



The New School Antwerpen
Bedrijfsmanagement
Marketingcommunicatie

recente
paspoortfoto

INSCHRIJVINGSFORMULIER

Gelieve dit formulier in HOOFDLETTERS in te vullen.

PERSOONLIJKE GEGEVENS

Voornaam	_____
Achternaam	_____
Geslacht	vrouw/man
Geboortedatum	_____ (yyyy / mm / dd)
Geboorteplaats	_____ (stad)
	_____ (land)
Nationaliteit 1	_____
Nationaliteit 2	_____ (indien van toepassing)
Identiteitsnummer	_____
Burgerlijke staat	_____ (alleenstaand/gehuwd)
E-mailadres	_____
GSM-nummer	_____ (incl. landcode)
Thuisnummer	_____ (incl. landcode)
Thuisadres	_____ (straat, nummer, verdieping, bus)
	_____ (postcode, dorp/stad)
	_____ (provincie, land)
Postadres	_____ (indien verschillend)

Geef aan hoe je de opleidingskosten zal financieren:

Geef aan hoe of waar je eerst van ons gehoord hebt:

OPLEIDINGEN

OPLEIDING

- ☐ HBO Bedrijfsmanagement.180 (180 studiepunten) *
- ☐ HBO Bedrijfsmanagement.120 (120 studiepunten) *
- ☐ HBO Bedrijfsmanagement.60 (60 studiepunten) *
- ☐ HBO Marketingcommunicatie.180 (180 studiepunten) *
- ☐ HBO Marketingcommunicatie.120 (120 studiepunten) *
- ☐ HBO Marketingcommunicatie.60 (60 studiepunten) *
- ☐ eigen samenstelling (X studiepunten) *

FORMAAT

- ☐ Voltijds met 10 studiepunten per blok
- ☐ Deeltijds met minder dan 10 studiepunten per blok

STARTDATUM

- ☐ oktober ☐ januari ☐ april
- ☐ november ☐ februari ☐ mei Jaar _____

TRANSFER CREDITS

☐ Duid hier aan indien je reeds behaalde studiepunten van andere hogescholen en/of universiteiten graag wil overnemen. Voeg ook een lijst van je behaalde studiepunten toe aan je inschrijving.

TALENKENNIS

	Beginner	Gemiddeld	Geavanceerd	Moedertaal
1. Nederlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Engels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPMERKINGEN

FACTURATIE

Vul deze gegevens in enkel indien de opleiding door een vennootschap betaald zal worden:

Vennootschapsnaam: _____

Maatschappelijke zetel: _____

Ondernemingsnummer: _____

Relatie met de vennootschap: _____
(zaakvoerder, werknemer, ...)

BEVESTIGING

Ik, ondergetekende, bevestig hierbij kennis genomen te hebben van de Engelstalige algemene voorwaarden verbonden aan mijn inschrijving aan The New School Antwerpen, de Engelse taal voldoende te beheersen om de algemene voorwaarden gelezen en begrepen te hebben, en met de algemene voorwaarden vrij en zonder voorbehoud akkoord te gaan.

Voor de student:

Voor de vennootschap (indien van toepassing):

Handtekening: _____

Handtekening: _____

Naam: _____

Naam: _____

Datum: _____

Datum: _____

CHECKLIST

VEREISTE INSCHRIJVINGSDOCUMENTEN

- ☐ Inschrijvingsformulier
- ☐ Inschrijvingsgeld van EUR 200; niet terug betaalbaar
- ☐ Curriculum Vitae
- ☐ Kopie van je identiteitskaart of paspoort
- ☐ Kopie van alle relevante diploma's, certificaten en puntenlijsten tot op heden
- ☐ Persoonlijke motivatiebrief die je academische en professionele doelen vooropstelt
- ☐ 2 paspoort foto's (waarvan 1 op het formulier en 1 in bijlage)

KENNIS VAN DE NEDERLANDSE TAAL

- ☐ Nederlands als moedertaal
- ☐ Nederlands als onderwijstaal tijdens je vorige studies
- ☐ Nederlandse taalvakken tijdens je vorige studies
- ☐ Certificaat van een talenschool naar Europese normen (zie tabel in de brochure)
- ☐ Persoonlijk interview

DOCUMENTEN INSTUREN

Stuur ons je inschrijvingsdocumenten via post naar:

The New School Antwerpen
Cross-Cultural Education Center
Meirbrug 1, bus 29
2000 Antwerpen, België

Ontbrekende inschrijvingsdocumenten kan je steeds later insturen per post of e-mail. Digitale kopies worden aanvaard in PDF en DOC formaat. Gescande kopies worden aanvaard in PDF en JPG met een minimum resolutie van 300dpi. We reserveren het recht om gecertificeerde of genotariseerde kopies op te vragen van een of meerdere documenten die werden ingestuurd. Bij het insturen van je inschrijving contacteren we je om de ontvangst ervan te bevestigen.

BETALINGEN

De betaling van het inschrijvingsgeld is vereist om je inschrijving te vervolledigen. Inschrijvingen zonder inschrijvingsgeld worden niet verwerkt. Alle betalingen dienen direct aan de school betaald te worden, dus niet aan een tussenpersoon, per bankoverschrijving of per kredietkaart via PayPal. Zet wel je naam op de bankoverschrijving indien je daarvoor kiest. PayPal betalingsinstructies kan je terugvinden op onze website.

BANKGEGEVENS

Bank naam:	Bank Nagelmackers
Bank adres:	Sterrenkundelaan 23, 1210 Brussel
Rekeninghouder:	Cross-Cultural Education Institute BVBA-SO
IBAN:	BE69132549237178
SWIFT/BIC:	BNAGBEBB

ALGEMENE VOORWAARDEN

version MMXVIII.01, last revised March 1, 2018

These terms and conditions are considered a generally valid agreement and govern the basic relationship between “**SCHOOL**”, operating under the (registered) trademark of The New School Antwerpen and with names and legal identifications as follows:

- Cross-Cultural Education Institute BVBA-SO
BE 0681.799.835
Cross-Cultural Education Center
Rue Guimard 7, 1040 Brussels, Belgium

as well as any other future legal entity offering similar services in the same or in other countries as the entity identified above,

and “**STUDENT**”, with name and personal identification as filled out on his/her signed digital or paper application form and as filled out in any other digital or paper form thereafter.

Initial considerations

STUDENT is any natural person or legal entity, who for professional or non-professional purposes uses education services provided by SCHOOL in Belgium or any other future location in the same country or other countries, under the following general terms and conditions. Education services organized by and at a location designated by SCHOOL in Belgium, are offered to consumers by Cross-Cultural Education Institute BVBA-SO and to businesses by Global Education Services Belgium BVBA.

Related documents

Prior to confirming his/her application by paying the first quarterly program fees,

At the time of application, STUDENT intends to fully comply with all SCHOOL policies, procedures, regulations and guidelines as stated in the STUDENT GUIDE and its annexes.

At the time of registration, ie. attendance to the welcome meeting for new students or attendance to the first course, and at the time of payment of the first or any subsequent fees due, STUDENT (re)confirms to have received, thoroughly read and understood the contents of the relevant BROCHURE, STUDENT GUIDE and their annexes, available at the time of enrollment, to agree with the content of said documents in full and without reservation, and to fully comply with all SCHOOL policies, procedures, regulations and guidelines as stated in the STUDENT GUIDE and its annexes. Copies of the most recent BROCHURE and STUDENT GUIDE and their annexes are available digitally on the SCHOOL website or portal, and are available on paper

and upon appointment at the SCHOOL campuses in Antwerp, Barcelona, Brussels, Madrid, Tokyo and Zurich. Copies of the BROCHURE can be requested to be sent by SCHOOL to STUDENT by e-mail.

The Student Guide is available to all registered and enrolled students and will take effect from the moment of registration or enrollment.

While every effort has been made to ensure that the information contained in the various available documents is reliable and accurate at the time of publishing, the information contained in the various available documents is for informational purposes only. SCHOOL assumes no responsibility or liability for any inaccurate, delayed or incomplete information, nor for any actions taken in reliance thereon. SCHOOL reserves the right to change the content of all available documents and other materials at any time and without prior notice.

SCHOOL endeavors to accurately publish information, and to correct and update where deemed necessary. SCHOOL cannot be held responsible for incomplete, incorrect or misrepresented information provided by or for courses or programs of a partner institution where STUDENT intends to study before, during or after his/her study program at SCHOOL.

STUDENT waives all claims based on incomplete, incorrect or misrepresented information, and has read and fully understood the content of the BROCHURE and its annexes available at the time of enrolment, on which the decision to register for the requested program is based. The BROCHURE takes priority of other published or otherwise available information in digital, paper or oral format.

Changes to the Student Guide and these Terms and Conditions are announced quarterly, annually or at a different frequency as deemed necessary by SCHOOL. In case of conflicts between the Student Guide and the Terms and Conditions, the Terms and Conditions take priority. In case STUDENT does not agree with certain parts of the changes to the Student Guide or the Terms and Conditions, STUDENT should inform SCHOOL within 4 weeks of publication of said changes by means of a complaint letter.

Education services

SCHOOL confirms to provide education services to STUDENT according to the completed application form submitted by STUDENT and according to additional requests made by STUDENT to SCHOOL, limited to the services for which program fees have been paid. Program fees consist of matriculation services of 25% of the total organized by the SCHOOL's legal entity in Zurich, Switzerland, and/or tuition services of 75% of the total organized by one or more of the

SCHOOL's legal entities in Eupen, Belgium; Tokyo, Japan; Amsterdam, Netherlands; Barcelona, Spain; Zurich, Switzerland and Milan, Italy, but not necessarily at the registered legal address of SCHOOL. Program fees do not cover the cost of study materials of any kind. These are to be purchased elsewhere or will be charged separately.

SCHOOL will reasonably endeavor to deliver education services to STUDENT in accordance with the service descriptions provided. SCHOOL however reserves the right to change its program structure, admission requirements, academic calendar, course planning, course content, teaching schedules, teaching methods, learning format (ie. on-campus, multi-campus in case of campuses in proximity of up to 75km, virtual multi-campus, off-campus self-study), professor assignments and campus locations and to discontinue, merge, rename or otherwise cancel, combine or change individual programs and courses at any time and without prior notice, where and if such action is deemed necessary by SCHOOL and depending on, but not limited to, legal requirements, student enrollments and available resources.

Further academic information such as, but not limited to, learning hours, teaching hours, exam hours, self-study, group-study, class attendance, assignments and exams, thesis and project submissions and presentations, inbound and outbound tests, specific courses and requirements, and other academic matters that may or may not have an influence on the final certificate, diploma, degree or other award are detailed in the STUDENT GUIDE.

STUDENT waives claims against SCHOOL in case STUDENT is unable to finish the study program within a reasonable timeframe. SCHOOL and STUDENT consider 18 months to be a reasonable timeframe for full-time students to attempt 60 credits, and consider that there is no maximum duration for part-time students to attempt the required credits for their study program.

Fee payments

STUDENT declares to be the sole responsible for the payment of all fees and charges to SCHOOL at the time they are due and as prescribed in the STUDENT GUIDE and BROCHURE. STUDENT realizes that in case of late payment or non-payment, STUDENT is liable to pay a late payment fee as well as interest at the rate of 5% from due date until payment date. STUDENT realizes that he/she is liable for all costs of recovery, including fees charged by attorneys, counselors, collection agents and other representatives. STUDENT understands that all payments received will be allocated to clear unpaid interest first, costs of recovery second, followed by the oldest debt.

Program fees are subject to an annual review, but those valid at the time of application remain in effect for STUDENT from start to finish, unless STUDENT temporarily discontinues his/her studies for more than 1 academic quarter as indicated in the academic calendar that is available as an annex to the BROCHURE and published on the SCHOOL website, at which time the program fees valid at the time of continuation are in effect.

Program fees are charged per credit or course according to the relevant program fees overview that is available as an annex to the STUDENT GUIDE and published on the SCHOOL website. Changes in the academic methods or in the total teaching hours scheduled to meet the minimum learning hours will have no impact on the program fees due.

Fees are due payable on a quarterly basis before the start of the quarter and for the number of credits and/or courses the student enrolls. The exact due date is always the last working day before the start of the quarter in which the education services take place. The exact dates are listed in the academic calendar that is available as an annex to the BROCHURE and published on the SCHOOL website.

Various fees are subject to an annual review, but those valid at the time of charging are in effect for STUDENT. Various fees include, but are not limited to, deferral fee, late payment fee, graduation fee, library fee, private tutoring fee, private coaching fee and registrar fee, are charged per unit and are due payable immediately prior to SCHOOL providing the product or service linked to the fee. The exact fees are listed in the program fees overview that is available as an annex to the BROCHURE and published on the SCHOOL website. The most recent version of this document is valid at the time of the charge.

All fees should be paid directly to SCHOOL by bank transfer to bank accounts provided by SCHOOL on the statement of account or formal invoice STUDENT has received. SCHOOL may provide alternative bank accounts upon request from STUDENT in case of payment difficulties.

SCHOOL is entitled to dismiss STUDENT from all education services and other activities as long as any fees due remain unpaid. Continuing or repeated non-payment or late payment entitles SCHOOL to terminate the relationship based on good cause

The full program fees for the program STUDENT enrolled for at the time of application or thereafter are due payable in full by the estimated end of the study program before any awards can be provided by SCHOOL to STUDENT.

No grade reports, certificates of enrollment, or other documents will be provided unless negative balances in program fees have been duly paid for the period to which

the content of the requested documents refer to. The provision of other documents is at the sole discretion of SCHOOL.

SCHOOL does not receive subsidies from regional or national governments to finance its operations. STUDENTS from certain countries may not be eligible for governmental financial support while studying abroad with SCHOOL. STUDENTS who would otherwise be eligible for such financial support should contact the SCHOOL's admissions department at the time of application for further information about the availability of scholarships or other financial support offered by the SCHOOL's academic council and the availability of student loans offered by local banks. Scholarships or other financial support may not be available once STUDENT has confirmed enrollment in the study program.

In case STUDENT does not agree with certain parts of accounts or invoices received, STUDENT should inform SCHOOL within 4 weeks of receipt of said account or invoice by means of a formal registered letter addressed to The New School Antwerpen, Cross-Cultural Education Center, Rue Guimard 7, 1040 Brussels, Belgium. Digital letters can be submitted by e-mail to info@thenewschool.be.

Fee refunds

Fees are non-refundable once paid. Fees are non-refundable in case of invalid reasons for early termination. Fees are refundable only in case of valid reasons for early termination, or in case of excess payment as confirmed by SCHOOL upon completion of the study program.

STUDENT understands that changing to a program with a lower total fee than the program for which STUDENT originally enrolled, STUDENT is not eligible for a refund of the difference in program fees. STUDENT understands that approval from SCHOOL is required for changing programs, that such approvals are granted only under exceptional circumstances for which STUDENT must show good cause, and that changing programs will result in a program changing fee.

Early termination

Early termination has to be requested in writing minimum 3 months prior to the intended ending date, and needs to be formally approved by a legal representative from SCHOOL. Each party may request the dissolution of the relationship at once upon good cause shown. Invalid reasons to request early termination and/or refunds of program fees paid include, but are not limited to, inability to arrange travel, inability to secure accommodation, unexpected living expenses, insufficient financial resources, inability for community integration, unexpected campus facilities,

unexpected student enrollments, unexpected study program, and illness or other cause beyond the control of STUDENT leading to a temporary inability to continue and finish the study program. In case of temporary inability of STUDENT to continue and finish the study program, SCHOOL confirms that program fees valid for STUDENT prior to the period of temporary inability will remain valid upon return.

Valid reasons to request early termination and/or refunds of program fees paid include illness or other cause beyond the control of STUDENT leading to a permanent inability to continue and finish the study program.

In case of permanent inability of STUDENT to continue and finish the study program, SCHOOL confirms that program fees valid for STUDENT for education services that were not yet provided will be waived. STUDENT however remains liable for any and all fees for education services provided prior to the period of permanent inability.

Examination policy

STUDENT understands that the applicable examination policies for the various courses and programs are set at the sole discretion of SCHOOL, and that a comprehensive and possibly mandatory inbound or outbound assessment exam is organized by the school's headquarters in Zurich, Switzerland, upon starting the study program or upon completion of the study program respectively.

Private degrees

The Undergraduate diplomas, degrees and other awards, awarded by SCHOOL upon successful completion of a study program are professional and international documents awarded by the school's headquarters in Brussels, Belgium, based on the recommendation of the faculty of the local campuses where credits were earned.

The career-oriented study programs organized by SCHOOL are based on and are fully compatible with the established European and American education systems. The European guidelines for higher education are outlined in the Bologna agreements. Compatibility is evaluated through an alternative and programmatic and/or institutional accreditation and/or certification process via the Accreditation Council for Business Schools and Programs (ACBSP), the Association for Transnational Higher Education Accreditation (ATHEA), the European Council for Business Education (ECBE), and other organizations. For more information, refer to the accreditation and certification overview.

SCHOOL is considered an independent higher education institution offering non-regulated higher education based on the European guidelines for higher education. The study programs organized by SCHOOL do not strictly follow local

education models, and the local campuses of the school are therefore not accredited by the relevant local Ministry of Education. The local campuses of SCHOOL remain unaffiliated with and operate independently from the relevant local Ministry of Education. Our study programs are considered as non-regulated higher education under a constitutional freedom to organize education, and the private certificates and degrees awarded by the school therefore may not provide access to government employment or to regulated professions, may not satisfy requirements to obtain certain licenses or permits for business or other purposes from governments or other organizations, and may not satisfy admission requirements of further studies at other or public institutions at the same or higher academic level. STUDENT is encouraged to investigate prior to enrollment with SCHOOL which specific requirements are to be met for obtaining such license or permit, or which requirements apply for government employment, regulated professions or further studies.

Further education

Admission requirements for study programs are set by each institution independently. Although many of our students have continued their education at other institutions around the world, it should be noted that many public institutions may not consider students with qualifications from private institutions such as ours, and that many institutions with academically oriented study programs may not consider students who graduated from professionally oriented study programs, such as ours. It is therefore important to select an institution and study program for further education based on its compatibility with your current or former institution and study program. Our first recommendation is to consider study programs organized by our growing list of Academic Partners. SCHOOL recommends to consider the (accredited) member institutions of the accreditation organizations whose standards are followed by SCHOOL to maximize compatibility. An overview of the various members of the accreditation organizations is available on the websites of ACBSP, ATHEA, and ECBE. When applying for admission to another institution, SCHOOL will attempt to provide relevant information and assistance to STUDENT if requested.

Furthermore, the “European Area of Recognition Manual”, that provides information about “practical guidelines for fair recognition of qualifications”, and as developed by experts from various ENIC’s and NARIC’s under the European Area of Recognition project (<http://www.eurorecognition.eu>), recognizes that certain qualifications awarded by institutions that are not specifically following a national higher education system may still be offering legitimate study programs and qualifications. The evaluation flowchart in the manual prescribes that the responsible admissions officer should conduct research into the legitimacy of the

institution and the qualification through, among others, information obtained from the applicant and from third-party quality assurance organizations. Upon confirming the legitimacy, recognition of the qualification should be considered for admission.

Code of conduct

STUDENT will conduct him/herself based on generally accepted rules of conduct in the local society, and thereby follow the code of conduct as described in the STUDENT GUIDE.

Honesty declaration

STUDENT certifies that all the information contained in his/her application form and any other digital or paper form submitted thereafter is complete, true and accurate to the best of his/her knowledge. STUDENT realizes that incomplete, false or inaccurate information, or non-agreement with the contents of this document and the STUDENT GUIDE and its annexes may result in the cancellation of the acceptance and/or the dismissal from SCHOOL. STUDENT authorizes the SCHOOL’s admissions department to verify all statements made. STUDENT understands that all submitted documents belong to SCHOOL and that none of the submitted documents will be returned to STUDENT or sent to a third party.

STUDENT declares that all written assignments, exams, projects, theses or other academic work is his/her own creation, unless otherwise clearly mentioned. STUDENT understands that any attempt to plagiarize the work of another author may lead to the dismissal from SCHOOL. STUDENT confirms to take full responsibility for any and all consequences in relation to the use of published materials and/or the violation of international copyright law.

Intellectual property

The STUDENT hereby agrees that all intellectual property rights, including but not limited to patent rights, copyrights, trademarks, model and design rights, software and database rights (hereafter the “Intellectual Property Rights”), to any and all documents, texts, presentations, software, databases, inventions, research results, prototypes, pictures, audio, video, technology, processes and all other developments and works created, designed, developed, prepared or produced by the STUDENT as part of the STUDENT’s curricular or educative activities for or relating to the SCHOOL (hereafter the “Works”) are automatically, entirely, irrevocably and exclusively transferred and assigned in full ownership to the SCHOOL as from the moment of creation of the Works, for all countries and for the complete duration of the Intellectual Property Rights concerned.

This transfer and assignment of Intellectual Property Rights includes, without being limited thereto, the transfer and assignment of the right to reproduce, multiply, modify, translate, adapt, publish, lend, rent, exhibit, offer for sale, sell, use, assign, license, create derivative works, distribute, lease, loan, communicate to the public or otherwise exploit the Works, partially or wholly, whether in an original or in an adapted form, for commercial and non-commercial purposes, through any and all forms of media (digital or analogue), in any way, for internal or external use (including but not limited to research and development purposes). This transfer and assignment is made in the most extensive way permitted by law and extends to all methods of exploitation, without limitation in time other than the duration of the statutory validity of the Intellectual Property Rights concerned and without any compensation for the STUDENT.

The SCHOOL shall have the exclusive right to decide when and how to exploit the Works. Works that are not exploited shall remain the exclusive property of the SCHOOL. The STUDENT agrees that his/her name shall not be mentioned on the Works or on applications for registered Intellectual Property Rights. The STUDENT further agrees not to oppose to any modifications or alterations of the Works that do not harm his/her reputation.

The STUDENT represents and warrants that he/she is entitled to transfer and assign the Intellectual Property Rights in the Works and that, to his/her knowledge, the Intellectual Property Rights in the Works do not infringe any Intellectual Property Rights of third parties. The STUDENT shall keep the SCHOOL fully indemnified in case the STUDENT knowingly infringes any Intellectual Property Rights of third parties.

Any and all documents provided to the STUDENT by the SCHOOL are considered private documents. The STUDENT shall not disclose these documents to third parties, including but not limited to professors and/or other students.

The STUDENT hereby authorizes the SCHOOL and its subsidiaries, parents, affiliates and partners to record and use for the sole purpose of promotion of the SCHOOL any kind of images, audio and video imaging the STUDENT and recorded during curricular or educative activities for or relating to the SCHOOL. The STUDENT understands that, for the use of these materials, no compensation will be provided.

Damage waiver

STUDENT waives all claims against SCHOOL and its subsidiaries, parents, affiliates, officials, employees, partners, suppliers or representatives for any damages or losses suffered while an applicant, student or alumni of SCHOOL and arising out of but not limited to unemployment,

non-employability, non-transferability of credits and degrees, suffered by STUDENT or any other person, and loss or destruction of, or damage to any reputation or property belonging to STUDENT or any other person, howsoever such damage or loss is caused, including but not limited through the negligence of SCHOOL or any of its officials, employees, partners, suppliers or representatives. STUDENT or his/her estate indemnifies SCHOOL, its officials, employees, partners, suppliers or representatives against any claims by any person arising in any way as stated above or in respect of STUDENT's negligent or willful acts or omissions.

Privacy policy

All application and other information submitted by STUDENT will be treated confidentially by SCHOOL. STUDENT expressly agrees that direct or indirect family members, or other guardians or persons, have no authority to request and receive personal information about STUDENT from SCHOOL, and have no authority to engage SCHOOL on behalf of STUDENT by any means or for any purpose unless expressly stated otherwise and as agreed by STUDENT in writing.

Complaint handling

Students, alumni, faculty, staff or other stakeholders, individually or collectively, who are directly affected administratively or academically by actions by one the school's current students, faculty or staff, have the right to contact SCHOOL to discuss their situation or to submit a complaint to the school. All issues should first be addressed personally to reach a mutual agreement before starting the complaint procedure. Complaints that were not already addressed personally will not be considered. Academic complaints are resolved by the school's Academic Council whereby the Managing Director acts as the handler. Administrative complaints are resolved directly by the Managing Director. The applicable procedures are listed in the STUDENT GUIDE and are available upon request. Complaints should be submitted in a written format no later than 4 weeks after the issue first came up. Complaints will be registered with the school for a period of 2 years and will be handled confidentially typically within a period of 4 weeks. Letters may be submitted by regular mail to Cross-Cultural Education Center, Rue Guimard 7, 1040 Brussels, Belgium. Digital letters can be submitted by e-mail to info@thenewschool.be. Complaints received more than 4 weeks after the issue first came up will not be considered, except when the individual or group was unable to submit the letter due to circumstances beyond their control. The letter should at minimum include the name(s), address(es), place(s) of residence, phone number(s) and e-mail address(es) of the individual(s) affected, as well as the date of the letter, a clear description of the administrative and/or academic issues to which the complaint relates, the time(s) and date(s) at which the issues came up and to which the

complaint relates, and a report from the initial personal meeting(s) in an attempt to resolve the issue.

Dispute resolution

These terms and conditions are construed in accordance with applicable laws and regulations. SCHOOL and STUDENT agree that any dispute arising out of or in connection with the services offered by SCHOOL to STUDENT will first be subject to applicable laws and courts in the jurisdiction where matriculation services are offered, ie. Brussels, Belgium, and second to applicable laws and courts in the jurisdiction where tuition services are offered. However, SCHOOL and STUDENT agree to use best efforts to resolve disputes in an informal manner and within an acceptable timeframe. For all disputes that cannot be resolved this way, SCHOOL will attempt to settle the dispute by mediation. Unless otherwise agreed, the mediator will be nominated by one of SCHOOL's legal advisors. In case of disputes, SCHOOL and STUDENT confirm that none of the arguments, resolutions or any other communication, information and/or documentation related to the dispute will be made available to a third party.

Copyright notice

The New School Antwerpen and its respective logo is a trademark or registered trademark of Cross-Cultural Education Institute BVBA-SO or its subsidiaries or affiliates.

Cross-Cultural Education Institute BVBA-SO
BE 0681.799.835
Cross-Cultural Education Center
Rue Guimard 7, 1040 Brussels, Belgium

Document validity

This document is valid from March 1, 2018 onwards and replaces all previous versions. STUDENT and SCHOOL confirm that by accepting these terms and conditions, previous versions are no longer valid.