

GENERAL TERMS AND CONDITIONS

Hogeschool Wittenborg, University of Applied Sciences

Hogeschool Wittenborg, University of Applied Sciences is a private business school, it is recognized and appointed by the Dutch Ministry of Higher Education as written in the Dutch Higher Education Law. Hogeschool Wittenborg, University of Applied Sciences is registered at the CFI under BRIN number 25AY, (www.cfi.nl).

Application and registration

Application has to be done by signing and sending the application form to Hogeschool Wittenborg. A study agreement will be made by means of the application form. These General Terms and Conditions are a part of the study agreement.

By signing the Study Agreement the student declares to agree with the General Terms and Conditions and to be informed about the Tuition Fees. After signing the Study Agreement the registration will be definite. Hogeschool Wittenborg provides the opportunity to start its programmes 6 times a year. Application can be done during the whole year. The student has to hand in all the documents which are listed in the Admission Procedure/ Application Form and has to be able to identify himself/herself by a valid Identification Card.

Tuition and Fees

Hogeschool Wittenborg, University of Applied Sciences is entitled to change the tuition fees annually. The tuition fees will be adjusted on September 1st and February 1st with maximum the inflation correction. The minimum adjustment will be 2%. The tuition fees do NOT include books, study material and excursions. Students are allowed to fulfill their tuition fees in installments by automatic collection. Payment by automatic collection is only possible after signing the authorization form for automatic collection. The amount of every installment will be raised with € 12,50 administration costs. The collection of every installment will take place around the 28th of each month. Please check www.wittenborg.eu for the current fees.

Payments and obligations

Not attending classes will not lead to reduction of the tuition fee or any other fee. When a delay in payment of more than one month occurs, Hogeschool Wittenborg is entitled to collect the total amount at once. Continuous delay in payment can lead to direct annulment of the contract by Hogeschool Wittenborg. If reminders and payment demands have to be sent due to delay in payment, administration costs of € 25,- will be charged for every demand, from the second demand on. The student or his/her legal guardian will be held responsible for all judicial and extrajudicial costs, like interest, collection costs and administration costs.

Cancellation by student

Cancellation of registration by the student has to be done by sending a letter by registered post to the management team. Date of cancellation will be the date of the post stamp on the cancellation letter. If not agreed differently in the study agreement, registration is always for a period of one year. Registration for the next academic year will be confirmed after payment of the (first installment of) the tuition fee for the concerning academic year. Early termination of the study programme during the college year does not lead to refund or remission of the tuition fee. Only in case the student has to terminate his/her study due to unforeseen special circumstances, a written request with reasons has to be submitted to the management team. Sickness or family circumstances can be examples of special circumstances. After approval of the management team, deregistration will take place from the second month following the month the student has announced his/her deregistration request to the management team. Example: request has been submitted in December, student will be entitled for refund and deregistration of the remaining tuition fee as from February 1st. Students have no right to retrieve the already paid tuition fee.

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Cancellation by Hogeschool Wittenborg

Hogeschool Wittenborg is entitled to deregister students who misbehave according to the “code of behavior” in the Student Guide. In this case no refund will be given. In case of fraud, Hogeschool Wittenborg is entitled to deregister students without refund of fees. The examination Board has the right to give a student a negative study advice. In this case the student will bear all financial and legal consequences. The mutual rights and obligations that apply to this agreement will be terminated as soon as the agreement has been cancelled. Obligations which were applicable prior to the cancellation remain in force. With the deregistration of the student the right for study grant and OV public transportation card will end. Hogeschool Wittenborg has the obligation to inform the IB-group annually about the registration periods of all the students. It is the student’s responsibility to inform the IB-group on time about changes in his/her personal situation or details. Hogeschool Wittenborg cannot accept responsibility or liability for possible financial loss suffered by the student as a consequence of for instance, too much received study grant and/or loans. The student has to inform the Student Administration in writing about the change of address within 14 days after moving. The student is responsible for possible loss as a consequence of not in time or not informing the Student Administration.

Education Guide and Examination Regulations

The content and design of the programmes is described in the Education Guide and Examination Regulations. These are kept at the Education Department.

Insurance

Hogeschool Wittenborg cannot accept responsibility or liability for loss and/or damage to private possessions, nor can it accept responsibility or liability for injury or any other damage suffered by the student. It’s the student’s responsibility to arrange his/her insurance. During the work placement, the student has to be insured through the liability insurance of the work placement company. An insurance at AON for the period of 6 months will be arranged for International students upon their arrival, it is the student’s responsibility to extend this insurance. It is possible to arrange this through the International Office.

Books, Study Materials, Time Tables, Student Charter, Education Guide

Obtaining study materials such as books, time tables and the Education Guide is described in the Student Information Guide. This guide, together with the Student Charter will be given to the students before the start of the programme. Hogeschool Wittenborg reserves the right to change the time tables and lesson programmes.

Data Protection Act and Portrait rights

The Data Protection Act (Wet Bescherming Persoonsgegevens) applies to all the information which is provided to Hogeschool Wittenborg by the student. Hogeschool Wittenborg will treat all information with the utmost care. Each student is entitled to object to the use of his/her data by Hogeschool Wittenborg. The objection has to be done by a written request to the Student Administration. Hogeschool Wittenborg has the right to use possible images of (educational) activities on which the student is visible, for various marketing purposes for Hogeschool Wittenborg. Each student is entitled to object to the use of his/her data by Hogeschool Wittenborg. The objection has to be done by a written request to the Student Administration.

Complaints

Hogeschool Wittenborg will do its very best to make your study period as easier as possible. In case of complaints, please read the internal complaints procedure, which can be found in the Education Guide. If the complaint, despite our efforts to handle it, still persists, a further complaint letter can be formulated which can be sent to the Arbitration Board of the association of private educational schools, the NRTO.

General

Dutch Law applies to these General Terms and Conditions. By signing the Study Agreement the student agrees to the General Terms and Conditions of Hogeschool Wittenborg.