

Documents required for registration

***Valid residence permit :**

- ❑ For EU nationals : national identity card
- ❑ For non-EU nationals :
 - A valid residence permit issued by a Belgian town hall or any other similar document
 - **or passport with valid visa + 90 € supplement (foreign fee) for 120 unit courses.**
+ 120 € supplement (foreign fee) for 160 unit courses
 - **or annex 25 bis or 26 with proof of an appeal for residence permit refusal.**
 - **!!! people whose partner has Belgian nationality must also provide their marriage certificate or household records and an identity document of the Belgian partner.**
 - **!!! people with Belgian or Belgian resident parents must provide evidence of their relationship, the address and a copy of their parents' identity card. .**

***Job seekers :**

- ❑ Registered with ACTIRIS or FOREM : national number and registration number
(registration number at ACTIRIS = IBIS number)
- ❑ Registered with VDAB : certificate « Aanvraag van een vrijstelling van het inschrijvingsgeld in het Volwassenenonderwijs »

***CPAS and others:**

- ❑ Certificate from CPAS/OCMW covering the first week of the course.
If CPAS/OCMW pay for the registration fee : bring a letter regarding the refunding.
- ❑ If refunded by someone benefitting from CPAS, their name must appear on the document.
- ❑ The following organizations are considered to be equivalent : CARITAS, Service Social de Solidarité Socialiste, Aide aux personnes déplacées, La Croix Rouge, FEDASIL, Vierge noire.

***Minors :**

- ❑ Minors aged 15 to 16 years old: certificate testifying they have followed at least two years in secondary school.

***Students from another school:**

- ❑ Registration document or student card of the current academic year.

***Payment:**

- ❑ Payment must be made at the time of registration by bank transfer. No reservation will be made without payment.

The registration fee must be paid in full by the day of your registration

CPAB RETAINS THE RIGHT TO CANCEL ANY INCOMPLETE REGISTRATION A WEEK BEFORE THE BEGINNING OF THE COURSE

CREDIT CARDS NOT ACCEPTED (VISA, AMEX, ETC) – DEBIT BANK CARD ONLY