

Student Handbook 2013-2014



Welcome to Amsterdam
FoundationCampus



UNIVERSITY OF AMSTERDAM

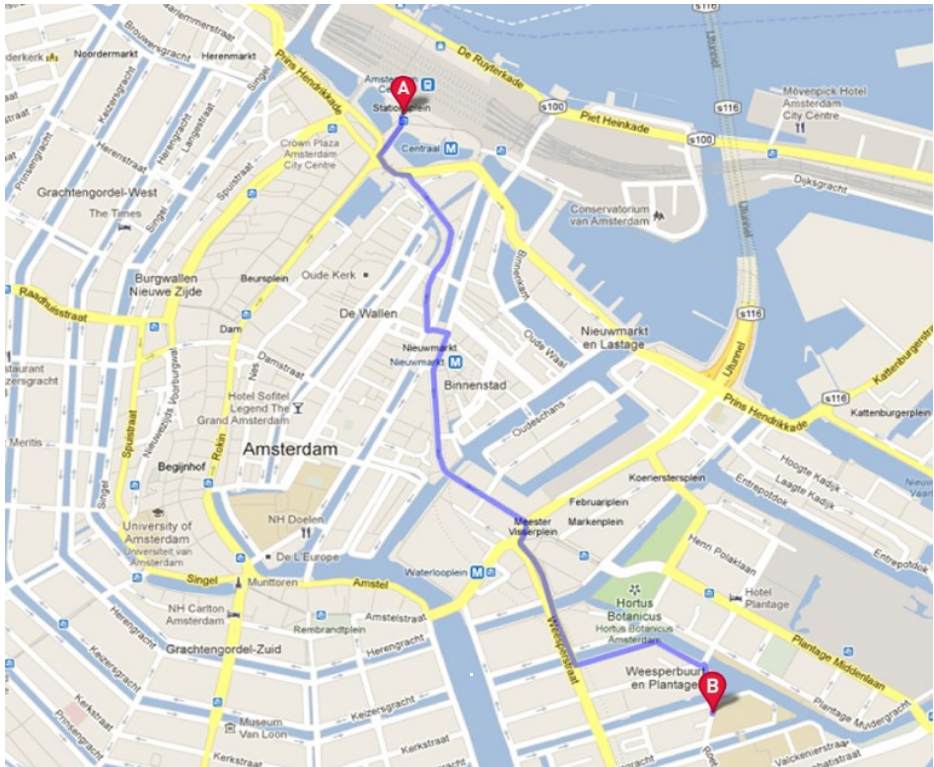
Faculty of Economics and Business

FOUNDATIONCAMPUS

Contents

Finding Us	2
Amsterdam Map	3
Around Campus	5
Teaching Buildings	7
Enrolment and Induction	8
Attendance	11
Visa	12
Your Responsibilities	13
Student Support and Advice	15
Clubs & Societies	19
What's going on in the city?	20
Public Transport	21
Finance	22
Term Dates Academic Year 2013/2014	26
Contact Details	27

Finding us



Amsterdam Centraal Station



Amsterdam FoundationCampus / Universiteit van Amsterdam
(Roetersstraat 11, Amsterdam)

Traveling from Amsterdam Centraal Station to Amsterdam FoundationCampus

From Amsterdam Centraal Station you can take tram 9 to Amsterdam FoundationCampus. The tram runs every 10 minutes between about 6.30 a.m. and 12.30 a.m. You exit the tram at stop 'Plantage Kerklaan'. From there, it's a 3 minute walk to Roetersstraat 11.

Another option is to take the metro. From Amsterdam Centraal Station you can take any metro that runs (number 51, 53 and 54). You exit the metro at stop 'Weesperplein'. From there, it's a 5 minute walk to Roetersstraat 11.

Amsterdam map



01 & 02. UNIVERSITY OF AMSTERDAM AND AMSTERDAM FOUNDATIONCAMPUS



03. SPORT CENTRE UNIVERSITY OF AMSTERDAM
The University Sport Centre offers more than 70 different sport activities which are available for students. Students can participate with great discounts.
2.3 miles | 🚶 15 mins | 🚗 15 mins



04. ROYAL PALACE
During the Dutch Golden Age, in the 17th century, the Royal Palace on Dam Square was built as a city hall. The building became the Royal Palace of King Louis Napoleon and later of the Dutch Royal house.
1.1 miles | 🚶 10 mins | 🚗 10 mins



05. NIEUWMARKT (CHINATOWN)
Nieuwmarkt is a square in Amsterdam's Chinatown, with many lively cafés, bars and restaurants. There is a daily market and an organic food market on Saturdays.
0.9 miles | 🚶 5 mins | 🚗 5 mins

DISTANCES:

London: 45 mins by plane
 Paris: 55 mins by plane
 Berlin: 60 mins by plane
 Barcelona: 90 mins by plane

MAP KEY:

-  Train Station
-  Metro Station
-  Student accommodation
-  Railway Line
-  Place of Worship Church
-  Place of Worship Mosque
-  Place of Worship Hindu Temple
-  Restaurant



06. KALVERSTRAAT

The Kalverstraat is one of the biggest and busiest shopping streets in Amsterdam. Many famous brands have their shops in the Kalverstraat, which was named after the 'kalvermarkt' (calves market) that was held here until the 17th century.

1.0 mile | 15 mins | 8 mins



07. RIJKSMUSEUM

The Rijksmuseum is a Dutch National museum dedicated to arts and history. The museum was founded in the early 19th century, and opened its doors again in 2013 after 10 years of renovation. Rembrandt van Rijn's famous painting The Night Watch can be found here.

1.3 miles | 10 mins | 12 mins



08. AMSTERDAM FLOWER MARKET

The Flower Market in the city centre of Amsterdam is the only floating flower market in the world. There are many florists and garden shops, as well as a big variety of souvenir gifts.

0.9 miles | 15 mins | 8 mins



09. VAN GOGH MUSEUM

This art museum is dedicated to the works of the famous Vincent van Gogh and his contemporaries. The Van Gogh Museum can be found at Museum Square, close to Rijksmuseum.

1.4 miles | 10 mins | 15 mins

All distances are given from Foundation Campus

Around Campus

Where will I find..?

Banks

ING

Rokin 90
1012 KX Amsterdam

ABN AMRO

Singel 548
1017 AZ Amsterdam

Rabobank

Dam 16
1012 NP Amsterdam

Taxi office

TCA Taxi

Wisseloordplein 2
1106 MH Amsterdam
Tel: +31 (0) 900 - 6777 777

Local Council

Amsterdam Municipal Registry Office

(Dienst Persoons- en Geoinformatie)
Amstel 1
1011 PN Amsterdam

Diemen Municipal Registry Office

D.J. den Hartoglaan 1
1111 ZB Diemen

City Library

Openbare Bibliotheek Amsterdam

Oosterdokskade 143
1011 DL Amsterdam

Transport

Station Amsterdam Centraal - trains

Stationsplein 1
1012 AB Amsterdam

Station Amsterdam Amstel (trains and Euroline buses)

Julianaplein 1
1097 DN Amsterdam

Shopping Centre

Kalverstraat

1012 XD Amsterdam
<http://www.kalverstraat.nl/nl/home/>

Magna Plaza

Nieuwezijds Voorburgwal 182
1012 SJ Amsterdam

Markets

Albert Cuyp Markt

Albert Cuypstraat
1072 CN Amsterdam

Waterlooplein markt

Waterlooplein 2
1011 PG Amsterdam

Post NL Counter

Primera

Waterlooplein 169
1011PG Amsterdam

Police Station

Politiebureau 's-Gravesandeplein

Ruyschstraat 401
1091 MS Amsterdam
Tel 0900-8844

Supermarkets

Albert Heijn

Sarphatistraat 141K, 1018 GD Amsterdam

Lidl

Hemonylaan 25A, 1074 BJ Amsterdam

Jumbo

Westerstraat 98-102, 1015 MN Amsterdam

Etos - Chemist

Jodenbreestraat 13
1011 NG Amsterdam

Student Union

ASVA Student Desk

UvA Service and Information Centre

Binnengasthuisstraat 9
1012 ZA Amsterdam

Housing corporations

De Key

Hoogte Kadijk 179
1018 BK Amsterdam

DUWO

Uilenstede 108
1183 AM Amstelveen

Ymere

Mauritskade 17a
1091 GC Amsterdam



Teaching Buildings

Roeterseiland Campus

Building E, Roetersstraat 11
1018 WB Amsterdam

This is where the FoundationCampus office is located. Your lessons will be in this building or in another university building close by.

University Library

The University library of the University of Amsterdam (UvA) has an impressive stock of approximately four million volumes. The collection is freely available to all university staff and students, including Foundation students, and spread across 20 locations. To borrow materials from the library, you need your University Student Card.

The library locations and study centres offer over 2.600 study places, 1.100 of which are equipped with a computer. The study rooms at the Central University Library have the longest opening hours, including evenings and weekends. You can also bring your own laptop as all locations offer wireless internet.

Faculty of Economics and Business Library

Pierson Révész Library
Roetersstraat 11
1018 WB Amsterdam

Central University Library

Singel 425
1012 WP Amsterdam

For the complete list of libraries, opening hours and addresses go to <http://uba.uva.nl/en/locations>.



Enrolment and Induction

Enrolment at FoundationCampus

On your first day please bring your passport, visa, sponsorship letter (if appropriate), personal details and documents as shown below. Once you have registered at the FoundationCampus office you will be provided with information about your 'Getting Started' appointment with the university and registering with the City Hall (Gemeente)

It is important that you come to the office as soon as possible after your arrival in Amsterdam. The Induction sessions will give you the opportunity to meet key FoundationCampus staff and other students on your course. You will learn about the university, the centre and your programme of study, and join FoundationCampus formally. You will also receive information about the university's library and services and will complete the enrolment process.

Enrolment is the administrative process whereby you are admitted to FoundationCampus as a student. It is part of your induction. On the first day of induction, we will tell you when and where your enrolment will take place.

Please bring the following when you come to enrol:

- Your passport
- Your visa (if applicable)
- Your FoundationCampus offer letter and Certificate of Enrolment
- Your original academic certificates and transcripts (for example, High School Certificate, A-level results, IELTS Certificate, first degree certificates and other qualifications). Please remember that FoundationCampus will only accept original documents
- Your Dutch address, telephone number and personal e-mail.
- Details of someone to contact in case of emergency and details of your next of kin.

- Proof of payment of fees or financial guarantee.

Registering with the City Hall (Gemeente)

After you arrive in the Netherlands you will need to register with the City Hall (Gemeente) UvA will make an appointment for you to register with the Gemeente during your 'Getting Started' appointment.

To register, you will need:

- Your Passport
- Your Letter of Enrolment from UvA
- Proof of your Address
- Your Certified Birth Certificate

If you change your address at a later point in the year, you will need to inform the Gemeente **within five days**. This can be done either in person at the Gemeente or online after registering for a DigiD account. The office team will help you with registering and changing your address.

UvA Student Account - Library and Computing Facilities

After registering with FoundationCampus, you will need to have a 'Getting Started' appointment with the University. You may have already made an appointment before arriving, if not the office team will be happy to help with this. At this appointment you will be provided with your UvA Student ID Card, a letter to assist in opening a bank account, proof of enrolment for registering with the Gemeente, and log-in details for the university computers and wireless internet. You will need your student card to borrow materials from the library. FoundationCampus students have full access to all student support services and you should ensure that you collect your Student ID Card within the first week of term.

Health and Wellbeing

All students who come to study in the Netherlands are required to have health insurance. You will have the same rights to health care as a Dutch resident. This means that you can register with a GP (local doctor), receive hospital treatment, treatment for pre-existing conditions and full maternity services. Most policies do not pay for dental (teeth) or optical (eye) services. To find out if these items are covered please read your health insurance policy.

Useful Contacts

Student Doctors' Office / Oude Turfmarkt

General Practitioners

T: 020 525 2878 / 4772

Emergencies during office hours:
020 525 2889

Emergencies outside of office hours and on the weekend: 088 00 30 600

Hospital - Onze Lieve Vrouwe Gasthuis

Oosterpark 9

1091 AC Amsterdam

Student Dentist

020-518 8888

Student Psychologist

020-525 2599

Emergency Telephone Number

112 (Fire, Police or Ambulance for critical or life-threatening situations)

AON Insurance

010 448 8270



Opening a bank account

You will need to open a bank account when you arrive in the Netherlands. The Netherlands has many banks but the three largest are ING, ABN AMRO and Rabobank. All three offer special student accounts, though UvA recommends students open an account with ING. UvA will provide students with a letter to open a student account at the 'Getting Started' appointment.

Please note: ING does not charge a monthly fee for their student account but some banks do. Make sure you check what fees you will be charged before opening an account.

To open a bank account in the Netherlands you will need:

- Proof of identity (Passport)
- Proof of address (letter or receipt from your landlord/accommodation office)
- Student Status Letter provided by the University of Amsterdam at your Getting Started appointment. This will mean you will need to wait until AFTER you have had your Getting Started appointment.

Magellan Log in

Magellan is our student intranet and gives you access to your own personal page. Go to www.magellan.ceg-uk.com and log-in to:

- check your personal information
- view your timetable
- monitor your attendance
- view your exam entries and results
- access your emails

You will be given your username and password in induction week and you need to make sure that you can log in and access your e-mail.

Open your Magellan account and on the left hand side of the screen you will see an envelope icon which is labelled 'College Email'. Click this and you will be taken through to your email inbox. You can also access your e-mail on a smart phone and the office staff can assist you with this.

You are advised to access your FoundationCampus email on a regular basis, as important information and notices will be sent to this address.

Attendance

Required Attendance: Attendance at classes is compulsory. You are expected to attend Monday to Friday from the first day of term until the last day of term, including any examination and re-sit weeks. We expect 100% attendance from all students unless you have good reason not to be in classes. If you arrive more than 5 minutes late for a class you will be permitted to attend but your attendance mark will be 'Late'.

Religious Holidays: As a multicultural education centre, FoundationCampus has respect for all faiths. We may allow time off for religious holidays but cannot guarantee any time off outside the published term dates. Please contact the Centre Head should you wish to take time off for a religious holiday.

Illness: If you are ill you **MUST** call the FoundationCampus Office on 020 525 4189 or email FoC-EU-Amsterdam-Attendance@FoundationCampus.com as soon as possible to report your absence. You must then fill in a medical absence form upon your return. You can self-certify your own sickness for up to 2 consecutive days. After 2 days you **MUST** provide a note from your doctor stating why you were unable to attend class.

Planned absence from classes: If you know about an absence in advance, for example you have a medical or dental appointment, you must fill in a 'Request for Absence' form and provide evidence of your appointment (such as your appointment card). This form must be authorised before the absence is taken.

Personal Tutors: If you have any queries or personal problems that may affect your attendance, please talk to your Personal Tutor. The name of your personal tutor is on your timetable and you will have a weekly group session with them.

A student who does not attain an attendance level of 100% may not be guaranteed entry to the examination sessions and may be removed from their course (at the discretion of the Centre Head). You are required to be in attendance on weekdays during each term.

Visa

Visa

Depending on your nationality, you will have had to apply for an MVV-visa to enter the Netherlands. The MVV-visa is only a temporary visa (valid for three months) and will be replaced by a residence permit soon after your arrival in the Netherlands. The University of Amsterdam applies for your residence permit on your behalf, and will inform you as soon as you can pick it up at the office of the Immigration and Naturalisation Department (IND) in Amsterdam.

If you did not need a visa to enter the Netherlands, you will be informed once your residence permit is ready in the same way.

Visa - renewing

Your residence permit is valid for the duration of your course at Amsterdam FoundationCampus and your degree programme at UvA. This means you will not need to renew your residence permit until you have completed your bachelor degree providing you attain at least 50 % of the credits of your study programme each academic year (which means a minimum of 30 credit points each year). If you do not attain the 50 % threshold, UvA will verify whether there is excusable reason for you to be exempted from the threshold. If you are not exempted, UvA will have to inform the IND and your residence permit will be withdrawn.

Working in the Netherlands

Finding paid employment can be difficult if you don't speak Dutch. Moreover, depending on your nationality, you may need a work permit if you wish to combine your studies with a job. This work permit is free of charge, but you can only work 10 hours per week year round OR full-time during summertime. Please also note that if you aim to get a part-time job, you will need a different (and more expensive) type of health insurance.

For more information about working in the Netherlands see www.uva.nl/work.



Your responsibilities

Your responsibilities as a FoundationCampus student

Once you have successfully joined our programme, it is very important that you understand your responsibilities.

- You must enrol at the centre on or before the date stated in your offer letter, and return at the start of each subsequent term.
- FoundationCampus **will** report to the university and IND any students who have an MVV and / or Certificate of Enrolment who fail to enrol by the stated enrolment deadline.
- You must attend your course regularly. If you do not attend your course regularly, FoundationCampus may be obliged to report me you to the University Admissions Team and the IND.
- FoundationCampus is obliged to tell the university and IND if a student withdraws from a course, defers or suspends their studies, or if a student fails to attend their course regularly. You are expected to attend 100% of your classes.
- You must keep us informed of any changes to your contact details or personal circumstances.
- You must not breach the work conditions of your visa. Some students on FoundationCampus courses are unable to work, some are restricted to a certain number of hours per week.

Penalties

Penalties for failing to comply with these rules may be severe and long lasting. They may include your removal from the Netherlands and/or your exclusion from the Netherlands for a number of years.

After your Foundation Course

Once you have successfully finished your foundation programme you will be given a certificate of graduation and a transcript of results . You will be given this on or around the last day of term (21st June or 23rd August) If you have left the country before this date, the office can store your certificates until you return to Amsterdam to start the bachelor programme. If you are not returning to Amsterdam, we can post the certificates to you but you may need to pay for postage.

You will be required to register with the University as soon as they confirm your admittance to the bachelor programme. The university will give you details on how to do this and it is very important that you follow their instructions carefully. If you have any questions or concerns, please ask in the centre office. Please do not ignore e-mails from UvA Student Services.



Student Support and Advice

Student Enquiries

You can come and speak to members of the Amsterdam FoundationCampus team in relation to a range of issues, for example:

- Visa advice and guidance
- Accommodation advice and guidance
- Request for official documents
- Informing us of a change of address or any other changes to your personal details
- Requesting authorised absence
- Any questions/concerns you may have with regard to your programme of study
- Any questions you have about letters written in Dutch, for instance from ING or your mobile phone provider (Don't ignore them as there might be important information in there.)

If you have a question or concerns not covered in the list above, please come and see us between 9am and 5 pm (Monday to Friday) and we will be happy to provide any assistance we can.

If you have a confidential matter to discuss please see anyone in the office and ask to speak in private.

Please keep checking the noticeboards and your FoundationCampus e-mail. If we need to see you, we will contact you using these.

Student Advice at UvA

The UvA Service and Information Centre (SIC) assists undergraduate, graduate and PhD students at UvA needing information, advice or support regarding their registration as a student and other matters which concern studying at the University of Amsterdam. The address of the Service and Information Centre is:
Binnengasthuisstraat 9
1012 ZA Amsterdam.

Personal Tutors

Every FoundationCampus student is allocated a Personal Tutor. Your tutor is a member of the academic staff and you will see them for a group session every week. It is your responsibility to make contact and keep in touch with your Personal Tutor during your studies at FoundationCampus. They will act as a contact between you and the rest of the Centre should there be problems which need to be notified. They may also be someone you approach for a reference at a later stage of your academic career.

Changing Personal Tutor

If your tutor leaves, another member of staff will be appointed as your Personal Tutor, however, if you feel that the relationship is not developing and that for whatever reason you are unable to confide in your Personal Tutor, you should approach the Centre Head and request a change of Personal Tutor, explaining the reasons for the request.

FoundationCampus will not hold this request against you. If, for any reason, you feel unable to approach the Centre Head on this matter you should seek the assistance of another member of staff.

Disability

For the purpose of this statement, disability is defined as: "A physical or mental impairment with substantial and long term adverse effect on normal day to day activities."

The centre ethos is to provide a high-quality educational experience, designed to ensure that students excel both academically and personally. As such, we aim to ensure that all students are treated as individuals and that needs are met accordingly. Those students who are within the scope of the definition of disabled will be supported with regard to integration into both the pastoral and academic programmes following an appropriate assessment of their needs.

Staying safe

While at UvA, we want you to feel safe and secure at all times. There are things you can do to help yourself and those around you. You can call the office of Amsterdam FoundationCampus (020-525 4190) or call the reception of the Faculty of Economics and Business (020 525 5220) to deal with any

problems. Don't be afraid to call the police on 0900-8844 or in an emergency 112 if you feel threatened.

- Be vigilant when you are out, particularly at night. Make sure you lock all window and doors to your room/flat/house when you leave.
- Keep expensive items such as bags, jewellery, mobile phones and mp3 players out of sight when in public areas.
- Plan how you will get home before you go out.
- Keep an eye out for friends when you are out and about. Make sure you know where your drink has come from and that it is in your possession at all times.
- Try to walk with others, particularly at night.



We recommend you take out a comprehensive insurance plan to protect your belongings during your period of study at FoundationCampus. It is your responsibility to make sure that your possessions are sufficiently insured.

Emergency Numbers

Amsterdam FoundationCampus:

+31 (0)6 52027689

UvA Student Doctors' office:

020 525 2889 / 088 00 30 600

Police/Fire/Ambulance EMERGENCY
number :**112**

Making international calls

Keeping in touch with your family and friends at home is important. You should make sure that you have a method for communicating with them regularly. Today, technology has made the process very easy. Your options include using the internet, international dialling cards and mobile phones.

Mobile Phones

In the Netherlands, people use GSM mobile phones and SIM cards. There are many shops in Amsterdam where you can buy a mobile phone. Buy one locally at any Albert Heijn supermarket (usually at the service desk), or at one of the downtown phone stores. At Albert Heijn supermarket you can buy an inexpensive phone complete with a

pre-paid calling plan. You can buy extra credit there too, as well as in tobacco stores or phone stores. If you want to bring a mobile phone from home; Albert Heijn supermarket also sells Dutch SIM cards. If you wish to have a contract for your mobile phone instead of a pre-paid phone, please go to one of the many downtown phone stores for more information and advice.



Culture Shock

Leaving home and travelling to study in a new country can be a stressful experience. Even though it may be something you have planned and prepared for, the extent of the change and the effects it has on you may take you by surprise. If you find that you are surprised by the effects of the change, it might be helpful to realise that your experience is quite normal. This applies whatever country you come from, and wherever you are going to study, even though some cultures are more similar than others because of geographic, historic, demographic or other connections.

Culture shock is entirely normal, usually unavoidable and not a sign that you have made a mistake or that you won't manage. In fact there are very positive aspects of culture shock. It can be a significant learning experience, making you more aware of aspects of your own culture as well as the new culture you have entered. It will give you valuable skills that will serve you in many ways now and in the future and which will be part of the benefit of an international education. If you would like to talk to someone then contact your personal tutor, office staff or any student support services at UvA.



Gifts for Staff

Please do not embarrass your Tutor or any Centre staff member by offering expensive gifts as our members of staff are not permitted to accept gifts of more than a modest nature.

Clubs & Societies

The University of Amsterdam has many student associations catering to a variety of student needs including social clubs, career and study societies and cultural and sporting societies. Some of the most prominent of these include:

Student Union

The ASVA is the student union for all UvA students and supports a range of study and student guilds, both social and academic. For more information see www.asva.nl.

International Student Network (ISN)

ISN is an organisation run by Dutch students for international students studying in Amsterdam. Their goal is to optimize the social-cultural integration of international students into Dutch society. They organize weekly activities for students, provide information on housing and work, run a coaching and mentoring system and publish a magazine all about (student) life in Amsterdam. For more information see www.isn-amsterdam.nl.

International Student Committee (ISC)

The ISC is run by current bachelor students and they organize social events for all students as well as a mentoring programme for first-year students. For more information see the University of Amsterdam website.

SEFA

There are a number of student clubs and organisations at FEB under the umbrella of SEFA. These organise international study trips, company visits, career weeks, conferences, seminars, skills training and internships.

For more information see www.sefa.nl.

CREA

CREA organises courses and workshops in music, theatre, dance, visual arts, photography, literature and new media. CREA also organises a weekly Studium Generale programme on subjects related to art, science and society.

For more information see www.crea.uva.nl.



What's going on in the city?

Sports Centre and Student Sports

Students at the university are welcome to join the University Sports Centre (USC). The main facility, the Sportcentrum Universum, is located at the Amsterdam Science Park and is open seven days a week and offers more than 70 sporting activities at affordable rates. The USC also has a number of locations spread throughout the city of Amsterdam including:

- USC Tennis in Watergraafsmeer
- AMC Sport Centre located at the Academic Medical Centre
- Amstelcampus Sport & Fitness, the fitness centre near the Wibautstraat
- PCH Fitness in the centre of Amsterdam in the P.C. Hoofthuis at the Spuistraat
- ClubWest, in Amsterdam Nieuw-West

The USC is associated with 25 different sporting societies in Amsterdam and also runs a variety of sporting and dance courses. In total there are over 60 different activities to choose from.

For more information see www.usc.uva.nl.

We like to get our students involved in local events and run many on-campus and off-campus activities and trips. You can help choose and organise these as part of the

student social committee. Talk to us about your interests when you arrive. Examples from this year include: ISN Discover Holland weekend, a movie night at CREA and a picnic in the park with all FoundationCampus students.

Things to see and do

Amsterdam is a world class city and it combines all of the benefits of a long history full of culture with state-of-the-art research and development.

Amsterdam has many beautiful parks and there are a number of nature reserves close by. The Gaasperpark and the Amsterdamse Bos are on the edges of Amsterdam itself and the Zuid-Kennemerland National Park is only 30 minutes from Amsterdam by public transport.

Within the Netherlands, the cities of Haarlem, The Hague and Rotterdam are all less than an hour away. Amsterdam Centraal is a major railway station and you can get direct trains to Antwerp, Brussels, Paris, Cologne, Berlin, Copenhagen, and many other cities.

A lot of information about activities, museums and attractions in Amsterdam can be found at www.awesomeamsterdam.com and www.iamsterdam.com.

Public Transport

Public Transport in the Netherlands

The Netherlands has excellent public transport, with train services run by the Dutch national rail company, NS, linking almost all towns and cities, and local public transport networks of buses, trams and trains. All public transport throughout the country can be paid for by using a public transport smart card called an OV card. Using this system you can put a balance on your card, touch in either at the train station or on the bus, and then touch out when you leave the bus or station. The cost of the trip will be automatically deducted from the balance on your card.

For more information see the website of the NS: www.ns.nl. More information about international trains can be found at www.nshispeed.nl.

Public transport in Amsterdam

Traveling within Amsterdam is straightforward and convenient. There is an extensive transport network connecting city districts. Trams are common in Amsterdam, with routes heading out from the centre in all directions. Trams are ideal for short journeys around the city centre, as well as for traveling to other districts. Amsterdam's metro runs underneath the centre, from Central Station to the outer districts. This can be a fast and efficient way to travel.

Amsterdam also operates a full bus network, which will take you anywhere you have to go. Behind Central Station, ferries hustle their way across the River IJ, transporting passengers to various locations in the north of Amsterdam. The ferries are free of charge. More information about the OV-chipkaart and also route maps for tram, bus, metro and ferry can be found at <http://en.gvb.nl/pages/home.aspx>. A useful journey-planner can be found at www.ov9292.nl/en.



Finance

Fee payment information

All students must pay their tuition fees before the start of each term. We encourage you to pay your fees before you arrive, however, if you cannot arrange this before you leave home, we will accept payment when you arrive.

Example – Student who begins study 23rd September 2013 for 3 terms

1st Payment to be made by	6th September 2013	€2400 deposit plus €100 registration fee plus €4483 first term Total: €6983
2nd Payment to be made by	20th December 2013	€4483 second term
3rd Payment to be made by	21st March 2014	€2084
Total payments:		€13450 tuition fees €100 non-refundable registration fee

Example – Student who begins study 6th January 2014 for 3 terms

1st Payment to be made by	20th December 2013	€2400 deposit plus €100 registration fee plus €4483 first term Total: €6983
2nd Payment to be made by	21st March 2014	€4483 second term
3rd Payment to be made by	30th May 2014	€2084 third term
Total payments:		€13450 tuition fees €100 non-refundable registration fee

Late payment may result in your being denied access to your classes which could have consequences for your academic career. Please make sure that your fees are settled immediately to stop the risk of any further action being taken. For details of your account please contact the FoundationCampus office and request a statement.

Ways to Pay:

FoundationCampus offers a wide range of options to make paying your fees as easy as possible! Tuition fees for each term of study at the Centre are due prior to the commencement of the term of study. All fees are payable in Euros. In order to accept your offer you are required to pay a deposit to the Centre, as outlined on your offer letter - this can be paid via the following methods:



International Transfer

FoundationCampus have partnered with PeerTransfer as a fast and easy way to make international payments. This is the best way to send funds from overseas. By using PeerTransfer you can be sure that your funds will arrive on time and that FoundationCampus will always receive the correct amount.

Credit card (including Visa /Mastercard) or debit card

We do not accept American Express. A 2% fee is charged for payment by credit card. The following information is required:

- Card number
- Expiry date
- 3 digit security code (from the signature strip on the back of the card)

To make a payment using this method, please call our Finance team on

+44 (0) 1223 347708 or contact the Amsterdam FoundationCampus team.

Direct transfer of funds

Please see your pre-arrival information packs for bank account details. An additional €12 must be transferred with the fees to cover bank charges.

Important: A payment reference must be provided so that the College can identify funds on safe arrival into our account. This must be the student reference number as stated on your offer document. This reference means that we can then allocate the funds against your invoice accordingly. Failure to include a reference may mean we have to contact you again to establish proof of payment.

Sponsors

If your fees are paid for by your Government then you must ensure a copy of your financial guarantee has been passed to our administration office.

If your employer or government sponsors your study, we will require a letter from them confirming the following details:

- your name and course
- the amount of fees they will be paying (for example, 100%)
- the contact name, company name, telephone number and address where the invoice should be sent.

Please note: student sponsor invoices will be payable in full within 30 days of receipt of the invoice. If your sponsor does not make payment, you will be personally liable to pay the full amount of tuition fees.

Refunds

Acceptance of a FoundationCampus offer on payment of the minimum stated deposit constitutes a binding contract between the student and FoundationCampus. Tuition fees are non-refundable except in the case of visa refusal. Should a student be refused a visa, evidence of refusal and a written application to withdraw must be made to FoundationCampus before any refund can be given. FoundationCampus will verify the authenticity of the evidence of visa refusal and will charge an administration fee of €100 in the event of such a refund. Tuition fees are non-refundable after the commencement of studies. Any notice to withdraw or cancel must be made in writing and if the cancellation is received before the start of term then the forthcoming terms tuition fees will be charged. If the cancellation is made after the start of term then both the current term and the following terms tuition fees will be charged.

Any students withdrawing from a FoundationCampus programme of study will be reported to the IND and UvA Admissions.

FoundationCampus reserves the right to withdraw a previously available programme of study at its own discretion. Where a student is unable to enrol in a similar course at FoundationCampus and the enrolment is cancelled then all fees will be refunded.

Please contact the FoundationCampus office if you need to ask for a refund request form.

Financial Issues

Always remember we're here to help! If you are experiencing any financial difficulties then please contact us to discuss as we may be able to provide help or advice to assist you. Please be assured that any discussions will be held in the strictest confidence. You will face the responsibility of managing your own budgets and for some of you this may present a problem. If you encounter any problems please contact your Personal Tutor as soon as possible.

Please do not ignore us!

The worst thing you can do is nothing! If we do not receive payment and we have not heard from you by the due date then you may be excluded from classes or have further action taken against you. Please contact us, even if it is just to tell us that payment is on the way.

You can contact the Foundation on Campus Debt Collection team here:

Telephone: 00 44 1223 447798

Email: FinanceFOC@ceg-uk.com



Term Dates Academic Year 2013/14

Term 1	23 September 2013	13 December 2013
Term 2	6 January 2014	28 March 2014
Term 3	14 April 2014	20 June 2014
Term 4	23 June 2014	15 August 2014

Your University of Amsterdam degree course will begin on 1 September 2014.

We strongly advise you to return to Amsterdam before 25 August 2014 so that you can take part in the University's introduction programme.



Contact details

The FoundationCampus office is where your course is managed. This is where you will get information/documentation and can go to for other general enquiries. Our office is open Monday to Friday from 9:00am to 17:00pm.

Amsterdam FoundationCampus
Room E1.37, Roetersstraat 11
1018WB Amsterdam
The Netherlands
Telephone: +31 (0) 20 525 4190
E-mail:
amsterdam@foundationcampus.com

Facebook:
[www.facebook.com/
amsterdamfoundationcampus](http://www.facebook.com/amsterdamfoundationcampus)
www.facebook.com/foundationcampus

Blog:
www.amsterdamfoundationcampus.com

Staff

Sally Romary – Centre Head
Telephone: +31 (0) 20 525 4188
E-mail: sromary@foundationcampus.com

Esther Albers – Student Recruitment &
Support Officer
Telephone: 31 (0) 20 525 4190
E-mail: ealbers@foundationcampus.com

Rowena Peake – Curriculum Information
Officer
Telephone: +31 (0) 20 525 4189
E-mail: rpeake@foundationcampus.com

Kim Ha - International Marketing and
Recruitment Manager
Telephone: +31 (0) 65 202 7688
Email: kha@foundationcampus.com