mailto:internalrelations@cedonulli.nl) or drop by our office. We gladly make time to answer any questions you might have!

# MARKETING OFFICER

## Main tasks of the Marketing Officer

- Responsible for marketing: designing and promotion
- Developing new marketing strategies
- Keeping track of the marketing planning
- Responsible for Social Media
- Responsible for physical promotion at the campus
- Supervising all Commissioners of Promotion
- Taking pictures during Cedo events



Applicable to Non-Dutch speaking students!!

As the Marketing Officer you are responsible for making promotion for everything that Cedo Nulli has to offer! Promotion of activities, partners and designing beautiful other ways of promotion. You will also manage socials, like Facebook and Instagram. Through these channels, you will ensure all our members are up to date with what is happening in our association!

You will design booklets, banners and posts for all sorts of occasions. You guide the Commissioners of Promotion to be able to make beautiful stories themselves. You will also make a big marketing plan at the beginning of the year to be sure you will never miss a deadline for promoting an event! This way, all the events will be a success. At events, you will be responsible for taking pictures as well. Afterwards you will edit these pictures and post them on the website and show everyone on Instagram how awesome an event was!

Instagram is our biggest platform as of right now and most of the promotion goes through there. But digital promotion is not the only way, as face-to-face promotion also works great! During the Eureka week this is also very important, as new members will also be recruited through promotion. You will also do a take-over of the ESSB Instagram during this week, introducing Cedo Nulli to new ESSB students.

To be the best Marketing Officer you can be, you have to learn how to work with graphic design software, such as Photoshop, InDesign, Premiere Pro and After Effects. Learning skills like these will open a world of possibilities in your working life! These skills will be applicable during the rest of your academic, and eventually, work-life.

# BURNING QUESTIONS

What it's like to be the Marketing Officer of Cedo Nulli

## WHO ON THE BOARD DO YOU WORK WITH THE MOST?

As the Marketing Officer you work with everyone! Of course you work as a group, but this makes this function unique. The Secretary and I communicate the most, given our Social Media is dependent on the website. We worked together on a schedule when we can post or update events, so we could make our cooperation as efficient and easy as possible. Besides that I work a lot with the Commercial Relations Officer for partner promotion and the Education Officer for promotion coming from the faculty.

## WHAT IS YOUR FAVOURITE DAILY TASK?

My favourite daily task is the editing of videos and reels. I love creating these because they reach a lot of people and they get a lot of views. The creativity you learn within this function is one of my favourite things.



## WHAT IS THE BIGGEST PROJECT YOU ARE WORKING ON?

My biggest project is related to my favourite thing to do! Which are editing the videos and promotional means to promote our association, recruit for the new Board and for the committees. In the beginning of the year I was busy with our Committee Booklet, now with this booklet!

If you have any questions regarding this position, please do not hesitate to contact our current Marketing at [marketing@cedonulli.nl](mailto:marketing@cedonulli.nl) or drop by our office. We gladly make time to answer any questions you might have!



# EDUCATION OFFICER

## Main tasks of the Education Officer

- Responsible for communication with the faculty
- Being a student member of the Management Team
- Organising and being the chair of monthly meetings for all the students involved in the student representations
- Representing the voice of all ESSB students as the main faculty coordinator of student representation
- Organising study groups and recruiting tutors and assistants
- Organising the Thesis Support Project
- Organising study support activities like workshops
- Starting new initiatives in collaboration with the faculty



As the Education Officer, your primary role is to bridge the gap between the faculty and students. You achieve this by serving as the main contact point between the association and everyone in the faculty. Professors and staff members will reach out to you when they want to collaborate or have questions, and you'll be the go-to person when the association needs something from the faculty or wants to join forces on an initiative. You are the middle person, ensuring effective communication and collaboration.

You'll also be the key contact for students who have questions or issues but aren't sure where to go for help. Your guidance will ensure that they get the support they need. As part of your responsibilities, you'll attend **Faculty Management Meetings**, where the faculty's management team makes key decisions. In these meetings, you'll represent the student perspective, making sure their voices are heard in the decision-making process. To prepare for this, you'll organize Faculty Student Meetings, where you'll gather insights from student representatives to bring forward the most pressing student concerns and issues in the faculty management meetings.

Another major responsibility is organizing **study groups**. At the beginning of the year, you'll recruit and select tutors who will run these study groups during each exam period. You'll maintain close contact with the tutors and use your organizational skills to ensure everything runs smoothly.

Finally, you'll also organize the **Thesis Support Project** and other study support activities. There's plenty of room to be creative here, as you can come up with new initiatives to help students succeed.

If you think you have what it takes to balance these diverse tasks and responsibilities, and you're excited about making a real difference for Cedo Nulli, this role could be perfect for you!

# BURNING QUESTIONS

*What it's like to be the Education Officer of Cedo Nulli*

## WHAT IS THE BIGGEST PROJECT YOU ARE CURRENTLY WORKING ON?

The biggest project I'm currently working on is NMUN. Since Ot and I are supervising this together, we spend a lot of time collaborating. We attend the Wednesday trainings together, organize the trip logistics, have regular meetings with the (wonderful) trainers, and participate in the cohesion events and the trip to Brussels. Naturally, we're also very excited about the conference and our upcoming trip to the US.

## WHAT IS YOUR FAVOURITE DAILY TASK?

One of my favourite parts of my tasks is the social contact I have through working with a variety of people. I meet with many different people from the faculty – from professors to the dean's office, as well as the management team –, students with questions or concerns, study group tutors, my committees, NMUN trainers (and delegates), and of course, my Board.



## WHAT ABOUT BEING A BOARD MEMBER GIVES YOU THE MOST ENERGY?

I love spending time with my board. Even the most draining and least exciting things become a bit more fun because I get to do them with my best friends. We learn so much about each other, we go on so many crazy adventures, and we make so many memories. The fact that I know they will always be there to help me, and we can always have fun with each other always gives me energy :)

*If you have any questions regarding this position, please do not hesitate to contact our current Education Officer at [education@cedonulli.nl](mailto:education@cedonulli.nl) or drop by our office. We gladly make time to answer any questions you might have!*

# COMMERCIAL RELATIONS OFFICER

## Main tasks of the Commercial Relations Officer

- Acquisition of sponsoring funds for our association
- Maintaining contact with existing partners and finding new partners
- Writing subsidy requests for larger projects » Carrying out administrative tasks
- Organising career-related events
- Supervising several career-related committees
- Guiding the Commissioners of External Relations
- Being in charge of our LinkedIn account



Being the Commercial Relations Officer is a very challenging and fun position. You are the Board member to keep close contact with Cedo Nulli's partners, which is very useful for your professional network and communication skills. Your task is to connect Cedo Nulli members to the labour market and to create career opportunities. Organising workshops and finding vacancies is one way we do this. Furthermore, you organise career events for students, mostly in collaboration with committees.

With these events and partnerships, you achieve your acquisition target. Achieving your target is a really exciting and challenging task because it means you are responsible for a chunk of the budget of Cedo Nulli. Besides this, you are responsible for keeping the administration of all external contacts. Lastly, you are responsible for Cedo's LinkedIn account and writing subsidy requests and reports for big projects like the National Model United Nations project (NMUN) or the Social Sciences Career Week (SSCW).

Forming and maintaining professional relationships with companies is very important and will teach you a lot of useful skills such as being assertive and communicative. Also, you get the opportunity to visit companies all over the country. This is certainly useful for your future career and network. Besides this, the position of Commercial Relations Officer can help you grow in your confidence since you get to negotiate and close deals with companies. Companies are very eager to meet students and are happy to pay financial compensation to attend career events.

## BURNING QUESTIONS

*What it's like to be the Commercial Relations Officer of Cedo Nulli*

### WHO ON THE BOARD DO YOU WORK WITH THE MOST?

I mostly work together with the Secretary and Marketing Officer, as they can post all the promotion that I arrange with third parties. I often work together with the Treasurer as well. We talk about my target, manage subsidy requests, and look at future partners and career events.

### WHAT IS YOUR FAVOURITE DAILY TASK?

One of my favourite daily tasks is planning out possible deals for new partner companies. Every company is different and wants something else, so finding the perfect offer is a fun challenge!



### WHAT ABOUT BEING A BOARD MEMBER GIVES YOU THE MOST ENERGY?

Getting results by closing a deal is hugely satisfying. It's a great way to see how your efforts are getting results. I also love joking around and talking with everyone, both in the office and during events!

*If you have any questions regarding this position, please do not hesitate to contact our current Commercial Relations Officer at [commercialrelations@cedonulli.nl](mailto:commercialrelations@cedonulli.nl) or drop by our office. We gladly make time to answer any questions you might have!*



## **Monday**

*Morning*

Updating mail from the weekend

*Afternoon*

Preparing for the Board meeting

*Evening*

Cedo Event

## **Tuesday (dayshift)**

*Morning*

Weekly Board meeting

*Afternoon*

Fulfilling position-specific tasks

*Evening*

Dinner and meeting with a committee

## **Wednesday**

*Morning*

Fulfilling position-specific tasks

*Afternoon*

The office is closed so we can work on our bigger tasks

*Evening*

Cedo Event

## **Thursday (dayshift)**

*Morning*

Getting as much work done as possible

*Afternoon*

Committee meeting

Hanging out with members at the office

*Evening*

Night off

## **Friday**

*Morning*

Working on my policy

*Afternoon*

Finishing work up for the weekend

*Evening*

Having dinner with friends

## Board Information Session #1

January 21<sup>st</sup>, 19:00-21:00

- General information about being a Board member.
- Position-specific information.

## Board Information Session #2

February 12<sup>th</sup>, 19:00-21:00

- Our highs and lows.

## Board Information Session #3

March 3<sup>rd</sup>, 19:00-21:00

- Function-related cases.
- Practical Information.

## Board Information Session #4

March 17<sup>th</sup>, 19:00-21:00

- Ask your questions to former Board members!

## Open Board Meeting

April 22<sup>nd</sup>, 09:00-11:00

- See what really goes on in a Board meeting!

## A Day as a Board Member

On appointment

- You can always contact Board Members to follow them in their daily tasks for a few hours!

The applications open from the **18th of March** onwards and will close at **23:59 on Monday the 19th of May!** You can send your application, which consists of your CV and a motivational letter, to [application@cedonulli.nl](mailto:application@cedonulli.nl). You can address the letter to Marloes Helwig, the President of the 40th Board.

Some guidelines for your application:

### Formal requirements

- » Make sure your motivation letter is no longer than 2 pages;
- » Please use Times New Roman, size 12;
- » Please hand in your motivation letter and CV as a PDF file;
- » You may hand in your CV and motivation letter in either English or Dutch, however make sure they are both in the same language;
- » Make sure your CV has all your contact information on it.
- » For first-year students: Add your grading list, in connection with your Binding Study Advice.

### Content guidelines

In your motivation letter, please explain the following:

- » Your motivation to apply for a Board year;
- » Why you apply specifically for the Board of Cedo Nulli;
- » What you want to learn and what you hope to get out of a board year;
- » The position(s) you prefer and why those position(s);
- » Why you are the right person for that/those position(s).

Please be as specific as possible and illustrate all statements with relevant examples and/or experiences.

We hope to welcome you to one of these events to give you all the information you need and to answer all your questions! Needless to say, you can always address any further questions to one of the board members via e-mail or in person.

**WE WISH YOU THE BEST OF LUCK WITH YOUR APPLICATION!**

**FOR MORE INFORMATION, CHECK**

**[WWW.CEDONULLI.NL](http://WWW.CEDONULLI.NL)**

**OR CHECK OUR INSTAGRAM PAGE FOR UP-TO-DATE INFORMATION ON UPCOMING INFORMATION SESSIONS**