

GENERAL TERMS AND CONDITIONS FOR VU-NT2 ACADEMY

For students with a DUO loan

VU-NT2 is part of the VU Foundation

Enrolment of new students

1. Daytime course application

If you wish to apply for a daytime course, you can enrol by completing the registration form on nt2.vu.nl. You will subsequently need to make an appointment for an individual meeting during VU-NT2 consultation hours. Depending on the outcome of this meeting, you will be invited to complete 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 I or II.

2. Reservation

Once you have registered and had a conversation during the consultation hour, and, if necessary, completed an intake test, you will receive an invitation letter providing the course details. This means that a place has been reserved for you in the course, but it does not mean that your 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 *all* of the below requirements are fulfilled:

- 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 evidence that DUO will lend you enough to cover 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 is not cancelled (see point 4).

6. Billing

You will receive a number of invoices for different parts of the course. You will need to approve payment of the invoices under 'Mijn Inburgering'. If you fail to do this by the deadline indicated, 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, including those regarding 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

Before the start of the course, you must sign a contract regarding attendance, the conditions for terminating your enrolment, etc. 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 may not complete the course, for example, if you fail the final examinations, or if you are not sufficiently committed 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 less than two weeks prior to the course start date.

12. Repeating a course

If you fail the examination, you may only repeat the course if the teachers and Academy coordinator grant their permission to do so. You will be placed on a waiting list. You will be informed as soon as possible 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 points 16 and 17.

15. Confirmation of place

The reservation will be confirmed:

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

Cancellation of course participation

16. Cancellation deadline

Cancellation is permitted up to two weeks before the start date of the course that you have booked. If you cancel your participation later than two weeks before the course start date, you will in principle be obliged to take part in the course and to approve the invoice for DUO in 'My Civic Integration'.

17. Withdrawing from a course

As a DUO-loan student you will in principle need to complete the course that you have signed a contract for. If there are reasonable grounds for you to no longer take part in the course, you may withdraw from the course and cancel the contract with VU-NT2. A substantiated application for this should be accompanied by a doctor's certificate or other relevant document. If VU-NT2 agrees to this, you will receive no further invoices after the cancellation date.