

## Terms and conditions Registration NT2 Course at the Tilburg University Language Center

### General Admission Requirements

- You have a sufficiently high level of education or have had a minimum of 12 years of education.
- If you do not speak Dutch, you need to have a reasonable level of English.
- You should be sufficiently computer-literate to be able to use the online lesson materials.
- You will need to be able to spend between 20 and 40 hours per week studying for this course.
- You have the intention to start a study program at a Dutch university or university of applied sciences.

### **Article 1 Registration for participants who have previously taken a course at the Language**

1. You can register if you have received a positive recommendation from a Tilburg University Language Center employee based on a previously taken course, no longer than a year ago.
2. You can register using the digital registration form.
3. Registration takes place on a first-come, first-served basis.
4. Your registration is definite if you have received confirmation of your registration from the Language Center.
5. If you are taking a course at the Language Center at the time of registration, your registration will be cancelled if you receive a negative recommendation after completing this previous course.

### **Article 2 Registration for participants who have not previously taken a course at the Language Center**

1. You can register using the digital registration form.
2. After your registration, you will receive an invitation for an intake interview and/or intake test. A place will have been reserved for you on the course.
3. Places will be allocated on a first-come, first-served basis. If the course is full, you will be placed on a waiting list.
4. If you wish to take the Beginners course, you will be invited for an intake interview with one of our teachers. If you wish to take the Intermediate, Upper-intermediate or Advanced course, you will need to sit for an intake test besides the intake interview.
5. If you have obtained the State Examination for Dutch as a Second Language I or can demonstrate you have passed the Dutch as a Second Language Level Tests (TANG tests) at A2 or B1 level in the 12 months prior to the course, you will be exempted from the intake test. In order to be eligible for this, please e-mail a copy of your diploma or certificate with your registration form to the Language Center ([registrationslc@uvt.nl](mailto:registrationslc@uvt.nl)).
6. If you have received a positive recommendation for the course you have registered for, your registration will be definitive. If you have not received a positive recommendation and are not able to attend a course at the Language Center or have been advised to take a course at a different level, you may annul your registration at no costs to yourself.

### **Article 3 General Registration Conditions**

1. Deadline for registration NT2 Beginners, Intermediate and Upper-Intermediate and associated modules:

	August	December	April
<b>Registration starts</b>	15 June 2020	15 June 2020	15 June 2020
<b>Registration closes</b>	24 August 2020	30 November 2020	29 March 2020

2. Deadline for registration NT2 Advanced

	<b>NT2: Advanced (toward C1)</b>
<b>Registration starts</b>	15 June 2020
<b>Registration closes</b>	Check the course on our <a href="#">website</a>

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

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

**Article 4 Costs Course and Modules**

1. You can find the fees of the courses online.
2. Tilburg University students can use their language vouchers to pay for courses (Please note that this does not include the fees for the course materials). Once the vouchers have been used, you can participate in the course by paying the (reduced) fees.

**Article 5 Payment Requirements**

1. By completing and sending the registration form, you commit yourself to paying the course fee and the course materials.
2. If you have declared that you wish to pay via a DUO loan, you assume responsibility for assuring that there are sufficient funds to meet the quarterly payments. Should Tilburg University not be able to collect the payment from DUO, The Language Center will address the bill to you personally.
3. The bill will be submitted to DUO by the language Center. As soon as you have received notification from DUO that the bill is ready for payment, you are required to approve payment through the DUO Website within two weeks.

**Article 6 Cancellation of Registration for a Course**

1. You can only cancel your registration in writing and before the registration deadline (see Article 3): by post or e-mail to [registrationslc@uvt.nl](mailto:registrationslc@uvt.nl).
2. The date on the postmark or the date on which the e-mail was sent will be considered the official date of cancellation.
3. A cancellation is not final until you have received our confirmation.
4. In case of cancellation **before** the registration deadline an amount of € 50 will be charged to cover administrative costs.
5. In the case of cancellation due to a negative recommendation, no administration costs are due (see Article 2.6).
6. In case of cancellation **after** the registration deadline, you are obliged to pay the full amount of the course fee.
7. In special cases, such as long-term illness or exceptional family circumstances, the Head of the Language Center may decide to refund the course fees or language vouchers. A request for a refund can be submitted to the Student Desk. This request should be addressed to the Head of the Tilburg University Language Center, and should contain written proof of the special circumstances. The Head of the language Center will take a decision within six weeks, if necessary, after hearing the applicant.

**Article 7 Course Contract**

1. At the start of each course, you will receive a course contract, which a Language Center employee will discuss with you. You should return only one signed copy of this contract.
2. On our website, you can read the terms of the course contract.  
(<https://www.tilburguniversity.edu/education/languages/dutch/course-for-dutch-exam/>)

**Article 8 Special circumstances COVID-19**

1. The courses mentioned under 3.1 are taught partly online and partly on campus (compulsory). The course mentioned under 3.2 is taught on campus (compulsory). 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](#).
2. If circumstances surrounding COVID-19 change and we are no longer able to physically visit the campus, this course will move online completely.
3. 80% attendance is required. Lectures are not recorded for later viewing.