

GENERAL TERMS AND CONDITIONS VU-NT2 ACADEMY

For students with a DUO loan

Application and enrolment for new students

1. Daytime course application

If you wish to apply for a daytime course, visit www.nt2.vu.nl and complete the registration form. You will subsequently be required to attend an individual meeting during VU-NT2 consultation hours. Depending on the outcome of this meeting, you will be asked to do an intake test. Students with a DUO loan are only permitted to attend a daytime course, because this is the course that prepares them for the NT2 State Exam Programme II.

2. Reservation

Once you have registered, and, if necessary, done an intake test, you will receive an invitation letter containing the course details. This entails that a place has been reserved for you in the course. This does not, however, imply that enrolment has been confirmed. See point 5.

3. Waiting list

If a course is full, you will be placed on a waiting list. If a place becomes available, you will be notified no later than a week after the start date of the course. In the event that a place does not become available, your name will be placed on the list for a course starting at a later date.

4. Course cancellation

If there are not enough (paying) applicants, the course will be cancelled. In this event, VU-NT2 will notify registered students no later than three days before the scheduled course start date. The course fees will not be charged.

5. Confirmation of place

Your reservation will be confirmed if:

- no later than two weeks prior to the course start date, you submit a copy of the letter in which DUO confirms that you will be granted a loan, or other type of proof indicating that DUO will lend you sufficient funding for at least one course;
- no later than two weeks prior to the course start date, you e-mail us stating that you wish to attend the course;
- you are not placed on the waiting list (see point 3); and
- the course will not get cancelled (see point 4).

6. Billing

You will receive an invoice at the beginning of the course. This needs to be signed at the VU-NT2 desk. This invoice includes the course fees as well as book costs, and will be sent to DUO, who will then pay for your course. If your invoice does not get signed within the indicated timeframe, VU-NT2 reserves the right to refuse access to the class, as well as the final examinations.

7. House rules

Students who have enrolled in a course must adhere to the VU-NT2 house rules with regard to class attendance and homework assignments. Students will receive a copy of the house rules on day one of the course, or can request a copy from the course administration.

8. Contract

Shortly after the start of the first course you must sign a contract regarding the mutual agreements about attendance, conditions for terminating your enrolment, etc. The contract covers the entire duration of the NT2 course through to the State exam training. If you wish to withdraw from a course either permanently or temporarily, you must notify the course administration office and the teacher. VU-NT2 may also decide that you will not be allowed to complete the course, for example, if you fail the final examinations, or if you are not sufficiently dedicated to the course.

Application and enrolment for current students

9. Application

Before the final examination, current students will receive a letter inviting them to proceed to the next level. If you send an e-mail to VU-NT2 confirming that you would like to proceed to the next course, a place will be reserved for you.

10. Admission level required for follow-up courses

To attend a course that is higher than level 1 you need to have passed the final examination of the previous level. If you fail this examination, you will not be allowed to proceed to the next level.

11. Waiting list

Current students are given priority, provided they have notified VU-NT2 that they wish to attend the course no later than two weeks prior to the course start date.

12. Repeating a course

If you fail the examination, you may repeat the course, provided the teachers and Academy coordinator grant their permission to do so. You will be placed on a waiting list. You will be informed whether or not you are allowed to repeat the course no later than two weeks after the course start date.

13. Course cancellation

See point 4.

14. Cancellation of course participation

See point 16 and 17.

15. Confirmation of place

The reservation will be confirmed:

- if you pass the final examination (see point 10);
- if you have sent an e-mail stating you wish to proceed to the next level (see point 9); and
- if the course is not cancelled (see point 4).

Cancellation of course participation

16. Cancellation timeframe

Cancellation is permitted up to two weeks before the start date of the course you have booked. If you cancel your participation later than two weeks before the course start date you will be obliged to sign your DUO invoice.

17. Withdrawing from a course

As a DUO-loan student you will be obliged to sign the DUO invoice in the event that you withdraw from a course. If you wish to discontinue your course, you must discuss this with the Academy coordinator. The course fee must nevertheless be paid using your DUO loan. VU-NT2 may decide to make an exception to this rule based on humanitarian grounds. If you have solid grounds on which to submit an appeal, you must do so as soon as possible and it must be accompanied by a medical declaration or other relevant documents. The decision taken by VU-NT2 is final.