

GENERAL TERMS AND CONDITIONS VU-NT2 NT2 ACADEMY

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.

2. Evening and Saturday course enrolment

If you wish to apply for an evening or Saturday course, visit www.nt2.vu.nl and complete the registration form, or do so during VU-NT2 consultation hours. If you are not an *absolute beginner*, you will have to do an intake test.

3. Reservation

Once you have registered, and, if necessary, done an intake test, you will receive an invitation letter containing the course details and a request for payment. This entails that a place in the course has been reserved for you.

4. Waiting list

If you apply for a course once the application deadline has passed and it is full, you will be placed on a waiting list. If a place becomes available, you will be notified no later than one week after the course start date. In the event that a place does not become available, your course fees will be reimbursed.

5. 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. Your course fees will be reimbursed.

6. Confirmation of place

Your reservation will be confirmed:

- if the course fees have been paid in full before the payment due date (see point 15), or upon presentation of an invoice that shows that your employer or UAF will be paying for your course;
- if you have not been placed on the waiting list (see point 4); and
- if the course will not get cancelled (see point 5).

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.

Application and enrolment for current students

8. 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, and have paid the course fees, a place in this course will be reserved for you.

9. 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. Any course fees for the next level that have already been paid will be reimbursed.

10. Waiting list

Current students take precedence over new students, provided they have paid the course fees in

full before the payment due date.

11. Repeating a course

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

12. Course cancellation

See point 5.

13. Cancellation of course participation

See point 17 and 18.

14. Place confirmation

The reservation will be confirmed:

- if you pass the final examination (see point 9);
- if you pay the course fees in full by the payment due date (see point 15); and
- if the course is not cancelled (see point 5).

Paying your course fees

15. Payment due date

The course fees must be paid before the start of the course, and by the payment due date stipulated in the invitation letter. If the course fees are not paid by this payment due date, you will not be allowed to attend the course.

16. Payment method

You can pay either by bank card or bank transfer.

Cancellation of course participation

17. Reimbursement

A confirmed and paid place may be cancelled up to two weeks before the start date of the booked course. This can be done by e-mail (vu-nt2@vu.nl) or by phone (+31 20 598 63 98). You will only be charged a €25,- administration fee. Course fees will not be reimbursed if cancellation takes place later than two weeks before the course start date.

18. Withdrawing from your course

If you decide to withdraw from your course, the course fees, or part thereof, will not be reimbursed, and they may also not be used to pay for another course taking place at a later date. 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.