

Terms and conditions Registration Language Course at the Tilburg University Language Center

General Entry Requirement

It is important to keep in mind that our courses apply academic approaches and methods. This means that, in order to register for our courses, you must be highly educated or be admissible to higher education based on your previous education.

Entry Requirements for the Courses

In our [Osiris Catalogue](#) you can find the entry requirements for each course.

If, at the start of the course, it appears that a course participant does not meet the entry requirements, he/she will be denied entry into the classroom and participation in the final exam will not be granted. It is not possible to receive a refund of the course fees and/or vouchers.

Registration

- You can register using the digital registration form.
- Your registration is definite if you have received confirmation of your registration from the Language Center.

Deadlines for Registration

	Semester 1	Semester 2
Registration starts	15 July 2020	to be announced a.s.a.p.
Registrations closes	27 August 2020, 23.59	to be announced a.s.a.p.

These dates apply unless stated otherwise on our website.

After these dates, registration forms will no longer be processed.

Course Fees (excluding course materials)

You can find the fees of the courses online.

Cancellation of Registration for a Course

This can only be done in writing: by mail or by e-mail (registrationsLC@uvt.nl).

The date of the postal stamp or the date of the e-mail will serve as the cancellation date. A cancellation is not final until you have received our confirmation.

- In case of cancellation **before** the registration deadline you will be charged € 50 to cover administrative costs.
- In case of cancellation **after** the registration deadline for a course or during the course, you will not receive a refund the course fee and/or your vouchers.

Disappointing scholastic results are not a valid reason for receiving a refund. In exceptional circumstances only, such as long-term illness or exceptional personal circumstances, the Head of the Language Center can decide to refund vouchers or fees. Course participants who wish to ask for a refund can submit a written request to the Student Desk, attn. of the Head of the Language Center. Any requests must include proof of the circumstances on which the request is based. The Head of the language Center will take a decision within six weeks, if necessary, after hearing the applicant.

The Language Center reserves the right to cancel a course in case of insufficient registrations. The registration fee will then be refunded.

Do you disagree with a decision?

Should you disagree with a decision made with respect to refunds, admission to a course, or other similar issues, it is possible to lodge an appeal with the Executive Board of the university. Appeals should be submitted to the Central Disputes and Complaints Desk or to the Executive Board directly, within six weeks of the announcement of the decision against which the appeal is being made.

Special circumstances COVID-19

- The courses are taught online or partly online and partly on campus. The exam will be administered on campus. Before signing up, please check whether you will be able to come to campus at the scheduled time. Since active participation is a key part of language skills courses, you need to be able to interact with the group in a digital environment as well. Make sure you have a stable internet connection, working webcam and headset or microphone. For recommended hardware requirements, see this [TiU website](#).
- If circumstances surrounding COVID-19 change and we are no longer able to physically visit the campus, this course will move online completely.
- 80% attendance is required. Lectures are not recorded for later viewing.