

STUDENT CONTRACT

This Contract is signed between:

1. International Business College Mitrovica, a Foundation from the Netherlands, represented by Ms. Charlene Miller Director, address Bislim Bajgora n.n, Mitrovica 40.000 (hereinafter referred as the "College")

and

2. Student name: _____, born on (date): _____ in
(place): _____, with _____ personal ID
number: _____ (hereinafter referred as the "Student")

Student's Obligations

Section 1

1. I, _____, am registered as a student at IBCM in the programme of: (select one) General - First Semester, Marketing and Management/ International Sales and Marketing, Public Administration/Public Service Management, Environment and Agriculture Management).

Section 2

2. I will attend classes regularly. In case of absence due to emergency of three continuous days or more, I will submit a signed medical certificate to the IBCM Student Services within one week of the date in question.

Section 3

3. I will complete all assignments and class work, given to me by my lecturers, according to the IBCM academic and study regulations.

Section 4

4. I agree to pay the full amount of tuition fees for each academic year in which I am enrolled. I agree that IBCM maintains the right to increase every academic year the tuition fee up to 15%. I will pay either in full at the start of each academic year, or sign an agreement with Student Services detailing a monthly payment plan. Monthly payments must be completed within twelve months and payments must be made on or before 25th of every month. The first installment is always due no later than the 25th of the first month of studies, including the registration fee. The amount will be paid to the **NLB bank account of the IBCM**, with the account number: **NLB bank, Stitching SPARK: 17-08-0016000669.53**

Section 5

5. If I fail to complete tuition payments, according to the terms set out in section 4 of this agreement, I understand that I may be refused from sitting in the course examinations. I also understand that I will not receive any official documents, including but not limited to: transcript of records or certificates recognizing my enrollment at the IBCM, diploma supplements and degree diplomas, until tuition fee payments are completed pursuant to section 4 of this agreement.

Section 6

6. For all requests, claims and other disputes, I have a right to appeal in writing according to the complaints and appeals procedure.

Section 7

7. I agree to be bound by the terms set out in this agreement from the moment it is signed by both parties.

Section 8

8. I understand that plagiarism is forbidden at the IBCM, and if the IBCM identifies that work is plagiarized, I understand that I will be disciplined according to the IBCM academic and study regulations.

Section 9

- 9.1 I will neither use drugs nor alcohol whilst on the premises of the IBCM, nor attend college commitments while intoxicated.
- 9.2. Discriminatory behavior, as specified in the Student Handbook, towards any person attending or affiliated with the IBCM, is strictly forbidden.

Section 10

10. I will keep the IBCM premises, IBCM equipment and dormitories, provided by the IBCM, clean and undamaged. If I cause any damage to IBCM premises, equipment, or dormitories, I understand that I must pay for the damage at market price, established by the IBCM. In addition to this, I accept responsibility for the behavior of my guests, and I must pay for any damage that I cause to IBCM premises, equipment or dormitories at market price, established by the IBCM.

Section 11

11. By signing and returning this document, I agree to the collection, processing and use of individual personal data by the College for purposes connected with the studies, for the protection of health and safety whilst on College premises, and for maintenance of alumni relations and for any other lawful purposes. I also agree to the sharing by the College of such data for the same purposes.

Institutional Obligations

Section 12

- 12.1 The institution agrees to provide courses as described upon confirmation of enrolment in a given degree programme at IBCM.
- 12.2 The institution agrees to provide suitable facilities for learning. This is to include classrooms with sufficient seating, desks, ventilation, and lighting to allow for a suitable learning environment.
- 12.3 The institution agrees to uphold principles of academic integrity, monitored and enforced through the programme and study regulations. IBCM will ensure that communication of such regulations are delivered in a timely manner and that regulations are enforced bearing in mind the best interest of the students, and promoting student responsibility for his or her studies.
- 12.4 IBCM will promote a learning environment that is fair and relevant in its assessment of student learning through the provision of assignments and exams that test the skills, knowledge, and competencies of each student.

Section 13

- 13.1 The institution agrees to monitor and evaluate quality of educational activities with the goal of providing students with the highest quality education. These activities are to be coordinated by the department of Quality Assurance and will include regular surveys, which students are strongly encouraged to participate in.
- 13.2 The IBCM recognizes that students have a right to voice their complaints and concerns. The institution agrees to maintain a complaint system and to respond to student complaints within a timeframe communicated in the study regulations.

Section 14

- 14.1 The institution agrees to uphold the values of non-discrimination and takes seriously the cause of advancing equal opportunity. As such, IBCM staff will not discriminate on the basis of race, color, ethnic or national origin, ancestry, age, religion, disability, sex or gender, gender expression, sexual orientation, or any other characteristic protected under applicable laws.

Mutual Understanding of Obligations

Section 15

- 15.1 This contract is governed and interpreted in accordance with the laws in effect in Kosovo.

- 15.2 The parties hereto agree that all actions or proceedings arising in connection with this Contract; shall initially be attempted to be resolved in good faith through mediation; and if mediation fails, shall thereafter be tried and litigated exclusively in the court of competent jurisdiction in Kosovo. The aforementioned choice of venue is intended by the parties to be mandatory and not permissive in nature, thereby precluding the possibility of litigation between the parties with respect to or arising out of this Contract in any jurisdiction other than that specified in this paragraph.
- 15.3 If any provision of this Contract is declared by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remainder of this Contract shall not be affected by such finding. In lieu of each provision of this Contract that is declared by a court of competent jurisdiction to be illegal, invalid or unenforceable, a provision will be added as a part of this Contract as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.
- 15.4 If the interpretation of this Contract is deemed necessary, the Contract shall not be interpreted against the drafter.
- 15.5 This Contract contains the entire agreement between the parties to this Contract. No amendment, alteration, modification of, or addition to the Contract will be valid or binding unless expressed in writing and signed by College and the Student.
- 15.6 This Contract shall be executed in two (2) identical copies in English, one provided to the student, and each copy shall be considered an original of the Contract.
- 15.7 This contract is valid for the entire period of studies.

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. **I ACCEPT** the terms set out above, and recognize that they make up a complete record of the contract for my participation in the programme of study at the College.

Mitrovica, ____ / ____ / ____

Student Signature



(Ms. Charlene Miller, IBCM Director)

Student Initial _____