

Enrolment Decree Van Hall Larenstein 2023-2024

Appendix b to the Student Charter

Citation title	Enrolment Decree Van Hall Larenstein
Adopted by the Executive Board	27 September 2022
Legal basis	Elaboration of WHW Chapter 7
Brief description	Rules governing enrolment as a student / external student valid for study year 2023-2024 in accordance with Chapter 3 of the Student Charter
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VHL University of Applied Sciences is an international green knowledge institution, where we provide education with passion and expertise, supported by applied research in various professorships. We educate proactive professionals who will make a positive contribution to a sustainable society in a socially responsible and entrepreneurial manner.

Van Hall Larenstein offers various Bachelor's and (professional) Master's degree programmes, Associate degree programmes and courses and conducts applied research from its education sites in Leeuwarden and Velp.

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1 Introduction

Chapter 7 of the Dutch Higher Education and Scientific Research Act (WHW) describes the key rules for enrolment, disenrollments and tuition fees. According to this law, the Executive Board has the authority or mandate to elaborate on a number of rules, such as the enrolment procedures, the amount of tuition charged to students to whom the statutory fee does not apply, the deadlines for payment and the rules for the reduction of or exemption from tuition fees.

Furthermore, the WHW allows the Executive Board to establish its own rules for a number of procedures.

The present enrolment decree describes how Van Hall Larenstein has developed the main statutory rules.

This decision applies to enrolments and disenrollments as students or external students during the 2023-2024 study year for the following Van Hall Larenstein study programmes:

- the Bachelor's programmes (full-time and part-time);
- the Associate degree programmes (full-time and part-time);
- the Master's programmes (full-time and part-time).

This decision does not cover special groups of students, such as the course participants.

Students in the Biotechnology programme are advised to do their first enrolment at Van Hall Larenstein and a second at NHL Stenden University of Applied Sciences.

Incumbent students in the IBMS¹ programme make their initial enrolment at the university of applied sciences of their specialisation.

At the time of writing, it is not yet clear how the enrolment of students in the joint Master's degree River Delta Development will proceed.

An explanation of the articles follows the numbered articles. No rights can be derived from the text of the explanatory texts.

The Enrolment Decree Van Hall Larenstein follows Chapter 3 of the Van Hall Larenstein Student Charter.

NOTE Wherever 'he' appears, 'they' or 'them' can also be read.

¹ Intake for the IBMS programme stopped on 31-8-2018. Incumbent students have until 31-8-2023 to complete the programme.

2 Definitions

Ad: Associate degree programme, as referred to in Article 7.8a of the WHW.

BBC: Bewijs Betaald Collegegeld (Proof of Paid Tuition) (applicable to statutory tuition and institutional tuition).

Executive Board (CvB): the Executive Board (institutional board) of Van Hall Larenstein.

BRON HO: Centraal Register Opleidingen Hoger Onderwijs (Central Register of Higher Education Programmes).

DUO: Dienst Uitvoering Onderwijs (Education Implementation Department).

EEA: 30 countries belonging to the European Economic Area, namely Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Croatia, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

examination fee: the examination fee rate set by the Executive Board for externals as referred to in Article 7.44 of the WHW.

external student: examination student: person in an Ad or Bachelor's programme who may only take examinations but is not entitled to the regular educational experience.

institutional tuition fee: the tuition fee established annually by the Executive Board (as referred to in article 7.46 WHW) for students not covered by the statutory tuition fees. The amount of the institutional tuition fee varies by student category.

nationality requirement: A student meets the nationality requirement if he or she is a national of a country that is part of the European Economic Area (EEA), has Surinamese or Swiss nationality, or, subject to conditions, Turkish nationality (pursuant to Association Decree 1/80). A student is also subject to the nationality requirement if he or she is a family member of EU citizens living in the Netherlands, while he/she does not have EEA nationality or if he/she holds a residence permit on the basis of which he/she is eligible for study financing. This is one of the statutory requirements to qualify for the statutory tuition rate.

student: the person enrolled as a student in a programme at Van Hall Larenstein (within the meaning of article 7.32 of the WHW).

Study choice check: study choice activity for the prospective student resulting in a study choice advice, as referred to in article 7.31b of the WHW.

Student Card: personalised student card from Van Hall Larenstein that each student receives once.

study grant: an award in accordance with the Study Finance Act 2000 (Wet studiefinanciering 2000).

study year: the study year that runs from 1 September through 31 August of the following year.

statutory tuition: the tuition rate set by the legislature for students who meet the conditions listed in article 7.45a of the WHW.

WHW: Wet op het hoger onderwijs en wetenschappelijk onderzoek (Dutch Higher Education and Scientific Research Act).

WSF: Wet studiefinanciering 2000 (Study Finance Act 2000).

3 Enrolment and tuition fees

3.1 Enrolment general

Anyone wishing to make use of educational and/or examination facilities of a regular Bachelor's, Associate Degree (Ad) or Master's programme at Van Hall Larenstein must be enrolled as a student or external student as defined below. Education and examination facilities also include internships and (graduation) courses taken by the student outside Van Hall Larenstein as part of the programme.

3.2 Submission of request for enrolment

The request for enrolment or re-enrolment is done through Studielink by all students. Students who have made the request for re-enrolment, but who have not yet fulfilled their payment obligations from the previous year of enrolment (including outstanding claims and fines), cannot be enrolled.

3.3 Conditions for enrolment

A student may request enrolment in an Bachelor's or Ad programme only at the beginning of the study year and must meet the following requirements:

1. A student wishing to be enrolled for the first time must meet the admission requirements, and have fulfilled the study choice check (see section 3.4);
2. A student who wishes to be enrolled for the first time submits his/her personal number (as referred to in article 7.39 WHW);
3. The student has paid tuition prior to the start of the study year in one of the following ways:
 - a. Tuition is credited to the Van Hall Larenstein bank account no later than 31 August 2023;
 - b. The student has submitted a correctly completed authorisation form, either digitally via Studielink or not, for collection of tuition fees (in 1 or 5 instalments) to Van Hall Larenstein no later than 31 August 2023;
 - c. If the student has a first enrolment at another institution of higher education, Van Hall Larenstein must have received a BBC (Proof of Paid Tuition) from that institution by 31 August 2023. If the tuition at the institution of first enrolment is lower than at Van Hall Larenstein, the student must pay the difference.
4. If a student does not pay the tuition or examination fees him/herself, he/she shall submit a written statement stating agreement to allow a third party named in that statement to pay the tuition or examination fees on his/her behalf.
5. No later than 31 August 2023, the Student Service Centre of Van Hall Larenstein will have received all necessary supporting documents belonging to the request for initial enrolment. Student can then have access to the facilities associated with a definitive enrolment such as an account from the beginning of the study year.
6. Beginning 1 September and ending no later than 26 September 2023, a student may still request initial enrolment. Student is then enrolled from 1 September only when:
 - a. the relevant Director of Education concerned agrees and
 - b. Payment due no later than 26 September 2023 has been credited to the bank account of Van Hall Larenstein and

- c. the Student Service Centre of Van Hall Larenstein has all the necessary supporting documents belonging to the application for initial enrolment no later than 26 September 2023. Student then does not have immediate access to all facilities.
7. The student submits proof that he/she meets the nationality requirement or that he/she is lawfully residing in the Netherlands (in accordance with article 7.32 paragraph 5 of the WHW).

3.4 Study choice check

The prospective full-time student who wishes to be enrolled at Van Hall Larenstein for the first time is given a study choice advice based on a study choice check.

For prospective full-time students who have applied for the first time after 1 May, prior to the study year, for the chosen study year at Van Hall Larenstein and also have not applied before or on 1 May to another university of applied sciences (the so-called DUO date), this study choice check is mandatory and the binding study advice. For prospective full-time students who made this application before or on 1 May, the study advice is not binding.

3.5 Enrolment with a start date other than 1 September

Enrolment in a full-time or part-time Bachelor's or Ad programme is possible only if the request for enrolment is made before 1 September of a study year.

Only in exceptional cases at the discretion of the Executive Board may a student be enrolled on a date other than 1 September. To this end, the student must submit a written request via a designated form to the Student Service Centre of Van Hall Larenstein.

3.6 Administration and collection costs

Any student who fails to meet their payment obligations (tuition, (instalment) payment(s) or irrecoverable authorisations) in a timely manner is culpably in default once the payment deadline specified in the first reminder has passed. After two reminders, the receivables are outsourced to a collection agency. All related extrajudicial and judicial collection costs shall be borne by the student.

NOTE Late payment or failure to submit required documentation may result in the student not being enrolled for the new study year or being disenrolled during the study year.

A late payment may result in a delay in the Examining Board's determination on the completion of a propaedeutic certificate or degree, and the student will be disenrolled as a study dropout. The student will then not receive the obtained certificate and he/she may not, for instance, apply for a search year visa.

4 Rights after enrolment

4.1 Rights of the student

A student enrolled at Van Hall Larenstein has the following rights:

- a. participation in teaching within the programme and throughout the university of applied sciences, unless restricted by the CvB;
- b. taking examinations and tests within the programme;
- c. access to the institution's buildings and premises such as libraries, laboratories, computer rooms, etc, unless the CvB has restricted access;
- d. use of other facilities provided for the benefit of students, including the services of the student dean;
- e. study guidance;
- f. active and passive voting rights for participational councils and eligibility for appointment to committees and lectures, such as programme committees and the Student Appeals Board;

In case of a decision to terminate the programme by the ministry or the institution, there is the possibility of being able to complete the programme within a reasonable time at the same or another institution.

4.2 Rights of the external student

Those registered at Van Hall Larenstein as external students have the following rights:

- a. taking examinations and tests within the programme;
- b. access to the institution's buildings and premises such as libraries, laboratories, computer rooms, etc, unless the CvB has restricted access.

5 Tuition fees

5.1 The statutory tuition fee

For a Bachelor's, Ad or a funded Master's programme, a student owes the statutory tuition fee if they meet the following conditions.

The student:

- a. meets the nationality requirement or has been recognised as a refugee student by Stichting voor Vluchteling-Studenten UAF (the Foundation for Refugee Students UAF), and
- b. did not previously obtain a Bachelor's degree or equivalent degree from a funded Dutch university or university of applied sciences when enrolling in a Bachelor's programme as evidenced by BRON HO, or obtained such a degree before 1 September 1991, and
- c. has not previously earned an Ad degree upon enrolment in an Ad programme as evidenced by BRON HO, and
- d. has not previously earned a Master's degree upon enrolment in a funded Master's programme as evidenced by BRON HO.

5.2 Statutory tuition fees reduced by force of law

Students studying in a Bachelor's or Associate degree programme are eligible for the reduced statutory tuition fee (provided they meet the requirements for the statutory tuition fee). The reduced statutory tuition is only for the first continuous 12 months of enrolment as a student.

5.3 Two or more Bachelor's programmes running partly simultaneously

Students following more than one Bachelor's programme who successfully complete the programme in which they are first enrolled during the study year may continue their second Bachelor's programme at Van Hall Larenstein during that study year for the statutory tuition fees already paid.

Students who have thus started their second programme will be subject to an institutional tuition fee equal to the statutory tuition fee as long as there is continuous enrolment and the nationality requirement has been met.

5.4 Institutional tuition fees for full-time Bachelor's and Ad programmes

A full-time Bachelor's or Ad student who has already obtained a Bachelor's degree (or equivalent degree) or an Ad degree, or who does not meet the nationality requirement shall pay the institutional tuition fees for a full-time Bachelor's or Ad degree.

This amount does not include a handling fee for registration and visa fees for non-EEA students.

5.5 Institutional tuition fees for part-time Bachelor's and Ad programmes

For a part-time student who meets the conditions described in sections 5.1 or 5.3, tuition is set at the same rate applicable to full-time programmes.

A part-time student for whom the situation described in section 5.4 applies (not meeting the nationality requirement or already having obtained a Bachelor's or Ad degree) is subject to a partial institutional tuition fee.

This amount does not include a handling fee for registration and visa fees for non-EEA students.

5.6 Tuition fees for Master's programmes

Statutory fee for Master's programmes

For the funded Master's programmes Master Innovative Dairy Chain Management (IDCM) and the joint Master River Delta Development, the statutory tuition fees in accordance with articles 5.1 and 5.2 apply both for full-time and part-time students.

Institutional fee for Master's programmes

For Van Hall Larenstein's non-funded and post-initial Master's programmes: Management of Development (MOD) and Agricultural Production Chain Management (APCM) the institutional fee applies.

These programmes start on 1 October and end on 30 September of the following study year. If the nominal study duration (= 12 months) is exceeded, the entire institutional fee is due, after which, a proportional part is refunded upon graduation in proportion to the number of months not studied.

Students from outside the EEA enrolled in these programmes are subject to a handling fee for registration and visa fees.

5.7 Special price agreements

1. The CvB may establish a different institutional tuition rate for students enrolled under a cooperation agreement or for a programme for which special agreements apply.
2. These price agreements have been made with the Yunnan Agricultural University (Kunming China) and the Baramati College of Agriculture (India).

Rates are found in the document Student Pricing Policy 2023-2024.

5.8 Examination fee for external students

External students shall pay an examination fee for enrolment in a Bachelor's or Ad programme equal to the statutory fee paid by students for a full-time Bachelor's or Ad programme.

5.9 Payment of tuition fees

The tuition fee may be paid all at once or in instalments. If the student pays the tuition fee in a lump sum, no administrative fee will be charged.

The following rules apply to payment in instalments:

- a. The student meets the citizenship requirement upon initial enrolment;
- b. The person paying the tuition has a bank account number from a country that is a member of the Single Euro Payments Area (SEPA);
- c. When paying in instalments, the person who issues a direct debit authorisation must be from a bank account in a SEPA member country;
- d. When paying in instalments, an administration fee of €24 is charged per study year. This amount will be collected upon payment of the first instalment.

5.10 Change of enrolment reason during study year: change of rate

If the basis of enrolment changes during the study year, the tuition rate will be adjusted accordingly, starting from the month following the month in which the change occurred.

5.11 Tuition rates

The rates are found in the document Student Pricing Policy 2023-2024.

6 Termination of enrolment

6.1 Duration of the enrolment

Each enrolment ends by operation of law on the last day of the study year: 31 August
If the student does not wish to re-enroll after termination by operation of law, they will indicate this through Studielink by 31 August.

6.2 Request for enrolment termination by student

A student/external student who wishes to terminate their enrolment during the study year shall request this through Studielink. The student/external student will be disenrolled effective the month following the month in which the request was made/received or at a later date if requested by the student.

A student who has received a BBC from Van Hall Larenstein for the purpose of a programme elsewhere must submit that BBC or proof of disenrollment from the other institution to the Student Service Centre of Van Hall Larenstein.

Van Hall Larenstein will confirm the student's disenrollment in writing and report the termination of enrolment to DUO.

6.3 Termination of enrolment by institution

In addition to termination of enrolment at the request of the student/external student, the CvB may terminate the enrolment of a student or external student during the study year. Van Hall Larenstein may do so in the cases listed below. In all cases, Van Hall Larenstein will inform the student in writing of the enrolment termination and disenroll the student through Studielink.

The student will be disenrolled immediately if, after enrolment, it is found that the student did not meet one or more conditions for enrolment at the time of enrolment.

If the student has not paid the tuition or tuition installment(s) due after a reminder, enrolment will be terminated effective the second month following the reminder. Following the first reminder, Van Hall Larenstein will suspend the delivery of all obligations for Van Hall Larenstein arising from the enrolment until the student has fulfilled his/her obligations or until the student is finally disenrolled. This means that the student no longer has access to education and educational facilities and cannot participate in tests, assessments and examinations.

Enrolment will be terminated if the student is guilty of serious fraud in connection with the programme (as referred to in article 7.12b paragraph 2 WHW) and the CvB decides to proceed to final disenrollment on the proposal of the Examining Board.

Enrolment will be terminated if the student violates applicable regulations and measures for the use of buildings and grounds or otherwise causes a serious nuisance and does not cease this nuisance even after being reminded by the CvB.

7 Exemption, reduction and refund of tuition

7.1 Reduction of tuition fees

For a student who is enrolled in accordance with section 3.5 during the study year, tuition will be reduced by 1/12 part for each month the student was not enrolled.

7.2 Exemption from statutory tuition when enrolling in a second programme

Students enrolling at Van Hall Larenstein for a second degree programme in Dutch higher education may receive tuition fee waivers if each of the following conditions is met:

- a. Initial enrolment involves enrolment as a student in a BRON HO-registered funded programme²;
- b. Students are eligible for statutory tuition at Van Hall Larenstein;
- c. The BBC from the institution of initial enrolment must have been delivered to the Student Service Centre.

7.3 Refunds

A student whose enrolment has been terminated as described in sections 6.2 and 6.3 may receive a tuition refund. This will be offset against uncollected instalments of tuition and/or other outstanding claims against the student.

Unless otherwise agreed in writing upon enrolment, Van Hall Larenstein shall refund tuition fees only to the person, company or institution that paid the tuition fees to Van Hall Larenstein. If this is someone other than the student, the student will be notified in writing of the refund.

- a. For students who have paid statutory tuition or institutional tuition in the amount of the statutory rate, the refund shall be 1/12 of the tuition paid for each full month after termination of enrolment. If enrolment is terminated on 1 July or 1 August, no refunds will be made;
- b. For students enrolled in two or more programmes at Van Hall Larenstein who were granted tuition exemptions for the other programme(s) based on the initial programme, refunds are only possible if enrolment in all programmes is terminated simultaneously;
- c. For students who have paid institutional tuition in excess of the statutory rate-, the refund shall be 1/12 of the tuition paid for each full month after termination of enrolment, excluding the months of July and August. The refund will be offset against uncollected instalments of tuition and/or other outstanding claims against the student.
- d. If a student dies during the study year, 1/12 of tuition will be refunded for each month of the academic year after his/her death.

²this also applies to a student who does the part-time elsewhere as a first enrolment and wants to do full-time at Van Hall Larenstein. But if the student pays a lower rate of tuition fees at another university of applied sciences, he/she must pay the difference (art. 7.48 WHW, art. 7.45a WHW)

8 Other Provisions

8.1 Hardship Clause

In very special circumstances and to the extent permitted by law, the CvB may deviate from the provisions of the Enrolment Decree Van Hall Larenstein 2023-2024 in favour of the student. This is the case if application of the Enrolment Decree would result in an unjustified predominance. A request to this effect must be made in writing to the Executive Board and accompanied by substantiation and/or supporting documents.

8.2 Compensation for damage for unauthorised participation in education

Those who are not enrolled but still avail themselves of Van Hall Larenstein's educational and/or examination facilities shall owe compensation of up to the highest institutional tuition rate of the period in question. To still be enrolled, the conditions of Chapter 2 of the Enrolment Decree Van Hall Larenstein 2023-2024 must be met. Any exam or examination results obtained during the period of non-enrolment will be forfeited and deemed invalid.

8.3 Penalisation for unauthorised participation in education

Those who are not enrolled and yet avail themselves of educational and/or examination facilities of Van Hall Larenstein are punishable under article 15.3 of the WHW.

8.4 Closing Van Hall Larenstein account

Van Hall Larenstein will close the student's Van Hall Larenstein account 15 days after the student's disenrollment.

8.5 Implementation of the Enrolment Decree

The manager of Facilities & Support at Van Hall Larenstein is charged with implementing the provisions of the Van Hall Larenstein Enrolment Decree. In cases not covered by these regulations, the Executive Board shall decide.

8.6 Personal data protection

Van Hall Larenstein follows the General Data Protection Regulation when processing personal data (i.e. all data that can be traced back to a person).

8.7 Review and appeal

Decisions made pursuant to the Enrolment Decree 2023-2024 may be appealed to the Executive Board within six (6) weeks of receipt of the decision. The Executive Board's decision refers to the procedure for filing objections.

8.8 Validity

The Enrolment Decree Van Hall Larenstein 2023-2024 applies for the study year 2023-2024 unless the legal basis for parts of the Enrolment Decree Van Hall Larenstein 2023-2024 expires in the interim.

The Enrolment Decree Van Hall Larenstein was adopted by the Executive Board on 27 September 2022.

Article-by-Article Notes

Notes on 2. Definitions

Terms arise from the law or, for instance, from DUO's website, such as the reference below to statutory tuition and nationality requirement as a condition for payment of legal tuition

http://www.duo.nl/zakelijk/ho/BRON_HO_Nieuw/collegegeld/collegegeld.asp

TURKISH NATIONALITY Nationality requirement: "*This includes holding the nationality of a country that is part of the [European Economic Area \(EEA\)](#), Surinamese or Swiss nationality, or, subject to conditions, Turkish nationality (under Association Decree 1/80). A student also falls under the nationality requirement if he/she is a family member of EU citizens living in the Netherlands who do not have EEA nationality or if he/she holds a residence permit on the basis of which you are eligible for study financing*" (quote from DUO site, dated 28 April 2014).

The requirements are the same as pertaining to eligibility for student loans:

The group referred to in article 2.2 (1)(b) of the WSF 2000 includes:

- Turkey, under Association Decree 1/80 of the EEC/Turkey Association Council, albeit, under this decision, there is an entitlement to study grants or allowances only where it concerns children of (former) employees who live in the member state where they work or have worked. Therefore, there is no entitlement for (children of) Turkish self-employed persons, nor for (children of) Turkish nationals who are economically active in the Netherlands but not resident in the Netherlands."

This means that, in order to be eligible for study financing, statutory tuition and funding, these Turkish students must be in possession of a permanent residence permit (type II) or a temporary residence permit with the restriction of family formation or reunification (type I). In short, these are Turkish children of Turkish parents living and working in the Netherlands.

EEA countries: The 27 EU countries plus Liechtenstein, Norway and Iceland, see

<http://www.rijksoverheid.nl/onderwerpen/europese-unie/vraag-en-antwoord/welke-landen-behoren-tot-de-europese-unie-eu-en-de-europese-economische-ruimte-eer.html>

British Overseas : Students with residency status British Overseas are not (or no longer) funded as of September 2015; therefore, they must pay the institutional fee

http://www.duo.nl/zakelijk/Nieuwsbrief_OS/Landingspages/Bekostiging-British-overseas.asp

Notes on 3. Enrolment and tuition

Studielink

All students complete the application through Studielink. Instructions can be found on the Van Hall Larenstein website and additional information is included there as well.

Conditions for admission

Admission requirements for each programme are defined in the Regulations on Application and Admission to Higher Education (Regeling aanmelding en toelating hoger onderwijs (Ratho)) and are (also) listed in the appendices of the Van Hall Larenstein Admission Regulations.

Furthermore, the following admission requirements apply:

- For foreign students: meet the language test in accordance with the Code of Conduct for International Students.
- For non-EEA students: proof of lawful residence in the Netherlands (visa); Van Hall Larenstein assists in the visa application through the IND; Van Hall Larenstein has committed itself to the requirements of the Modern Migration Policy Act (MoMi) and thus, for example, notifies the IND if study progress is lagging excessively (less than half the number of ECTS credits to be obtained).
- For part-time programmes and Master's programmes, relevant work (experience) requirements and cover letter and letters of recommendation, apply, respectively.

All required supporting documents

A certificate of graduation eligibility from the prerequisite prior education can sometimes temporarily substitute for the original document if the celebration ceremony is scheduled after 1 September. The date of the certificate of graduation should then be submitted no later than 31 August.

Enrolment after 1 September

Because the Bachelor's and Ad programmes start on 1 September each year, it is necessary for students to be enrolled at that time to ensure study feasibility.

In some situations, where no objection of study feasibility exists, a student can be enrolled after 1 September, the Executive Board has mandated Van Hall Larenstein's Manager of Facilities and Support to handle this. These situations may include the following:

- Degree programmes that do not start on 1 September, but actually have a different start point;
- Enrolments in the month of September, for instance, due to rapid transfer from another programme/institution;
- Enrolment in a form other than initial enrolment as a student, such as enrolment as a minor or contract student with proof of paid tuition (BBC) or as an Erasmus student for a sub-programme that does not begin on 1 September.

The exceptional situations, in which the Executive Board may allow enrolment at a time other than 1 September, may include, for example:

- Re-enrolment after a serious illness, for example, which caused temporary disenrollment; on the advice of the dean.

Notes on 5. Tuition fees

Minor - Kies Op Maat

Students enrolled elsewhere who will take a minor or elective at Van Hall Larenstein must register as minor students. If the student has paid the statutory tuition there, he/she must submit the proof of paid tuition (BBC) for this purpose. If institutional tuition is paid, Van Hall Larenstein is not legally obligated to admit the student with a BBC, but may do so, possibly with additional payment of the difference in fees.

Institutions that, like Van Hall Larenstein, are affiliated with Kies Op Maat, mutually settle an imbalance independently of the student between incoming and outgoing students per EC (see <https://www.kiesopmaat.nl/voor-instellingen/themas/financiele-stromen/>).

Students enrolled at Van Hall Larenstein may take a minor elsewhere with a BBC. If the student is entitled to the statutory fee, the receiving Dutch institution should admit the student without additional charges. If the student does not meet conditions for statutory fees (as in the case of Non-EEA students or if the student has already obtained a Dutch degree), the other institution may charge (additional) fees to the student. Institutions affiliated with Kies Op Maat do not charge students any additional fees.

If the student chooses to take a minor at another institution that does not participate in Kies Op Maat, nor with which the student can be enrolled with a BBC, the cost of the minor will be borne by the student. Van Hall Larenstein shall not reimburse the cost of a minor not taken through Kies Op Maat.

Payment of tuition fees

An authorisation can be collected from a SEPA bank account number and therefore euro payments in installments are possible from those countries. SEPA countries include (Sept 2020) all EEA countries, including Andorra, Monaco, San Marino, Vatican City, United Kingdom and Switzerland. Current <https://www.dnb.nl/betalen/elektronisch-betalen/sepa-en-iban-discriminatie/>

In connection with the collectability of payments, the possibility of payment in installments is subject to conditions. In addition to the legal right for Dutch students to pay in installments, that option is also offered to other students to the extent that collectability is reasonably assured.

The administrative fee for payment in installments is set at €24 by the central government.

Notes on 6. Termination of enrolment

The statutory regulation has been adopted and is similar to what has been common practice for years.

The student remains responsible for the disenrollment for the purpose of termination of their student loans and public transport card.

If the student following two programmes simultaneously graduates from the first programme, he/she will not be disenrolled while he/she is still in the second programme. For enrolment for subsequent study years for only the second programme, he/she may claim the second programme regulation (partially concurrent) (Section 5.3).

Notes on 7. Tuition reduction, exemption and refunds

Summarised are the three situations, which are also partly described elsewhere. For restitution of the statutory rate, the statutory regulation has been adopted, see <https://www.rijksoverheid.nl/onderwerpen/hoger-onderwijs/vraag-en-antwoord/wanneer-heb-ik-recht-op-vermindering-vrijstelling-of-teruggave-van-het-collegegeld>

For institutional fees and Master's, the refund is determined by the institution, and for these, the principle of cost recovery applies and is aligned with the national regulation for the refund of statutory fees. Again, if you disenroll on 1 July or 1 August, no refunds will be given³.

When disenrolling in connection with graduation, the student must be enrolled on the date of graduation (this is the date of the decision by the Examining Board). Disenrollment is then done from the first of the month following the diploma date.

³ Refunds may still be applied to Master's students in the months of July and August, if it appears that this is fair from a cost recovery standpoint.