

EuroPort Business School Terms and Conditions

1. General

These general conditions are applicable to the study agreement which is entered into via the completion of the application form between EuroPort Business School and the student or his legal representative, and to all agreements that may result. The general conditions consumer from *de Nederlandse Raad voor Training en Opleiding* are also applicable on the study agreement. (<http://www.nrto.nl/wp-content/uploads/2011/12/NRTO-Algemene-voorwaarden-Cons1.pdf>)

2. Definitions

- a. EuroPort Business School: EuroPort Business School BV, also acting under the names EuroPort Business School and EPBS, is registered with the Chamber of Commerce in Rotterdam under number 24398192, located at Schaatsbaan 61-91, 3013AR Rotterdam;
- b. Education: Education is defined as a EuroPort Business School-organized Bachelor education program;
- c. Student: Student is defined as the person who has enrolled for an education program;
- d. Registration: Registration in this context should be referred to as the length of time a student will join EuroPort Business School, as indicated on his or her application form;
- e. Cancellation: Cancellation is defined as the registered written notice of termination of education by a student;
- f. Tuition fees: Tuition fees are defined as the amount quoted on the Application Form per year;
- g. Term: A term is defined as a lesson block of 10 weeks.

3. Validity of conditions

Unless otherwise agreed in writing, the conditions contained herein will apply to every Bachelor education program offered by EuroPort Business School.

4. Enrollment

- a. Application takes place via the completion and sending or uploading of the completed application form. The application form and the general terms and conditions combine to make up the study agreement;
- b. The agreement is governed by Dutch law;
- c. By signing the application form, the student agrees to the general terms and conditions associated with the study agreement of EuroPort Business School;
- d. Registration can occur at any time before the beginning of the school year; there is no closing date of registration;
- e. If the (potential) student is in possession of a Dutch passport he/she must deliver the following documents. If the (potential student) is in possession of one or more of the desired

education qualifications for the program, the student should submit a copy of these diplomas along with grade lists, 2 passport photos, a copy of city/gemeente registration, and a copy of the student's identification card. These documents should be submitted to the program manager at EuroPort Business School, Postbus 21510, 3001 AM Rotterdam;

f. If the (potential) student is in possession of a foreign passport he/she must deliver the following documents. If the (potential student) is in possession of one or more of the desired education qualifications for the program, the student should submit a copy of these diplomas along with grade lists, 2 passport photos, a copy of the student's identification card, a Nuffic certificate and an IELTS or a TOEFL. These should be submitted to the program manager at EuroPort Business School, Postbus 21510, 3001 AM Rotterdam;

- g. Accepted forms of identification are a current passport, drivers' license, or identity card;
- h. The address given by the student on his or her application will be used to send all correspondence required by post;
- i. In the event of an address change, the student should notify the school's administration within 14 days, in writing;
- j. The study agreement is considered final on the date of receipt of the application form;
- k. An academic year or semester begins on 1 August and 1 February of each calendar year;
- l. If the beginning dates of these semesters change, EuroPort Business School will notify the student;
- m. If the student is unable to complete his or her education in the designed time frame, it is possible for the student to extend registration. Extended registration is available at extra cost to the student.

5. Cancellation / Termination

- a. Termination of registration by a student must be submitted in writing by registered mail to the program manager. The official date of termination will be the date of posting on the letter by the post office;
- b. Registration is valid for the duration of the entire education regardless of starting date, unless otherwise expressly agreed in the study agreement;
- c. If the student terminates registration after enrollment but more than one month before the start of the school year, no cancellation fees will be incurred;
- d. Termination of registration during the calendar month before the start of the school year will result in a cancellation fee of 400 Euro;
- e. Termination of registration after the start of the school year will result in a cancellation fee of 800 Euro. The student will pay the school for classes attended on a pro-rated amount per

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month. The month of termination is included as a month of enrollment;

f. The study agreement will be terminated immediately in the case of the student's death. Refund of tuition will be proportionate to the number of enrolled months;

g. Students can be expelled from school for misconduct. In this situation no refund of tuition will be made, and student will be responsible to pay tuition fees for the school year;

h. EuroPort Business School can terminate the study agreement on the grounds of fraud by the student. In this situation no refund of tuition will be made, and student will be responsible to pay tuition fees the school year;

i. EuroPort Business School reserves the right to cancel or terminate enrollment (for example, in the case of too few participants in a class). In this instance no cancellation fees will be incurred by the student;

j. EuroPort Business School can terminate the study agreement with international students in case of insufficient study progress. EuroPort Business School will inform the immigration office (IND) within one month.

6. Insurance

a. EuroPort Business School is not responsible for loss or damage to student property and will not be held liable for any injury or other harm to the student. The student is responsible to arrange his or her own insurance;

b. During internships students are insured on behalf of EuroPort Business School in an internship damage insurance policy. The conditions and damage claim forms can be obtained from the school's program manager;

7. Financial Responsibilities

a. When the student does not attend classes, it will not be possible for a reduction in tuition or other fees;

b. If a payment is overdue for more than one month, the EuroPort Business School reserves the right to claim the entire tuition in one payment. Persistent late payment may result in immediate termination of the agreement by EuroPort Business School without the obligation to pay restitution;

c. If reminders for late payments are required, there will be an administration fee of 25 euros for each payment reminder sent starting with the second payment reminder;

d. All judicial and extrajudicial costs (eg interest, collection and administrative costs) are to be borne by the student or his legal representative.

8. Data protection

a. The Data Protection Act applies to all data EuroPort Business School obtains from its (potential) students;

b. EuroPort Business School is very careful with this information;

c. If the student objects to the use of this data, the student is may notify the program manager in writing.

9. Education Program

a. EuroPort Business School retains the right to adjust or change the content of the programs. The students will be notified of any content changes in writing;

b. EuroPort Business School will comply with statutory regulations in relation to the WHW (Higher Education Act);

c. EuroPort Business School can not be held responsible for changes due to governmental measures or changes by examination institutes;

d. EuroPort Business School is not liable for (modified) information in the prospectus issued by external bodies. (such as FICON, IB Group or the Dutch tax authority);

e. EuroPort Business School is entitled to replace teachers, adjust the curriculum or to hold certain classes in the evenings or at another location;

f. EuroPort Business School reserves the right, depending on the number of participants, weather conditions or unforeseen circumstances, to change the date or location of certain activities (such as introduction, excursions, classes or events).

10. Education Costs

a. Tuition fees will be set each year for the coming school year;

b. Tuition fees are adjusted in September and February each year for inflation correction. The maximum increase in tuition fees will be the rate of inflation, and will not be lower than 2%;

c. In case of an extended registration extra, costs are € 1.250, - per term. The additional costs for extended registration for only the thesis are € 250, - per month. The additional costs for only an exam are € 250, - per exam moment, with a maximum of 5 exam moments per term. The additional costs for tutoring are € 675, - for 5 hours of tutoring and an exam;

d. The tuition fees are exclusive of study materials, excursions, and (introduction) study trips;

e. International students must pay tuition for their first year of study in full;

f. Mandatory lesson contents, where additional costs are necessary, shall be borne by the student;

g. By request, students with a Dutch passport may pay tuition fees in four (4) quarterly installments. Foreign student may only obtain this rule when they have met the requirements of the IND. Payments should be received on the 25th of each month in the school year: August, November, January, and April. If a student

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begins school in February, then payments should be received on the 25th of each month in the school year: January, April, August, and November. If you wish to pay in quarterly installments, there will be a 5% service fee.

11. Regulations

a. Students must adhere to the rules set in the regulations of EuroPort Business School, including the Education and Examination Regulations.