

Applicationform / Single Course Study

Please use this form to apply for single courses at ENU. Please fill in the following fields carefully so that your application can be processed as soon as possible. For any queries please contact your consultant.

Personal Data:		Contact Data:	
Mrs/Mr:	<input type="checkbox"/> Mrs <input type="checkbox"/> Mr	Street, No:	
Name:		Code, City:	
First name::		Country:	
Date of birth:		Phone:	
Place of birth:		Email:	
Nationality		Skype:	

Please fill in the name of courses you wish to apply for. Please mention the number of credits you need.

Single Course / Class:	
Course 1:	credits
Course 2:	credits
Course 2:	credits
Course 2:	credits
Course 3:	credits

Tuition Fees: Course fees depend on the number of acquired ECTS Credits (90,- Euro per 1 Credit). Several courses have a minimum number of credits. Please stay in contact with your consultant or tutor.

If you have already finished a study programme or if you are still studying at another university please fill in the name of your home university

Study:	
Degree Programme:	
Home University:	
Degree:	In which year did you graduated:

Begin of courses and assessments are performed only if the tuition fees were paid into the account of the European New University respectively before the course starts. I understand that intentionally or negligently made false information is unacceptable and may result in exclusion from the admissions process.

I declare that I have read the admissions information, and information about the fees and terms of use. I agree to the terms and conditions and I agree with the transfer of my data in the context of all matters relating to my study at ENU.

.....
Place, Date

.....
Signature (applicant or legal representative)

Contact data and further Information:

European New University
Heyendallaan 64
NL-6464 EP Kerkrade

info@enu-edu.nl
www.enu-edu.nl

Bank account:

please transfer the tuition fee via
SEPA Transfer to the following bank account:

Owner: European New University
Bank Institute: ABN AMRO Bank
Account: 438.472.330
IBAN: NL.78.ABNA.0438472330
BIC: ABNANL2A

General Terms of Agreement

Definitions / Preambles

The following are definitions within the General Terms of Agreement:

Client: the party or parties who instruct / commission / contract Université Nouvelle Européenne / European New University; this may be the enrolled / registered student with UNE/ENU or the employer of the participant where study fees are paid by the third party.

Student / participant: the party who is enrolled as the registered student with Université Nouvelle Européenne / European New University and as such follows the training / education programme.

Contractor: Université Nouvelle Européenne / European New University further referred to in this document as UNE/ENU.

Instruction / order: the services provided by the contractor upon the request of the client, emphasising the facilitation of and / or provision of (a) course(s) and / or education programme(s), (should that be a complete Bachelor / Master programme, or modules therein and additional affiliated services and provisions)

Total Course Fees: The accumulated total fees payable to ENU due to the request for educational / training services plus arrangement fees not subtracting any granted bursaries, scholarships, subsidies or any other type of funding.

Article 1: Application General Terms of Agreement

Section 1.01

These General terms of Agreement are applicable to the instruction by the Client with UNE/ENU, where UNE/ENU commits to carry out its services to the best of its abilities, and the client commits to oblige the payment(s) by the dates outlined by UNE/ENU.

Section 1.02

The training / education programme is provided by UNE/ENU and attended by the student according to the rules summarised in the "study guide" and the programme overviews provided online and distributed during start up. The student is obliged to familiarise him / herself with these documents, and to acknowledge receipt and understanding of these and to act accordingly.

Section 1.03

Additional agreements other than those outlined in the General Terms and Conditions of Agreement will not be binding with UNE/ENU unless these have been confirmed and approved by UNE/ENU in writing. Agreements with or approvals for UNE/ENU employees are not binding unless these have been confirmed and approved by UNE/ENU in writing.

Article 2: Registration for a Training / Education Programme

Registration for a training / education programme occurs by completing the application form and the study contract form. Signatures are required; one by the applying student and one by, or on behalf of the student's employer (if this should be the case), upon receipt of the completed application form, the formal contract agreement becomes binding. UNE/ENU reserves the right to reject such an application from a student / participant without any given reason.

Article 3: Grounds for Termination / Temporary Suspension of the Agreement

A request by the client for temporary suspension or termination of the agreement will only be considered when submitted in writing and addressed to the Executive Board of Directors of UNE/ENU. Such request will only be considered when the request is based on exceptional personal circumstances; for example: sickness of the student, partner or children. Termination of the agreement will be considered when it is impossible for the student to finalise his / her studies within the set academic timeframe for completion of the programme.

Article 4: Cancellation, Termination, Payment a. Scheduling

Section 4.01

Cancellation of training / education programme participation for Semester / Module 1 of all Bachelor and Master programmes.

When the cancellation date is between 2 months and 2 weeks prior to the commencement date of the programme; the client is liable to pay 10% of the total fees and any arrangement costs to UNE/ENU.

When the cancellation date is less than 2 weeks prior to the commencement date of the programme; the client is liable to pay 100% of the total fees and any arrangement costs to UNE/ENU.

Clients / students registered for individual parts of complete Bachelor or Master programmes are liable to the above for each individual programme section.

Clients providing a replacement student in place of a cancelled participant where acceptance is provided in writing by UNE/ENU the above terms will not apply.

Section 4.02

Cancellation of training / education programme participation for full Bachelor/Master programmes (semester/module 2, 3, and 4).

- When the cancellation date is 2 months prior to the commencement date of the programme; the client is liable to pay 10% of the total fees plus any arrangement costs to UNE/ENU.

- When the cancellation date follows the commencement date of the programme, but no more than 25% of the course sessions have occurred; the client is liable to pay 10% of the total fees plus any arrangement costs to UNE/ENU.

- When the cancellation date follows the commencement date, and between 25% and 50% of the course sessions have occurred; the client is liable to pay 25% of the total fees plus any arrangement costs to UNE/ENU.

- When the cancellation date follows the commencement date and more than 50% of the course sessions have occurred; the client is liable to pay 100% of the total fees plus any arrangement costs to UNE/ENU.

- When a student following the Bachelor/Master programme has been awarded a bursary, scholarship, subsidy or any other type of funding towards the cost of their fees, the cancellation fee liable by the client will be 100% of the total course fees plus any arrangement costs.

Section 4.03

For single lectures, individual workshops and other programmes the specific and applicable conditions will be provided on the respective application forms.

Section 4.04

A student / participant cannot claim any other education / training than that for which he / she has been accepted and allocated to him / her in the timetable. UNE/ENU can appoint new dates for education / training, following consultation with the relevant student / participant and trainers / educators and to the satisfaction of the majority of these students / participants.

Article 5: Certificate

Section 5.01

After successful completion of the programme by the student / participant within the stipulated and set timeframe (see article 8), and provided that all fees due and payable by the student / participant have been received by UNE/ENU, UNE/ENU will issue a certificate confirming that the programme has been successfully completed. The certificate of the Bachelor/ Master programmes will only be issued on the Graduation Day of UNE/ENU which takes place once or twice a year.

Section 5.02

A UNE/ENU certificate will only be issued if the student/participant has paid all fees in full (incl. Exam costs) to UNE/ENU. If the student fails to comply with this stipulation, UNE/ENU will not issue such certificate.

Article 6: Fraud/Plagiarism

Student / participant will produce all assignments and projects personally. Projects that are determined based upon fraud and / or plagiarism will be marked with an "F". The student / participant may be suspended on these grounds and ultimately be expelled from the programme, not releasing the client from his / her obligation to settle all fees due to UNE.

Article 7: Course Material

Section 7.01

The necessary Course Material will be made available to the student by UNE/ENU upon payment of the required fees; be that payment in full or part payment as agreed. UNE/ENU reserves the right to provide the student / participant with the course material in sections during the course of the programme. Should student / participant for whatever reason require material again, then all costs incurred by UNE/ENU will be charged to the client accordingly.

Section 7.02

UNE/ENU is the author of and owns the copyrights on all UNE/ENU material that is provided to the student during the course of the programme. It is strictly prohibited for these materials, for whatever purposes and for whatever reasons, to be used outside the UNE/ENU programme or to be made available to others.

Article 8: Average and Maximum Study Period

Section 8.01

The Semester Program (Phase 1) takes an average of 5 months to complete, for the full Bachelor / Master programme, the average time for completion is 24 months, the total time allowed to finalise module 4 (dissertation project) is 30 months. When the programme is not complete within these limits, all credit points accumulated will be null and void and no certificate will be awarded.

Section 8.02

In individual cases, the Dean of ENU can decide to grant extension of the study time for the Master programme. No appeal will be possible against the outcome of this appeal and such decision does not create a precedent.

A decision regarding extension of the study period will be taken by the Executive Board of Directors of UNE/ENU; this outcome is final, cannot be appealed and does not create a precedent.

Section 8.03

All requests for study extensions must be submitted in writing and be well motivated.

Article 9: Switching between UNE Programmes

In individual cases, UNE/ENU may grant the opportunity for students to switch between different UNE/ENU programmes. This is not self-evident and can only be completed upon full collaboration and agreement of UNE/ENU which will be confirmed in writing. The change can incur additional costs that may be charged to the client by UNE/ENU.

Article 10 Liability

Section 10.01

The project reports, authored and submitted by students for the purpose of assessment by UNE/ENU, serve a practical and an educational function. The student maintains responsibility at all times for the content and scope of these reports. Under no circumstances can UNE/ENU be held responsible in any way for possible damages caused by or resulting from these projects either direct or in connection towards third parties or towards the client. UNE/ENU is not liable for any consequential damages arising from these projects. The client explicitly exempts UNE/ENU from any such claim made against her at all time.

Section 10.02

UNE/ENU can never be held liable for an amount higher than the cost of fees paid by the client to UNE/ENU for the specific core course.

Article 11: Pledge of Confidentiality

Staff, faculty and students of UNE/ENU obligate themselves to maintain confidentiality regarding personal and corporate details and intelligence. Clients and UNE/ENU pledge not to share this information with others outside of their study environment.

Article 12: Payment

Section 12.01

Before commencement of the programme all required course and any additional fees must be paid by the client to UNE/ENU, these costs do not include examination costs where applicable, unless arrangements have been made for the payment in two terms, 50% upon registration and 50% 12 months later. Individual students can arrange a finance payment scheme with UNE/ENU, where an initial deposit is paid, then administration fee is added to the outstanding value and this total will be payable to UNE with a maximum period of 36 months. All fees must be paid before Graduation can occur.

Section 12.02

Should the client fail to meet the payment conditions within the scheduled term; the student automatically forfeits the right to attend the programme. The outstanding fees immediately become payable to UNE/ENU in full.

Section 12.03

If the right to attend the programme is forfeited due to non-payment of two consecutive months, the student will be required to pay a re-registration fee of Euros 50 should he/she wish to continue on the programme.

Section 12.04

Should the client fail to pay the full fees when required within the time schedule, he / she will be liable for payment of administrative and legal fees that UNE/ENU incurs. UNE/ENU has the right to charge client a flat fee of 25 Euros per summons as an administrative fee.

Section 12.05

Additional judicial costs will be 15% of the amount due, including interest, with a minimum of Euros 125.00 and will be charged to client's account.

Section 12.06

Where a student has arranged for their study fees to be paid by a third party and this third party fails to make the payments, the student, as a co signatory of the agreement, will be responsible and liable for the fulfilment of the study fees.

Article 13: Programme Commencement

The training / educational programme will commence on a date predetermined by UNE/ENU, in the event that the minimum student number per set is not met 15, UNE/ENU reserves the right to change the commencement of the programme to a later date or to cancel the programme without compensation towards damages suffered.

Article 14: Governing Law

Section 14.01

UNE/ENU is obliged only by Dutch law. In the event of dispute between UNE/ENU and the client, a Judge will be appointed in Kerkrade by UNE/ENU and the client must respond no later than one month following. The appeal must be made in writing by both parties and the Judge will make the final decision regarding the dispute, according to the law.

Section 14.02

UNE will establish association with the "Particulier Onderwijs" a disputes Committee for Private Education based in The Hague. Participants who fund their own study with UNE/ENU have the right to lodge any complaint or dispute with this commission.

These General Terms and Conditions of Agreement will be deposited with the Limburg's Chamber of Commerce in Venlo, The Netherlands.

Université Nouvelle Européenne / European New University is located at Heyendallaan 64, 6464 EP Kerkrade, The Netherlands.
