

Conditions for registration of an intensive NT2 course at the Tilburg University Language Center

1. General Admission Requirements

- 1.1 Our courses have an academic approach and method.
- 1.2 Courses are open to the following audiences:
 - Students of TiU
 - Employees and alumni of TiU
 - Other Participants. If you are not affiliated with TiU and wish to participate in a Language Center course, you must meet the following requirements:
 - You are highly educated (university of applied sciences or university level), or you have at least 12 years of education.
 - If you do not speak Dutch, you speak English actively.
 - You have sufficient computer skills to be able to use online learning materials
 - You can devote 20–40 hours per week to the language course.
 - You intend to study at a university of applied sciences or a university.
- 1.3 There is a registration period for each trimester. The start and end dates of the registration periods can be found on the Language Center [website](#) beginning August 1 each year.

2 Registration for students who have already taken a course at the Language Center

- 2.1 You may register if you have received a positive recommendation from a Tilburg University Language Center staff member no more than one year ago based on a course previously taken.
- 2.2 You can register using the digital registration form.
- 2.3 Registration will be on a first come, first served basis.
- 2.4 An application is final once you have received confirmation of your registration from the Language Center.
- 2.5 If you are taking a course at the Language Center at the time of registration, your registration will be canceled if you receive a negative recommendation after completing this earlier course.

3 Registration for students who have not previously taken a course at the Language Center

- 3.1 You can register using the digital registration form.
- 3.2 After registration you will receive an invitation for an intake interview and/or intake test. A place is then reserved for you in the course.
- 3.3 Reservation of places is on a first come, first served basis. If the course is full, you will be placed on a waiting list.
- 3.4 If you wish to take the Beginners course, you will have an intake interview with one of our lecturers. If you want to follow the course Intermediate or Upper-Intermediate/Advanced, you will have an intake interview and in addition an intake test.
- 3.5 If you have passed the NT2 State Examination I or demonstrably have passed the NT2 level tests (TANG tests) at A2 or B1 level in the 12 months prior to the course, you will be granted exemption from the intake test. To be eligible, please email a copy of your diploma or certificate to the Language Center (registrationslc@tilburguniversity.edu).
- 3.6 If you receive a positive recommendation for the course you have applied for, the placement is final. If the intake interview reveals that you cannot take a course at the Language Center or if you are advised to start at a different level, you can cancel or change your registration free of charge.

4 Cost of courses

- 4.1 Course prices are listed for each course on the Language Center [website](#).
- 4.2 Students can pay with their language vouchers. Once the language vouchers are used up, they can attend the course at a (reduced) rate. In addition, they are required to purchase course materials from the Language Center for a fee.

5 Payment obligation

- 5.1 By completing and submitting the application form, you are committing to pay all fees.
- 5.2 If you have indicated that you wish to pay by means of a DUO loan, you are expected to ensure that there is sufficient budget in the quarter in question. If Tilburg University Language Center is unable to collect the invoice amount from DUO, Tilburg University Language Center will address the invoice to you personally.
- 5.3 The invoice will be submitted to DUO by the Language Center. As soon as you receive notification from DUO that the invoice is ready for payment, you should approve it within 1 week via the DUO website.

6 Deregister from a course

- 6.1 Within the registration period, you may cancel your application by sending an e-mail to registrationslc@tilburguniversity.edu.
- 6.2 The date of the e-mail will be used as the cancellation date.
- 6.3 A cancellation is not final until you have received confirmation from us.
- 6.4 Cancellation **before** the closing date will incur a €50 administration fee.
- 6.5 Cancellation of a course **after** the closing date or during the course is not possible. The entire course fee will then be charged.
- 6.6 If you cancel because of a different advice, no administration fee will be charged (see Articles 2.5 and 3.6).

7 Cancel course

In case of insufficient interest, the Language Center reserves the right to cancel a course. The registration fee paid will then be fully refunded and vouchers will be returned.

8 Education and Examination Regulations

The Language Center's Education and Examination Regulations apply to all courses offered by the Language Center. These regulations can be consulted via our [website](#).

9 Restitution of course fees

- 9.1 In special cases, such as long-term illness or special family circumstances of the course participant, the Head of the Language Center may decide to refund course fees or language vouchers.
- 9.2 You may submit a written request for a refund to the Student Desk, addressed to the Head of the Language Center, no later than three months after the end of the course. This request must be accompanied by supporting documents.
- 9.3 The Head will make a decision within 6 weeks, after hearing the petitioner if necessary.
- 9.4 Disappointing study results or unexpected overlap with other courses are expressly excluded as grounds for refund.

10 Course Contract

At the start of the course, you will receive a course contract. This contract will be discussed with you by a member of the Language Center staff. You should return one signed copy.

11 Objection and appeal

If you disagree with a decision regarding refunds, admission to a course, etc., you may appeal to the Executive Board. You can find the exact procedure on our [website](#).

12 Hardness Clause

In cases not provided for in these rules, the Language Center will ensure a reasonable solution.

13 Special circumstances COVID-19

13.1 All Language Center courses are taught **on campus, online, or in a combination of both**, in accordance with the description on the [website](#). The examination will be administered **on campus**.

13.2 If circumstances regarding COVID-19 change, the Language Center may decide that courses will be taught partially or fully online.

13.3 Since active participation is an important part of language skills courses, you must also be able to communicate digitally with the group. Please make sure you have a stable internet connection, a working webcam, and a headset or microphone before registering. See this [TiU website](#) for recommended hardware requirements.

13.4 80% attendance is required. Lessons will not be recorded for later viewing.