



Education agreement  
MBO4 International Business  
2021 -2023

## Inhoudsopgave

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## 1. Education agreement form vocational education

This form is part of the education agreement between Kronenburgh Broepsopleidingen and the student below. Attached to this form giving the full text of the attached Kronenburgh Vocational Education Education Agreement.

Kronenburgh College, Kronenburgh MEAO College, Kronenburgh Business College and Kronenburgh International Business College are trade names of Kronenburgh Beroepsopleidingen.

### The educational institution:

Kronenburgh Beroepsopleidingen bv, legally caused by the director:

Naam	Dhr. drs P.S.C. Janssen MBA
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### And the student:

Gender:	Male / female /
First name(s):	
Call sign:	
Second name:	
Street and number:	
ZIP code and place of living:	
Date of birth:	
Birthplace:	

### And in the case of minors, the legal representative:

Gender:	
First and second name:	
Street and number:	
ZIP code and place of living:	
Geboortedatum en –plaats:	

Correspond as follows:

**Article 1 The study program**

Subject to the provisions of Article 4, the student is enrolled in Vocational Education and in the following study program in accordance with Article 3 (1):

Nam Program:	
Crebonumber:	
Type program:	Part time / full time

**Article 2 Duration and scope of the training**

Starting date:	
End date:	

(with due observance of the provisions in articles 22 and 23 of the education agreement).

The training is conducted in accordance with the applicable lesson program and has a total study load of	1600 study load hours (SBU) per grade
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**Article 3 Content and structure of the training**

1.a The starting points for the content of the study program are the Education and Examination Regulations used by the educational institution;

1.b. The present agreement relates to (state which applies):

- XXX the entire course with due observance of the provisions under c of this paragraph,
- the components of the study program described in accordance with an appendix,
- the necessary preparatory and supporting activities (VOA) described in accordance with an added annex prior to / in addition to vocational training,
- the examination facilities described in accordance with an appendix

1c. If applicable, the exemptions are laid down in an appendix by the Examination Board.

2. Enrollment for exam facilities that are only part of the study program is only possible on the basis of a statement from an employer, an educational institution or another body that shows that access to the exam facilities is useful,

3. Where "training" is used in this agreement, this means the training as agreed in Article 1, 2 and 3 paragraph 1.

4. If the student is registered for a part of the study program in accordance with paragraph 1, the educational institution will give the student the opportunity to enroll for the remaining parts of the study program at the relevant times.

The educational institution is not obliged to do this if it cannot reasonably be expected of a renewed registration.

5. If the student is enrolled in accordance with paragraph 1 exclusively for examination facilities that are part of the study program, of the items in the appendix to this agreement only the articles: articles 9, 11, 14, 15, 19, 20, 21, 22 and 20 apply. 23.

6. If the educational institution cannot carry out the study program mentioned in this agreement, the student can enroll in a related study program. This training concerns crebo learning path.

\* The Education and Examination Regulations on which this agreement is based are available for inspection at Kronenburgh Vocational Training, where the training is offered. Upon request, the student can get a free copy. This exam schedule is also available on the intranet site.

The articles as stated in the full text of this agreement apply.

7. Optional courses (optional courses) are part of the course. Appendix to this education agreement is the Training Sheet on which it is indicated which optional components are offered by the educational institution per study program. Every student must make his choice clear before the deadline set by the institution (in connection with, among other things, the reservation of teachers).

The signature below also agrees with the general terms and conditions of the NRTO (Dutch Council for Training and Education), see [www.meao-kronenburgh.nl](http://www.meao-kronenburgh.nl) see registration.

Thus agreed and drawn up in duplicate:

City	Den Haag	City	
Date		Date	
On behalf of the competent authority Kronenburgh Professional Training	Dhr. drs P.S.C. Janssen MBA	Student or Representative for minors	
Signature		Signature	

## **2. Annex to the Education Agreement for Vocational Education form**

This chapter contains the Legal text of the vocational education and training agreement as laid down by the Competent Authority of Kronenburgh Professional Training. Only rights can be derived from this text. This text is referred to in the "Education Agreement Form for Vocational Education". Chapter 3 contains an explanation of the legal text below. The explanation is written solely to make it easier to read and understand the education agreement. However, no rights can be derived from the text as included in the explanation:

### **Article 4 Registration and entry into force of the agreement**

1. The prospective student is first enrolled.

a. To this end, the prospective student must first register. This is done by completing and signing the registration form used by the educational institution. With the signature, the student and possibly his legal representative declare that:

- the information on the form has been truthfully entered;
- the registration conditions are known and accepted.

b. After the prospective student has met the registration conditions, the first part of this agreement (up to and including Article 3) will be filled in for the subsequent registration. This agreement is signed in duplicate by the educational institution and by the prospective student and in the case of minors by the legal representative.

2. Upon registration, the prospective student receives a digital copy of the Education Agreement and the Student Charter for information purposes.

3. The prospective student and, in the case of a minor, his or her legal representative is / are obliged to return a signed copy within two weeks of receiving the agreement, as referred to in paragraph 1b.

### **Article 5 Applicable provisions**

The provisions from the Education Agreement and the Student Charter apply to this registration.

### **Article 6 Study and career guidance and study guidance**

1. The educational institution is responsible for study and vocational guidance.
2. The educational institution is responsible for a system of student counseling.
3. During the study program, further agreements can be made between the student and the educational institution about both study and vocational guidance and about study counseling.
4. The educational institution advises the student on the continuation of the study program if necessary. This can lead to a modification of the agreement (article 21, paragraph 1) or termination of this agreement by mutual consent (article 22, sub f), or termination of this agreement in case of a binding study advice (article 22, sub g).
5. The student may, contrary to a negative study advice, indicate that he / she wishes to continue the study. If, within a reasonable period of time, the student subsequently appears unable to successfully complete the agreed study program within the specified period during the continuation of the study, the study advice will be converted into a binding study advice. In that case the present education agreement is deemed to have been terminated.

### **Article 7 Professional practice formation**

Agreements about professional practice formation are laid down in a separate practical agreement. This agreement is concluded by the educational institution, the student in a vocational training (in accordance with Article 1) and the company or organization that provides vocational training.

The practical agreement is inextricably linked to this agreement.

### **Educational institution obligations**

#### **Article 8 Organization of training and cancellation**

1. The educational institution must organize the study program in such a way that the student must reasonably be deemed capable of successfully completing the study program within the stipulated period.
2. The educational institution makes every effort to prevent cancellation of educational activities as much as possible and, if possible, to offer it in a different way and / or at a different time.

#### **Article 9 Exams and certificates**

1. The educational institution undertakes to offer the examination, the parts of the examination or the tests associated with the study program, with due observance of the established exemptions, in accordance with Article 3 paragraph 1 under c.
2. The educational institution undertakes to offer failed examination facilities at a different time.

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2. The educational institution undertakes to offer failed examination facilities at a different time.
3. To prove that an examination, an examination component or a test has been successfully completed, the relevant Examination Board will issue a supporting document, in accordance with the provisions of Article 7.4.6 of the Education and Vocational Education Act.

### **Article 10 Periods and locations**

1. The timetable and the locations where the training activities take place are announced to the student before the start of the training activities.
2. The educational institution reserves the right to change the timetable and location for organizational, educational content or other reason (s).
3. Changes to the schedule and/ or the location is announced to the student in time by the educational institution.

### **Article 11 Right of inspection**

1. The educational institution is required to provide every student with insight into the results achieved during the course, if desired.
2. If the costs of the study program that apply to the student are paid by a third party (by means of an authorization from the student) on the basis of an agreement with the educational institution, this third party is entitled to information about the organization and progress of the study and about the student's presence and results.

### **Student obligations**

#### **Article 12 Student effort and behavior obligation**

1. The student will do his best to finish the study program within the set term by obtaining the diploma or certificate that belongs to the study program.
2. The student behaves according to the regulations established by the educational institution and, for compelling reasons, follows all instructions and recommendations that are given in this regard on behalf of the educational institution.
3. In particular, the student must refrain from conduct that disrupts educational activities, activities in the context of professional practice and the smooth running of affairs in the educational institution.

#### **Article 13 Student attendance obligation**

1. The student must be present at the designated location in good time before the start of the relevant educational activity.
2. If the student is prevented from following the activities associated with the study program due to illness or unforeseen circumstances, he / she must report this to the director or a person designated for this purpose in time before the start of the lessons.
3. A student who, for reasons other than illness or unforeseen circumstances, is prevented from following the activities associated with the study program must apply for leave. This request, stating

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Initials Student or representative for minors:

the reasons, must be submitted to the director or a person designated by him at least two days in advance.

4. The leave as referred to in the previous paragraph will only be granted if the reason (s) stated is deemed valid by the director or by the person designated for this purpose.

#### **Article 14 Training costs**

1. There are costs associated with registering for the course for the student.
2. Students who wish to make use of facilities that are not funded from the financial contribution referred to in paragraph I are obliged to pay the fee set in advance by the educational institution for this.
3. A fee to be determined by the educational institution is payable by the educational institution for registering for the examination facilities associated with the study program.
4. The student or his legal representative is obliged to pay the tuition or course fee and additional costs (after receiving an invoice) within the specified period.

This obligation will continue to apply as long as the agreement has not been terminated in accordance with the provisions of Article 22. In particular, this obligation will continue to apply if the student has apparently definitively left the educational institution on his own initiative or by order of unauthorized third parties. This obligation also applies to payment in installments.

#### **Article 15 Obligation to take exams**

The student is obliged to take the exams, partial exams and tests associated with the study program, unless agreed otherwise.

#### **Article 16 Student identification**

The student is not permitted to wear (clothing) materials that cover the face in such a way that the face and / or eyes of the student cannot or hardly be seen. This is to identify and promote open communication with the student. Head cover is also not permitted.

#### **Penal provisions**

##### **Article 17 Removal of student activities**

The teacher / supervisor / instructor, who provides education on behalf of the institution, can remove the student from the educational activities and activities in the context of professional practice or refuse access, and for the duration of that one activity, if the student acts in violation with the rules and instructions and / or order.

##### **Article 18 Student suspension**

1. The director may, if the interest of the education so requires in his / her opinion, decide to suspend a student by denying him / her access to all educational activities and / or professional practice activities for a maximum of five days. The suspension can be extended by a maximum of five days. Days is understood to mean the number of days that the educational institution is open to follow (educational) activities.

During a procedure for definitive removal, the suspension can be extended until the moment that the decision for suspension pending final removal has been taken (see Article 19, paragraph 1, under c).

2. In the event of a disturbance of the order which, in the opinion of the director concerned, requires immediate action, the decision to suspend shall be communicated orally without delay and the decision shall enter into force with immediate effect. The decision is then confirmed in writing in accordance with the provisions of paragraph 3.

3. The decision to suspend is communicated to the student and his / her legal representative without delay, stating the reason (s) and the duration of the suspension. This is done by registered letter or by letter that is immediately or immediately handed over against a receipt.

4. During the duration of the suspension, the student only has access to the school and / or place where professional practice is conducted after obtaining the permission of the director concerned.

5. In the case of criminal prosecution for a crime, the director may suspend the student with immediate effect and deny him / her access to the school and / or the place where professional practice is conducted for the duration of the prosecution or until the moment that there is an irrevocable judgment. Paragraphs 1 and 4 of this article do not apply.

#### **Article 19 Removal of student from the educational institution**

1. The director may remove the student from the educational institution, with due observance of article 8.1.3 paragraph 6 of the Education and Vocational Education Act, if the student:

a. continues to violate the regulations of the educational institution, despite a repeated written warning and after being informed of the possible consequences of such acts or omissions;

b. is guilty of serious misconduct;

c. a suspension, as referred to in Article 18, that has been extended once by a maximum of five days, if in the opinion of the director it has become apparent that the presence of the student will permanently damage the interest of the education, whereby the period of suspension is extended to the moment of definitive removal, as referred to in the last sentence of Article 181 (1);

d. has been convicted of an irrevocable court decision for a crime, in which case it is determined

#### **Final provisions**

## **Article 20 Education institution liability**

1. The liability of the educational institution is limited to compensation in the event of failure to comply with this agreement due to termination of the funding or deprivation of rights as referred to in Article 6.1.4 of the Education and Vocational Education Act. This compensation will only be paid if the student cannot complete the course at another educational institution. The maximum amount of this compensation is set at the amount that the student has paid to the educational institution for the current study program.
2. The higher education institution is not liable for the damage suffered by the student in the event that the present agreement based on article 22 sub a. Ends as a result of demonstrable force majeure, as a result of which:
  - a. the educational institution has not been able to take care of the conclusion of a practical agreement;
  - b. a limitation is imposed on the number of eligible students in vocational education;
  - c. the educational institution is forced to limit the number of students due to its organizational and / or technical capacity.
3. The higher education institution is not liable for any damage suffered by the student if he / she has been suspended or has been permanently removed from the higher education institution pursuant to Articles 18 and 19 of this agreement.
4. The higher education institution is not liable for damage suffered by the student as a result of a decision by the examination committee, after the appeal against this decision has been declared unfounded by the Examination Appeals Committee.
5. The educational institution is not liable for theft, misappropriation, loss and / or damage to the student's property or possessions, except for intent or gross negligence on the part of the educational institution.

## **Article 21 Amendment of the agreement and data**

1. With the mutual approval of the director and the student, changes may be made to article 2 and article 5 paragraph 1 of this agreement. These changes are made in writing in duplicate, signed by the educational institution and the student and in the case of minors by the legal representative and added to the present agreement as an appendix.
2. The student and, if applicable, his / her legal representative are obliged to immediately inform the director of any changes to the information included in the preamble of this agreement and in the registration form, as referred to in Article 4, paragraph 1 under a.
3. Amendments to article 1 of this agreement are only possible by concluding a new agreement, whereby this agreement ends in accordance with article 22 sub f

## **Article 22 End of agreement**

This agreement ends:

- a) in cases of demonstrable force majeure, inter alia on the grounds of the Education and Vocational Education Act, as a result of which the educational institution is unable to continue the training (Article 6.1.4 WEB), no diploma or certificate has been given to the examinations or parts thereof is more connected (article 6.1.4 WEB), the educational institution has not been able to take care of the conclusion of a practical agreement (article 7.2.9 WEB) due to a circumstance that cannot be charged to the educational institution but that is borne by the student, a restriction is imposed on the number of eligible students in vocational education (Article 8.1.5 WEB) and the educational institution is forced to limit the number of students due to organizational and technical capacity (Article 8.1.6 WEB);
- b) by the expiration of the period for which the training as referred to in article 2 paragraph 1 of this agreement has been entered into;
- c) when the study program, including vocational training, has been successfully completed as proof of which a student has been awarded a diploma;
- d) if it is irrevocably established that the student has not passed the examinations of the study program and that he / she will not be awarded a diploma;
- e) by the permanent removal of the student as referred to in Article 19, paragraph 2 under e,
- f) by mutual consent of the educational institution and the student, after this has been confirmed in writing by both parties;
- g) in the case of a binding study advice from the educational institution;
- h) upon the death of the student.

## **Article 23 Customization**

1. Kronenburgh Vocational Training restricts the tailor-made approach to, for example, learning difficulties, to:

- the availability of the teacher during the practicals for giving additional explanation, support, feedback, homework supervision
- allowing (in consultation with the teacher) that the student uses his own laptop and extra software during seminars and practicals
- not imposing time pressure (with some exceptions) during exams

2. If it turns out that the student needs extra or more specialist support in order to achieve sufficient study results, this support is purchased separately / additionally (externally) by the student or his legal representative.

3. The above applies in situations where the learning problems have already been recognized during the intake, but also when these learning problems are only recognized during the course.

#### **Article 24 Applicable law and disputes**

1. The "study guide" is an operational translation of the education agreement. In cases not covered by this agreement, the director decides after consultation with the student and - where appropriate - after consulting the education inspectorate.

2. Disputes arising from this agreement will be submitted to the competent court in The Hague.

3. Only Dutch law applies to this agreement.

4. If a translation of this agreement has been issued, the Dutch version will prevail in the event of disputes about the interpretation of the agreement.

#### **Article 25 For students from outside the European Union**

By signing this education agreement, the international student from outside the European Union agrees to the procedure used by the educational institution to report the participant - with or without prior notice – within 4 weeks to the IND (immigration and Naturalisation Service) in case the participant drops out, stops the training, does not participate the education or when the registration has ended.

### 3. Explanation of the education agreement

This explanation is written to make it easier to read and understand the education agreement, because the agreement sometimes uses somewhat difficult language. The education agreement is a legal document, which means that it also contains legal terms and concepts.

For example: lessons or assignments or other schoolwork is referred to as "educational activities" in the agreement. For the sake of convenience, we use the word lessons for all of these things. It is true that only the legal text of the education agreement has legal effect.

What should you do?

Read the agreement carefully. If you don't understand something, look in the explanation. You can always ask for an explanation.

Why an agreement?

According to the Education and Vocational Education Act, this is mandatory from 1997.

What does the agreement say?

According to the law, the agreement must contain the agreements that the school makes with you, that means what the school must do for you and what you must do in order to be successful. It also contains some important rules.

#### 3.1 Explanation form

This shows the name and details of the course that you are following. It says how long the training will last, when the training starts and when it ends and how much time you need for it. It also states that the study program follows the timetable you receive and that the exams or final tests are designed in such a way that you meet the requirements that apply in the country if you pass.

If you first follow part of the training, you can always complete it completely.

For the courses that are concluded with certificates you get an agreement for the relevant part qualifications, not for the entire course. This is also indicated on the form.

Exam students are only registered for the exam facilities belonging to the study program. The provisions in the appendix do not all apply to this group of students. Article 1 sub d paragraph 4 specifies precisely which provisions of the appendix apply to exam students.

## 3.2 Explanation attachment

### Article 4

If you are interested in following a course at Kronenburgh Professional Training, then you express your interest by completing a registration form. If you meet the conditions for registration, you can be admitted to the program. After admission to the study program, the form will be filled in on which your name and the details of the study program or course that you are following are stated. By signing the so-called education agreement you enter into an obligation, but of course you also have rights. They are listed in this appendix to the education agreement.

### Article 5

All kinds of things are included in the education agreement and the student statute that you need to know before you start the study program.

### Article 6

The school is not only obliged to give lessons, but is also required to guide you through your studies or when choosing a profession if you need it. If your study is not going so well, the school can advise you on how to continue your education. This study advice can be converted into a binding study advice. which means that you will have to leave the course.

### Article 7

All courses combine learning at school with learning in practice. There are two variants: the vocational training pathway (BOL) and the vocational training pathway (BBL). The BOL variant has a practical part of at least 20% and at most 60%. At least 60% of the BBL variant consists of practical education. For the practical part of the study program, called the vocational practical training (BPV), the student goes to a training company That learning in practice is arranged through a practical agreement.

### Articles 8 to 11

These articles state what the school must do:

- ensure that the training is organized in such a way that the training can be successfully completed within the specified period;
- ensuring that as few educational activities as possible are canceled;
- ensure that you can take tests and / or take exams;
- you receive proof that you have obtained them (certificates, a diploma, etc.),
- ensure that you are informed of the timetable on time;
- ensure that you can see your results.

### Articles 12 to 15

These articles state what you should do yourself:

- you make an effort to achieve a good result;
- you behave according to the regulations of the school;
- follow the educational activities in your group;
- pay the (legally) established tuition and / or course fees and purchase books and other things that are necessary for the study program, if applicable;
- take tests and take exams.

#### **Article 16**

Kronenburgh Vocational Training is based on open communication between people. It is therefore not allowed to participate in lessons, tests and / or exams without the face or eyes being visible. It is also necessary to be able to identify students, not only for safety but also for identification when participating in tests and / or exams and, where appropriate, using school facilities. The use of, among other things, a face covering veil (chador or niqab) or (mirror) sunglasses, caps etc. is therefore not permitted.

#### **Article 17**

You can be removed from the educational activities if you disrupt the lesson. You can also be removed from your internship if you misbehave there.

#### **Article 18**

##### **Suspension**

1. You can temporarily leave school and! whether your internship will be sent for a maximum of 5 days. This can be extended by another 5 days. If it is true that you will be definitively expelled from school, the temporary removal may take up to that time.
2. If the situation requires, the suspension can start immediately. However, you must later receive a written confirmation of the suspension from the school stating the reason,
3. If you are temporarily removed from school, you will be informed by letter. If you are a minor, such a letter will in principle be sent to your parents (as legal representatives). There must also be a message to the inspection.
4. If you have been expelled from school, you may not attend school and / or not appear on your internship during that period, unless you have received explicit permission from school.
5. If the police prosecute you for (suspected) a crime, the school can immediately suspend you for the duration of the prosecution, or until the judge has made an irrevocable decision.

#### **Article 19**

1. You can be permanently expelled from school if:

- a) You do not stick to the rules after you have already received a written warning and it has been said that you can be expelled from school;
- b) you seriously commit yourself;
- c) after the (extended) suspension there is still reason to expel you from school;
- d) you have been irrevocably convicted by a judge of a crime

2. What happens when you are definitively expelled from school:

- a) you will receive a letter stating that you will be sent from school with the reason for it. If you are a minor, such a letter also goes to your parents (as legal representatives);
- b) within 10 days after the date that is above the letter from the school, you can reply by letter;
- c) within 20 days of receiving your reply letter, the school will send a letter with the decision. Before this decision is made, the school must hear you and the people involved from school. This hearing is dedicated to an independent committee;
- d) during the procedure you can access the school and! whether the internship will be denied;
- e) even if you are definitively expelled from school, you still have to meet your payment obligations;
- f) for students under the age of 18, a letter will be sent to the inspectorate if you have been definitively removed from school.

(Days = days on which the school is open for giving lessons.)

## Article 20

This article is about damage and liability.

1. Sometimes a course can no longer be given. Something about this is contained in Article 6.1.4 of the Education and Vocational Education Act. Compensation only applies if and insofar as you cannot continue your education at another school. Possible compensation for damages is also limited to the amount that you have paid to the school for following the course.

2. The school does not pay compensation if the agreement ends on the basis of article 22 paragraph 1 in the event of demonstrable force majeure, as a result of which the school:

- a. was unable to provide a practical agreement;
- b. a restriction is imposed on the number of students in vocational education;
- c. have to reduce the number of students due to capacity problems.

3. The school does not pay any compensation if you are suspended or if you are definitively expelled from school.

4. The school does not pay compensation if you have not been approved by the Examination Appeals Committee.

5. The school does not pay compensation in the event of theft, loss or damage to your belongings.

### **Article 21**

This article is about changing the agreement and data.

1. Changes can only be made to the duration, scope, content and structure of the course.

1. This is only possible if you and the school agree. The form must be re-signed and attached to the existing agreement as an appendix.

2. Changes to name and address data must always be communicated as quickly as possible to the institute where you are following your education.

3. If, together with the school, you decide to stop the training and start a different training at Kronenburgh Vocational Training, a new agreement must be concluded. This ends the existing agreement.

### **Article 22**

It states when the agreement ends:

- in cases of demonstrable force majeure, such as included in the Education and Vocational Education Act, as a result of which the school can no longer provide the training;
- if the training ends, as referred to in Article 2 of this agreement;
- if you have successfully completed the training, including the internship, and you have received a diploma for this;
- if you have not passed the exams of the study program and no diploma will be awarded;
- if you are definitively expelled from school; you are still obliged to meet your financial obligations to the school;
- if you decide to stop the training together with the school; you must confirm this by means of a letter;
- if the school gives you a negative advice about the continuation of the course for the second time;
- upon student's death.

### **Article 23**

At Kronenburgh Vocational Training, we are there to help you answer your questions during the training and explain what you did not understand. But we cannot do this indefinitely. We only do this during the seminars and practicals. If you need more help, then you or your parents must purchase this help separately from our college or from an external party.

### **Article 24**

The "study guide" is an operational translation of the education agreement. If there is something that is not in the agreement, so something that is not regulated, the director will decide after consultation with you what should be done.

If something happens because of the agreements in the agreement that require you or the school to go to court, then that is the court in The Hague.

Dutch law applies to everything we agree.

If you have received a translation of the agreement, the Dutch text will continue to apply if there is a difference of opinion about the (explanation of the) text.

### **Article 25**

Kronenburgh will report a student who is no longer actively participating in the education program (dropout) to the IND within 4 weeks and deregister. By signing this education agreement, students from outside the European Union agree to this working method.