

Terms and Conditions for Contract Education at Tilburg University

Definitions

In these terms and conditions, the following terms are defined as:

- a. *Contract student*: person who participates in contract education
- b. *Course*: contract education consists of one or more courses. A course is a study unit with a study load expressed in credits. A course may consist of parts. To pass a course, it has to be completed with sufficient results. A course may be part of a CROHO-registered program (Central Register of Higher Education) or offered in some other way.

Rights contract student

After the registration has been completed, the contract student will receive a registration certificate, stating the period during which the contract student is entitled to follow courses and practical courses and take the examinations.

Contract students will have at their disposal:

- a Tilburg University card with a student and administration number (for identification and lending books)
- an e-mail address and user name/password, among other things required for registration for the course and examination via the Internet.
- if a course has been completed with a satisfactory result within the framework of contract education, and for which credits have been awarded, the student administration will automatically send a certificate to the student, to the effect that the contract student has completed the course in question with a satisfactory result + the number of credits.

Payment course fee

The contract student must pay the course fee due no later than 14 days after receipt of the invoice.

Deregistration, termination or modification

The **deregistration** for contract education by the contract student is only possible up to 14 days after the start of the course and must be submitted to the Head of the Student Administration in writing, stating the bank account number. If the deregistration takes place in accordance with the above, the course fee, excluding administration costs, will be refunded. In all other cases, there will be no refund.

Submit the request to the Student Desk (A301) or send it to Tilburg University, Contract Education room A308, P.O. Box 90153, 5000 LE Tilburg.

Refunds will not be made if, for whatever reason, the trainee is unable or no longer interested in attending contract education. The Head of Student Administration may only decide to **terminate** the enrollment and refund the course fee, excluding administration costs, in special cases, for example, in the event of long-term illness or special family circumstances of the contract student. The contract student may submit a request to this effect to the Head of the Student Administration. An application will not be considered without documentary evidence. The Head will take a decision within six weeks.

If a contract student deceases in the course of the academic year (which runs from September 1 to August 31), the course fee will be refunded for each course in which the contract student was unable to participate and/or complete.

Changes to the registration in the form of adding and/or canceling a course are only possible up to 14 days after the start of the course and must be made in writing to the Student Desk. After this period, no change will be possible. If the change takes place in accordance with the above and results in the cancellation of a course, the corresponding course fee will be refunded, excluding administration costs.

Submit your request for deregistration or change to the Student Desk (A301) or send it to Tilburg University, Contract Education room A308, PO Box 90153, 5000 LE Tilburg. If it concerns a change that does NOT lead to a refund, then an e-mail to aanschuifonderwijs@uvt.nl is sufficient.

Personal Data

The personal data of the contract student will only be processed in accordance with the General Data Protection Regulation and the Tilburg University Privacy & Personal Data Protection Policy.