

Academic year 2021-2022

Preparatory One-Year Programme

Dutch as a Foreign Language in an Academic Context

Establishing the basis for further academic study in Flanders





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1. PROGRAMME BACKGROUND

The *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context* is taught by Linguapolis, the language institute at the University of Antwerp. Linguapolis organises Dutch courses in various programmes for more than 2000 students every year.

2. TARGET AUDIENCE

The *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context* is aimed at non-Dutch-speaking students who want to prepare to enter higher education in Dutch. Since its start in 2002, we have welcomed between 30 and 50 students every year from all over the world. The student group usually consists of people from over 25 different countries.

The *Preparatory One-Year Programme* is an intensive full-time programme and meets the requirement for obtaining a student visa. Its participants enrol at the University of Antwerp, receive a student card and can use all of the university's facilities (library, student restaurant, sports facilities, etc.).

3. ADMISSION REQUIREMENTS

1. Students who want to start the *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context* must have **completed secondary school successfully**. Their secondary school qualifications must be sufficient for enrolment at university in the country where the qualifications were obtained. (See 10. Procedure, Step 1, if you have not yet obtained the qualifications required.)
2. Students will need **intermediate knowledge of English**, corresponding to B1 level in the Common European Framework of Reference for Languages (CEFR*).
3. Native speakers of English and students who attended a secondary school where the language of instruction was English must have **experience of studying a European language as a foreign language****, either at school or as an extracurricular course (minimum 50 hours). The Linguapolis teaching method is based on the assumption that students are familiar with **foreign language learning**.

- * The Independent User (CEFR B1) can
 - understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
 - deal with most situations likely to arise whilst travelling in an area where the language is spoken.
 - produce simple connected text on topics which are familiar or of personal interest.
 - describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf

- ** A foreign language is a language that is neither the student's mother tongue nor the language of instruction used at their secondary school.

4. APPROACH

Contrary to popular belief, new languages can be learnt rapidly and effectively. On the basis of scientific research and years of experience, Linguapolis has developed methods that work. Our students are taught in stimulating environments and guided by highly skilled, motivated teachers. The key characteristics of our programme are interaction, a result-orientation approach and high student engagement. We are a long-standing, trusted institution that takes language learning seriously.

Linguapolis' commitment

Small groups

Our groups consist of approximately 15-20 students. We do this in order to guarantee that our teachers can take an interactive, communicative approach in which all students' needs are addressed effectively.



Qualified and experienced language teachers

All our language teachers are native speakers with university qualifications. They participate regularly in conferences and workshops on language teaching so that they are up-to-date with the most recent developments in language teaching.

Active and communicative approach

Our teaching approach is communicative, interactive and task-oriented. We make sure there is continuous interaction among the students and expect everyone to participate actively in class.

Varied teaching methods

We combine the best approaches from classical and new, blended and online teaching methods to ensure that students can access the target language in a way that works for them. We provide both paper-based and digital learning materials.



Accuracy and correctness

Besides communication and interaction, we also focus on accuracy and correctness. This way, students will be prepared for the high level of linguistic precision expected of them during their higher education.

Students' commitment

Effort

Before coming to Belgium

Learning to speak a new language at university level within the space of one year is a challenge. To help students get off to a good start, we provide them with suggestions for self-study they can use to start learning Dutch at home before the programme starts in September.

During the programme

The pace of the course is fast: the students need to absorb a lot of information in a short space of time. That is why they must be familiar with foreign language learning before they enter the programme. Even with an effective study method, learning a new language cannot be achieved without considerable effort on the part of the student. This means they need to review the course material before and after class during self-study. We recommend that students do at least one hour of self-study for every hour of class.

Practice

The students study in Antwerp, a Dutch-speaking city. They can develop their Dutch language skills by practising in real-life situations. This is also why the period of online lessons for students who have not yet arrived in Belgium is limited.



From November onwards, the students participate in Taalmaat, the language buddy programme matching students with Dutch-speaking



university students from different faculties. Taalmaat creates the opportunity to practise everyday Dutch with peers in an informal context and realistic setting. The students also get an idea of student life, which will help them prepare optimally for their studies in Flanders.

5. THE UNIVERSITY AND THE CITY OF ANTWERP

The University of Antwerp has about 22 000 students, which makes it the third largest university in Flanders. Around 16% of the students are international and come from all corners of the world, from Argentina to Zambia. The University of Antwerp has high educational standards, internationally competitive research and an entrepreneurial approach. It has nine faculties: Applied Engineering; Arts; Business and Economics; Design Sciences; Law; Medicine and Health Sciences; Pharmaceutical, Biomedical and Veterinary Sciences; Science; and Social Sciences.

For more information, please see the website:

www.uantwerpen.be/en/about-uantwerp/organisation/facts-figures-rankings

Antwerp is also home to four university colleges. In total, the city has about 45 000 students.

Located in the heart of Belgium and Europe, the city of Antwerp is well known for its major international port, world-famous diamond trade and fashion credentials. Antwerp played an important role in the political and cultural history of Belgium and the Netherlands, also known as the Low Countries. It is a charming city with many excellent museums and a large cultural heritage. With more than 2000 bars and restaurants and a number of varied, multicultural districts, Antwerp is an ideal city for international students.



6. TESTIMONIALS

Student testimonials



I met wonderful people during the preparatory one-year programme, both teaching staff and students. This year was one of the most beautiful of my life.
(Anastasia, Russia)

I enjoyed learning Dutch and I learnt a lot about Belgian society in the classes. Antwerp is a great city with lots of things to do: museums, restaurants, pubs, shops, etc. There is an international atmosphere. Even though I had to study hard, I had a great time.
(Alexa, Colombia)

Coming from Kenya, I had to adapt to a lot of different things. I liked the fresh air but I will never get used to the weather! For me Dutch is a very difficult language but at the same time a very beautiful one. I really enjoyed working with the Linguapolis online materials. I would advise future students to work very hard. They should also try to make Belgian friends to practise the language.
(Naomi, Kenya)

I will never forget the Linguapolis teachers. They have been our 'parents of Dutch'. They taught me a lot without being too strict and their sense of humour made it easier to cope with the difficulties.
(Jan, Poland)



Meeting people from all over the world proved to be a unique aspect of this preparatory one-year programme. Everybody had his/her own story and brought different views, traditions, etc. This year gave me the possibility to carefully reflect on my future studies. I received a lot of information and I attended several lectures during the university's open days, during which I was able to learn more about what each faculty has to offer. Attending these classes enabled me to make a well-founded choice from the wide range of study opportunities at the Flemish universities.
(Haroun, Morocco)

Teacher testimonials

I've been helping this group of students to prepare for their higher education studies for several years now. The preparatory year brings together a group of young people who share more than just the fact that they are learning Dutch. They also learn from each other, develop themselves and their knowledge of the world. Of course, they also face problems and setbacks. We, the language teachers, try to help them where we can, but very often the students also support and help each other. Often friendships develop for life.



Every year, I am amazed by their progress and their perseverance. I cherish the portfolios they make to document their progress in the Culture, Politics and Social Relations course in very personal and often very creative ways.

*I feel very lucky to be able to coach these students as their language teacher. It has enriched my world too.
(Mieke, language teacher).*

I am the coach of a team of great students! They work very hard, often far from home, and it's nice to see how they help each other and become a real group of international friends. This preparatory year is a very big step for many students and you can see them growing, not only in Dutch but also personally throughout the year.

*Every group of students is different, but it's always with great pleasure that I help them on their way to studying in Dutch.
(Lieve, language teacher)*



I coordinate the 'Taalmaat' buddy programme for the prep-year students. I see the students practise their Dutch with native-speaking university students, and make new friends. Together, the buddies and prep-year students do what all students do: have a coffee on campus, chat over a video call, talk about student life in Belgium, go to a lecture together, etc. but all in Dutch! I find it amazing to see the language-learning process from beginner to fluency: I welcome the prep-year students to the programme, and one year later they volunteer to be buddies for the next prep-year-generation.

(Stefanie, Taalmaat coordinator)

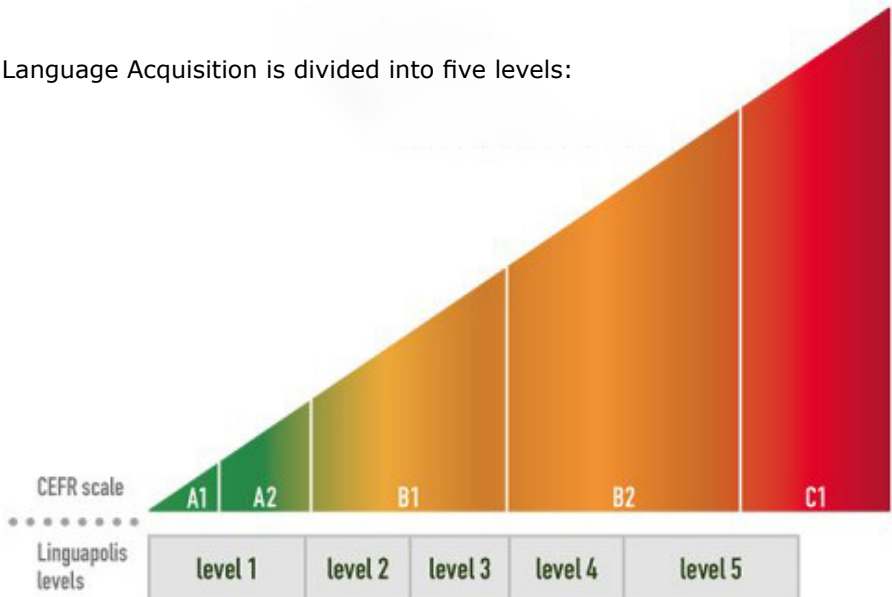
7. PROGRAMME CONTENT

The *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context* is a full-time study programme (60 credits). It consists of 480 contact hours. The lessons take place at the University of Antwerp's city-centre campus. The campus is easily accessible by bike or public transport.

The programme involves an average of 15 hours of daytime classes per week. It is a combination of Dutch language classes (*Language Acquisition*) and three modules which are designed to deepen participants' knowledge about studying in Flanders: Academic Study Skills; Dutch Phonetics and Pronunciation; and Culture, Politics and Social Relations.

Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Language Acquisition (45 credits)									
level 1		level 2		level 3		level 4		level 5	
Academic Study Skills (6 credits)									
Dutch Phonetics and Pronunciation (5 credits)									
Culture, Politics and Social Relations (4 credits)									

1. Language Acquisition is divided into five levels:



The classes help students acquire the building blocks of the Dutch language in an effective, communicative way. The lower levels focus on basic vocabulary and grammatical structures. Levels 3 and above cover more abstract vocabulary and complex grammatical structures. The final exam after Level 5 is the Interuniversity Test of Dutch as a Foreign Language (ITNA). If students pass this exam, they meet the CEFR B2 language requirements set by universities and university colleges in Flanders.

At B2 level, students can understand the main ideas of complex texts on both specific and abstract topics. They can respond fluently and spontaneously, making it possible to interact normally with native speakers of Dutch without placing strain on either of the conversation partners. They can write clear, detailed texts on a wide range of subjects. They can explain a point of view about a topical issue, describing the advantages and disadvantages of various options.

At the end of each level, there is an exam. **Students must pass the exam at the end of each language level before they can move on to the next one.** If students fail an exam, they can take it again one week later. If they fail the same exam again, they will need to repeat the level. This will mean they are not able to complete all five language levels during the programme.

2. Academic Study Skills is divided into two modules. The first module focuses on helping students improve their Dutch language skills through self-study. The second module helps them improve their academic skills, such as summarising texts and giving presentations.
3. Dutch Phonetics and Pronunciation helps students deal with difficult aspects of speaking Dutch: intonation, rhythm, recognising different sounds and learning to pronounce them correctly.
4. Culture, Politics and Social Relations gives students an introduction to the culture of Belgium and the Netherlands. We focus especially on the region of Flanders, where Antwerp is located. This module includes both lectures and cultural activities such as museum visits, a theatre evening, a Christmas party and a trip to the nearby city of Ghent.

More detailed information about the programme can be found at: www.uantwerpen.be/en/education/education-and-training/e-pg-dutch-foreign-language/study-programme

8. TIMELINE

Students can register **between 1 December 2020 and 31 August 2021**. All online applications must reach Linguapolis before that date. Students who require a **student visa** need to submit their complete application **before 1 March 2021**.

The programme runs for an entire academic year. It starts with a welcome week on **20 September 2021** and ends on 30 June 2022. We strongly advise students to arrive in Antwerp at least one week before the welcome week starts so they can settle into their new environment.

Students who are not able to arrive in Belgium before the first day of the programme, 20 September 2021, for reasons beyond their control, will be offered the chance to **start the programme online**. For administrative and didactic reasons, the period of online lessons must be kept to a minimum. Any student who has not arrived in Belgium by 8 October to prepare for the exam for Language Acquisition Level 1 will no longer be able to participate in the programme. (See 10. Procedure).

There are no classes during the Christmas holidays (27 December 2021 to 9 January 2022) or the Easter holidays (4 April to 18 April 2022).

A second exam session will be held in September 2022 for students who did not pass the first time.



9. STUDY REQUIREMENTS

Academic Conditions

- The programme components are assessed separately and continuously. Students are given individual feedback.
- Linguapolis does not offer any remedial teaching; nor do the teaching staff.
- Students are expected to process the course material before and after class using self-study and distance learning.
- In order to use the e-learning platform properly, the students must have a computer with an internet connection. A smartphone is not sufficient.

Attendance Requirements

- The *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context* is a full-time study programme. The study load requires complete dedication to the programme.
- Students are expected to attend all classes for the duration of the programme. This also applies to students who start the programme online.
- The teachers keep a record of students' attendance. In the event of any long-term absences that were not communicated beforehand, the student concerned may be expelled from the course. The Ministry of Foreign Affairs is notified when student visas are involved.
- If a student misses a class, it is their own responsibility to catch up.

Responsibilities

- Linguapolis is responsible for the academic content of this programme. We take our role very seriously and will do everything we can to prepare students academically and linguistically.
- The programme's quality is closely monitored by an academic admission board chaired by Professor Reinhild Vandekerckhove.

10. PROCEDURE

All candidates must submit a complete application and pay the advance fee of 2000 euros before admission can be granted.

Please be aware that, in order to obtain a student visa for the *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context 2021-2022*, candidates must prove their intention to enter higher education. They must **first enrol in a full-time Belgian study programme for academic year 2022-2023** as well. (See 11. Information for students who need a student visa.)

For academic year 2021-2022, students can register from 1 December 2020 onwards. The application process consists of six steps:

Step 1: Application + advance fee

First, fill out the online application form in Mobility Online, which can be found on our website: www.linguapolis.eu/prepyear

The electronic application form asks for personal information and motivation.

The following documents should be uploaded to support the application:

- a copy of a valid passport or identity card;
- a copy of an original degree certificate with a translation in Dutch, French, German or English if the degree is in another language;
Instead of a degree certificate, applicants enrolled in their final year of secondary education should submit a copy of an original and signed letter from their secondary school confirming that they are expected to complete the programme at the end of the current academic year.
This document must also confirm that the qualification which will be obtained is sufficient to start university in the country concerned.
Please also include an up-to-date transcript of recently acquired results;
- a copy of the original academic transcripts with a translation in Dutch, French, German or English if they are in another language;
- proof that the applicant has studied English as a foreign language (if not mentioned on their diploma of secondary education). If the applicant's mother tongue is English, or the language of instruction in secondary school was English, the applicant will need to submit proof of this and prove that they have studied another European language as a foreign language instead;
- copies of other diplomas, degrees and certificates;

The electronic application needs to be submitted **before 1 March 2021** for students who need a visa and **before 31 August 2021** for those who do not need a student visa.

Until the advance fee has been paid, the application will not be processed or evaluated. For students who need a visa, the deadline for the payment of the advance fee of 2000 euros is **15 April 2021**. For students who do not need a student visa, this deadline is **31 August 2021**. However, we advise paying the fee as soon as possible to ensure that the application can be processed and evaluated in time. The programme's admission board advises on every application and decides on acceptance. No correspondence is permitted between students and the admission board. Candidates who are not accepted onto the programme at this stage will receive a refund, minus a cancellation cost of 250 euros (see 13. Rejection and refund policy).

When the applicant has completed Step 1, their data and documents will be evaluated. We will check each applicant's documents and the level and content of their degree(s). We will then formulate a recommendation about whether or not the applicant should enrol in the programme. This process may take up to 4 weeks. If the admission board accepts the application file, the applicant will receive an email and can proceed with Step 2 of the application.

Step 2: Interview

Candidates whose application file is accepted by the admission board will receive an invitation for an interview. The interview takes place via a **Skype video call**, which is recorded for future reference or identification of the applicant. During this interview, candidates are asked about their reasons for taking the programme and their knowledge of what it involves. Their level of English is also tested (minimum intermediate level – CEFR B1). We also expect the candidates to demonstrate an interest in Dutch and show how they have started to explore the language. At the end of the interview, candidates have the opportunity to ask questions about the programme. If a candidate fails to demonstrate sufficient motivation or understanding of the programme, or if their level of English is insufficient, the application will be rejected and a refund will be issued, minus a cancellation cost of 250 euros (see 13. Rejection and refund policy).

Candidates will not be given a second chance to do the interview.

Preparation for obtaining the **required level of English** is the candidate's own responsibility.

Step 3: Providing legalised documents

In this step, the applicant provides documents that allow us to verify the authenticity of the degree(s), transcripts and translations. Applicants will need to legalise the degree certificate they had uploaded. Please use the proper legalisation method as outlined in the document about legalisation, which can be found on the website of the University of Antwerp:

www.uantwerpen.be/en/study/admission-and-enrolment/admission/legalisation-official-documents.

Please also note that if a translation is required, this must be carried out by a sworn translator and the translation should then be legalised.

Students who have not yet obtained their secondary school diploma at the time of application should send us the original copy (in English, French, German or Dutch) of the **official confirmation** from their educational institution that they are expected to finalise their secondary education at the end of the current academic year. Once the qualification has been obtained, a legalised copy must be sent to Linguapolis before the start of the *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context*. **For students who need a visa**, all hard copies must be received by the registrar's office **before 31 May 2021**.

Unless instructed otherwise, applicants can send the legalised copy by post or courier to the following address:

Mr Andy Vermeulen
University of Antwerp - Linguapolis
Prinsstraat 13
2000 Antwerp
Belgium

Please take into account that the legalisation and translation of documents takes time and can be expensive. Submitted documents are never returned.

The deadline for submitting the legalised translations is **31 May 2021** for students who need a student visa, and **14 September 2021** for students that do not need a student visa.

Step 4: Letter of Acceptance

The combined results of Steps 1, 2 and 3 from the application procedure will determine whether the candidate's application is accepted. Accepted candidates will receive a personalised Letter of Acceptance from Linguapolis for academic year 2021-2022, which can be downloaded from Mobility Online. This letter can only be used for **administrative** purposes (see 11. Information for students who need a student visa). If a candidate's application is rejected, he/she will be informed about the reason for rejection.

Step 5: Payment enrolment fee

After arriving in Belgium and before the programme starts on 20 September 2021, students must make an appointment with Mr Andy Vermeulen, student administration officer at Linguapolis (see 14. Contact), for administrative follow-up and payment of the remaining enrolment fee.

If an applicant is suspected of committing fraud (e.g. if someone else did the interview), they will need to do the interview again upon arrival in Belgium. The candidate will be **denied admission** if this suspicion is confirmed. In this case the advance fee will not be refunded and Linguapolis will inform the Belgian Immigration Office that the student has not been admitted to the programme (see 13. Rejection and refund policy).

Step 6: Letter of Admission

After paying the remaining fees, accepted students will receive a personalised Letter of Admission from Linguapolis that can be used for **registration with the municipality**.

All students staying in Antwerp for longer than three months must register with the municipality's Department of Foreign Affairs within 8 working days of arrival in order to obtain a residence permit. The student administration officer at Linguapolis (see 14. Contact) will help students with the registration procedure.

We strongly advise students to arrive in Antwerp at least one week before the welcome week starts so they can settle into their new environment.

Students who are not able to arrive in Belgium before the first day of the programme, i.e. 20 September 2021, for reasons beyond their control, will be offered the chance to start the programme online.

Students who wish to start the programme online must:

- pay the enrolment fee in full before the start of the programme;
- prove that they cannot arrive in Belgium by the start of the programme for reasons beyond their control;
- make every possible effort to come to Belgium as soon as possible;
- keep the Linguapolis secretary's office informed of their status.

11. INFORMATION FOR STUDENTS WHO NEED A STUDENT VISA

In order to obtain a student visa for the *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context 2021-2022*, candidates must prove their intention to enter higher education. They must **enrol in a full-time Dutch-taught study programme for academic year 2022-2023 in Flanders.**

Students will need to submit **two applications**:

- one for the *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context* for academic year 2021-2022 (to be submitted to Linguapolis) and
- **one for the undergraduate degree they intend to start in academic year 2022-2023** (to be submitted to the Flemish university or college in question).

After having received both **Letters of Acceptance** (one from Linguapolis for 2021-2022 and one from the institute organising the undergraduate degree starting in academic year 2022-2023), students can start the procedure to obtain a visa.

Obtaining a visa takes time. We strongly advise students to start the visa procedure as early as possible.

The visa application procedure is the student's own responsibility.

Linguapolis cannot intervene in the procedure.

For more information about the **student visa (Type D)** and how to demonstrate that you have sufficient means of subsistence:

<https://www.uantwerpen.be/en/life-in-antwerp/visa-and-permits/visa/non-eea-nationals>

NB: Due to a shortage of staff at the Belgian Immigration Office to process applications submitted during the summer, the Immigration Office may not be able to take its decision before the deadline by which the student has to be present at the institute of higher education. Therefore, the Immigration Office recommends that students whose files are complete submit their visa applications in May or even earlier.

Enrolment at the University of Antwerp

Students who intend to apply for a Bachelor or Master programme at the University of Antwerp in academic year 2022-2023, should first register at the University of Antwerp:

www.uantwerpen.be/en/study/admission-and-enrolment/

If a certain level of Dutch is required in order to be admitted to the programme, applicants will be forwarded to a sub-form for the *Preparatory One-Year Programme 2021-2022*. It is not necessary to submit a second (separate) application for the Dutch language programme.

For more information about **enrolment** at the University of Antwerp for academic year 2022-2023, candidates are advised to contact:

**University of Antwerp
Registrar's Office**

Stadscampus - Building S - S0.18

Lange Sint-Annastraat 7 - 2000 Antwerpen - Belgium

www.uantwerpen.be/helpdesk-international

For more information about **international degree students** at the University of Antwerp:

www.uantwerpen.be/en/education/international/international-students/degree-students

For more information about the **undergraduate programmes offered by the University of Antwerp**, candidates are advised to contact the International Students Office:

**International Students Office
University of Antwerp**

Tel: +32 3 265 31 89

E-mail: internationalstudents@uantwerp.be

Enrolment at AP University College

Students who intend to apply for an undergraduate programme at the Artesis Plantijn (AP) University College in academic year 2022-2023, should first register at AP.

The link to this online application form can be found on our website: www.linguapolis.eu/prepyear.

If a certain level of Dutch is required in order to be admitted to the programme, applicants will be forwarded to a sub-form for the *Preparatory One-Year Programme 2021-2022*. It is not necessary to submit a second (separate) application for the Dutch language programme.

Enrolment at KdG University College

Students who intend to apply for an undergraduate programme at the Karel de Grote (KdG) University College in academic year 2022-2023, should first register at KdG:

The link to this online application form can be found on our website: www.linguapolis.eu/prepyear.

If a certain level of Dutch is required in order to be admitted to the programme, applicants will be forwarded to a sub-form for the *Preparatory One-Year Programme 2021-2022*. It is not necessary to submit a second (separate) application for the Dutch language programme.

Enrolment at another Flemish university or college

For more information about the undergraduate programmes offered by other Flemish universities or colleges, please contact the person responsible at the institution concerned. An overview of universities and colleges in the Flemish region can be found at www.studyinlanders.be.

12. FEES

The enrolment fee for the *Preparatory One-Year Programme: Dutch as a Foreign Language in an Academic Context* is **4355 euros for EEA students* and 5915 euros for non-EEA students** (including all teaching materials), 2000 euros of which must be paid in advance when the application is submitted. **Until the advance fee has been paid, the application will not be considered.** The balance, i.e. 2355 euros for EEA students or 3915 euros for non-EEA students, must be paid to Linguapolis before the start of the welcome week, which begins on 20 September 2021. Please be aware that **we do not accept cash payments.**

KBC BANK
Antwerpen Centrum
Schoenmarkt 6
2000 Antwerpen
Belgium
IBAN: BE65 7350 0931 3196
BIC: KREDBEBB

Beneficiary:
Universiteit Antwerpen
Linguapolis
Prinsstraat 13
2000 Antwerpen
Belgium

Please include the name of the student in the reference field when transferring the fees. Note that **the party making the transfer (i.e. the student) is liable for all bank transfer costs.**

***EEA students** are students who are citizens of a member state of the European Economic Area (EEA) (or those of a different nationality who have permanent residence status in Belgium, according to the categories of Art. II.215 of the Higher Education Codex).

The member states of the EEA are:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, and Sweden.

The remaining 2355 euros or 3915 euros can also be paid at our secretary's office: Kleine Kauwenberg 12, 2000 Antwerp. **We do not accept cash payments.**

Until the fee, i.e. 4355 euros for EEA students or 5915 euros for non-EEA students, has been received in full by Linguapolis, admission to the programme is not complete and the Letter of Admission and student card will not be issued.

13. REJECTION AND REFUND POLICY

1. During the application procedure, the advance fee of 2000 euros minus 250 euros cancellation costs will be refunded if the application is rejected because of one or more of the following reasons:
 - some of the required information has not been provided;
 - the student does not have the minimum qualifications;
 - the student's level of English is insufficient;
 - the student has not studied any other European language as a foreign language (for native speakers of English and those who attended a secondary school where the language of instruction was English);
 - the student fails to demonstrate sufficient motivation or understanding of the programme.

If any misleading, incorrect, misrepresented or fraudulent information is included in the application, the advance fee of 2000 euros will not be refunded.

2. After the Letter of Acceptance has been issued, refunds can only be made if candidates are unable to obtain a temporary residence visa for students. An official document from the embassy will be required as proof. This official document needs to be submitted **before 1 November 2021**, after which the advance fee of 2000 euros will be refunded minus 250 euros cancellation costs. **The advance fee will not be refunded if we have not received this official document before 1 November 2021.**

If a student requests a refund for any other reason, and supports the request with official documents, Linguapolis will make a decision in good faith.

Linguapolis will automatically inform the Belgian Immigration Office whenever a student who was initially accepted cannot be admitted to the programme.

3. Upon arrival in Antwerp, students' level of English may possibly be tested again. If fraud is detected, they will be denied admission to the programme. In this case, the advance fee of 2000 euros will not be refunded.

Linguapolis will then inform the Belgian Immigration Office that the student has not been admitted to the programme.

4. Once students have started classes, no refunds are issued under any circumstances.

The only exception to this rule is for students who start the programme online and are unable to come to Belgium in time to participate in the lessons. We will refund part of the tuition fee, corresponding to 3265 euros for EEA students and 4435 euros for non-EEA students, under the following conditions:

- The student started the programme online because they were unable to come to Belgium by 20 September 2021 for reasons beyond their control;
- The student has official proof that they were unable to come to Belgium before 8 October 2021 due to reasons beyond their control.

If the student does not meet these conditions, or if they have already started attending the programme in Antwerp, they will not be entitled to a refund.

5. All bank charges must be paid by the student.

14. CONTACT

Ms Sabine Steemans
Course Director

Universiteit Antwerpen
Linguapolis
Kleine Kauwenberg 12
2000 Antwerpen
Belgium

e-mail

Mr Andy Vermeulen
Student Administration Officer

prepyear@linguapolis.be

telephone

+32 3 265 58 30

website

www.linguapolis.eu/prepyear

secretary's office

Please make an appointment with
Mr Andy Vermeulen first:
tel: +32 3 265 58 30
e-mail: prepyear@linguapolis.be

15. FURTHER INFORMATION

For further information about studying in Antwerp as an international student, you can visit: www.uantwerpen.be/en/education/international/international-students/degree-students

Education offer

- Programmes
- Enrolment
- Language requirements
- Testimonials

Before you come

- Student visa
- Scholarships
- Health insurance
- Housing
- Cost of living
- Travel to Antwerp
- Welcome week

During your stay

- On arrival
- University regulations
- Facilities at the university

After your studies

- Pre-departure formalities
- Working in Belgium
- Foreign recognition of your degree

16. CAMPUS MAP

Universiteit Antwerpen - Linguapolis
 Kleine Kauwenberg 12 - 2000 Antwerpen - Belgium

