

## Terms and conditions

Hereunder you will find our standard terms and conditions. **Please read them carefully, print them out, and send a scan of the signed version to [info@eu-languagecenter.com](mailto:info@eu-languagecenter.com).** Should you be unsure about any mentioned term or condition hereunder, please do not hesitate to ask us.

## Definitions

Words starting with a capital letter shall have the following meaning:

**European Languagecenter** - *EULC = European Language Center*

**Language Training** - *Course = Training = Class - University language proficiency course*

**Student** – *Any person interested in participating or already participating in a Language Training offered by the European Languagecenter*

**Tuition Fee** – *Indemnity the Student pays to the European Languagecenter for the organization and execution of the Language Training*

## Article 1 (European Language Center – university language proficiency course and registration)

A language training offered by the European Languagecenter will take place in Belgium. The timeframe, course details and tuition fee are bilaterally agreed upon by the student and the European Languagecenter. The language training aims to improve the language skills of the student.

Places in all courses are limited. The European Languagecenter does not have any obligation to respond positively to an application.

Hours of classes missed because of a fault of the European Languagecenter will be indemnified or rescheduled. Hours missed due to the fault of a Student and due to public holidays can not be indemnified or rescheduled.

***A registration for university language proficiency course at European Languagecenter can only be confirmed after the reception of a signed version of these terms and conditions, the registration document and total payment of the course tuition fee. Regarding to that, the student can start the language training at European Languagecenter.***

## **Article 2** (University consultation service and registration)

A consultation service for university education offered by the European Languagecenter covers that leading the bachelor/master program applications of the student for the universities in Belgium which are bilaterally agreed upon by the student and the European Languagecenter. In the framework of the university consultation, we provide the following services for the student:

- European Languagecenter takes care of all written and oral communication with the university
- European Languagecenter make the university applications on behalf of the students for the requested university programs.
- European Languagecenter guide the student in the preparation of the university application documents.
- European Languagecenter gives advice to set up a convincing CV and motivation letter

***A registration for university consultation service at European Languagecenter can only be confirmed after the reception of a signed version of these terms and conditions, the registration document and total payment of the university consultation service fee. Regarding to that, European Languagecenter can start to proceed the university consultation service.***

## **Article 3** (cancellation by the European Languagecenter)

Should the European Languagecenter cancel university language proficiency course or/and university consultation service , it will inform the student and pay-back all money received from the student.

The European Languagecenter cannot be held reliable for any losses encountered by the Student in that respect.

## **Article 4** (cancellation by the student)

Should a student cancel the language training prior to its beginning, then the European Languagecenter may keep 20% of the total payment to cover its administrative expenses.

Should a student cancel the language training or/and university consultation service after its beginning, then the European Languagecenter may keep the entire Tuition Fee to cover its administrative expenses and other commitments.

In case of cancellation by the student, the European Languagecenter is not obliged to offer an alternative Language Training to the Student.

Every situation in which a language training is cancelled - except for those explained in Article 3 - will be considered as a cancellation by the Student.

## **Article 5** (payment conditions)

All payments to the European Languagecenter have to be made in EURO currency.

Every payment must contain the name of the student and the reference number stated in the offer the student received from the European Languagecenter.

**Article 6** (responsibilities of the student)

The student is responsible to arrange all documents to be able to participate in language training in Belgium. Failure to obtain the required documents will be considered as cancellation by the student (Article 4).

It is the student's obligation to do all travel arrangements on time so that he or she will be able to participate in the language course. Failure to do the travel arrangements will be considered as cancellation by the student (Article 4).

**Article 7** (force majeure)

The parties shall not be liable to one another for failure to perform the obligations of the present agreement, if such failure is directly caused by war, fire, flood, earthquake, etc.

In such cases, the affected party will notify the other party immediately in writing.

**Article 8** (miscellaneous)

Neither party is entitled to transfer its rights or obligations under the present agreement to third parties, without written consent of the other party.

Any modification and/or additions to this contract will be made in writing only and by mutual consent of the parties.

**Article 9** (governing law)

This contract shall be governed by the law of the Kingdom of Belgium.

**I have read and understood the European Languagecenter's terms and conditions and I would herewith like to confirm my registration. I will transfer total amount of the tuition fee for the university proficiency course and/or total payment of university consultation fee within the next 14 days into the European Languagecenter's bank account.**

**Date and Place**

**Signature**