

TERMS & CONDITIONS OF THE STUDY ABROAD GAP YEAR PROGRAMME

This programme is open to pre-university students who have completed their secondary education in their home country and are looking for new experiences while exploring a different country and cultures.

Subjects are offered in English. ECTS credits are awarded and may be transferable to their future choice of university.

Enrolment requirements

- Students must be 18 years of age or older on the 31/12/2024.
- Students must have successfully completed their secondary education (baccalaureate or equivalent (EQF 4)).
- Students must have a B2 level of English if they are not native speakers.
- Students may choose between 18 and 30 ECTS.
- For full-time students who need a study visa there is a minimum requirement of 24ECTS.

Application process

Applicants must submit the online application by filling in all the required information and course selection.

During application, students will be required to upload an official copy of their secondary education certificate or an official document certifying when they will complete their secondary education, a scanned copy of their passport, a passport size photograph and an English language certificate (non-native speakers).

Enrolment process

- To formalize enrolment, students pay a deposit of 500€.
- Once payment is received, the enrolment process can be completed.
- Full payment is due by the deadline established.
- Enrolment will be confirmed on receipt of the full tuition fees. If payment is not received by the deadline, the enrolment will be cancelled.

Please note that spaces are limited and we cannot guarantee course selection.

Payment policies

- Payment is in Euros.
- The deposit fee is deducted from the final tuition fee.
- Method of payment: online bank payment or bank transfer.
- The student pays commissions on bank transfers. The rates vary according to country/bank. Please check with your bank and make sure that payment covers the full tuition fees.
- Any commissions not paid by the student will be charged later.

Withdrawals

Withdrawals reported before the deadline below will be fully refunded, **not including deposit**.

- Fall term 2024 - deadline 17th July

Fees are not refunded for withdrawals from the programme after the above deadline.

Certificate and Transcripts

After completing the programme, students will receive an official certificate with the courses and final grades. This certificate is included in the tuition fees. We can only issue one official certificate.

If the student needs a copy of the certificate, we can issue an Official Transcript with the same information as in the original certificate. The cost of this transcript will be 15€ + TAXES. The charge for a transcript and express mailing is 55€ for UE, US and Canada and 65€ for the rest of the world.