



COVID: Terms and conditions **scheduled for February courses**

Avis du 16/12/2020

Registrations and level tests for the February 2021 day & evening courses

In order to register, please call 02/511 01 09 and make an appointment.

When you visit the school, please carry a mask and make sure you bring all the required documents (see below).

Payment is due at registration, preferably with a Maestro/Bancontact card. We do not accept any kind of credit cards (Visa, Mastercard...) and it is not possible to book a place in a group before payment.

CPAB is not responsible in case some courses are already full when you register

The following courses are planned to be held at school:

Grammaire & orthographe

Informatique/Bureautique

Français langue étrangère DébA & DébB et UE1

Anglais UE1

Néerlandais UE1

For the other levels (from EU2 to EU9), the courses will be given remotely (Zoom) and/or in a mixed mode (partly virtual & partly at CPAB), depending on sanitary conditions.

CPAB has set up a pedagogy based on the active participation of students and on the necessary interactions required for learning a new language. We therefore believe that on site lessons (at school) will be beneficial to your learning.

We obviously depend on government decisions but please note that as soon as possible and in compliance with health measures, we will resume (all or some) courses in our classrooms at school.

By enrolling in our courses, you are therefore agreeing to this principle. There will therefore be no refund in the case teaching conditions are changed during the session.

Document 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.**
 - 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 residence or Belgian resident parents must provide evidence of their relationship, the address and a copy of their parents' identity card.

***Jobs seekers:**

- Registered with FOREM: national number and registration number.
- Registered with Actiris: A 15 document for those in receipt of full unemployment benefit.
- Registered with VDAB: certificate « Aanvraag van een vrijstelling van het inschrijvingsgeld in het Volwassenonderwijs »

***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 organisations 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

***Payment:**

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

If groups are full or cancelled: CPAB is not responsible in case some courses are already full when you register. The school reserves the right to close a group in the event that there are not enough students.