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Tuition Fee Regulations 2019– 2020

Tuition Fees Working Group Regulations Saxion 2019–2020

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1 Introduction

These regulations further specify the legal rights and obligations regarding the tuition fees and examination fees for the government–funded programmes of Saxion University of Applied Sciences (hereafter referred to as Saxion) in the procedural nature of the rates and rules used by Saxion. As such, these regulations are part of the Student Charter 2019–2020. These regulations do not apply to the non–government–funded programmes of Saxion Next and courses. For those, please refer to Saxion's applicable general terms and conditions.

2 General provisions

2.1 Definitions

In these Regulations, the following is understood to mean:

Associate Degree:	Associate degree programme
Personal Records Database (BRP)	The BRP contains personal data of residents and non–residents. Municipalities register this data in the BRP. If someone moves to a new house, this is registered.
Tuition fee:	The contribution the student has to pay to be enrolled in a programme. This also includes the statutory tuition fee and the institutional tuition fee.
Executive Board:	The board of the Saxion Foundation, acting as board of the institution as referred to in Article 1.1 WHW
CBHO:	Appeals Tribunal for Higher Education.
CROHO:	Central Register of Higher Education Study Programmes, kept by the Education Executive Agency (DUO).
Digital direct debit mandate:	Direct debit mandate that can be issued annually via Studielink. The digital direct debit mandate is supported by most Dutch banks. If the payer's bank does not support digital direct debits, the digital authorisation option can be used.
EU/EEA student:	A student with the nationality of Belgium, Bulgaria, Cyprus, Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom. Please note: Nationals of Switzerland are also considered EU/EEA nationals.
Examination fee:	The examination fee owed by the extraneus (Article 7.44 WHW).
Extraneus:	Person who is registered for examinations and who may not partake in classes or tuition (article 7.36 WHW).
Institutional tuition fee:	The ministerial regulation, based on Article 7.46 WHW, regarding the set institutional tuition fee.

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Non-EU/EEA student:	A student who does not fall under the scope of an EU/EEA student as mentioned above.
Programme(s):	All of Saxion's government-funded Bachelor degree, Associate Degree and Master degree programmes.
Package fee:	Tuition fee with additional costs, to be paid to Saxion by international students.
SEPA:	The Single Euro Payments Area. New guidelines for bank account numbers, cashless payments and direct debits to enable Euro payments in the same manner all over Europe.
Student:	Person enrolled in a programme as a student or extraneus. If the student is defined as a minor in the Civil Code, then this student should only act with the permission of a legal representative or should be represented by one. Although male pronouns are used throughout the text, the term "student" applies equally to female members of the student body.
Academic year:	The period commencing on 1 September and ending on 31 August of the next year (article 1.1 sub k WHW).
WHW:	Wet op het Hoger onderwijs en Wetenschappelijk onderzoek (Higher Education and Academic Research Act).
Statutory tuition fee:	The ministerial regulation, based on Article 7.45 WHW, regarding the set tuition fee.

2.2 Scope and validity

- 1) These Regulations apply to the enrolment as a student or extraneus at Saxion for a government-funded Associate Degree, Bachelor degree or Master degree programme.
- 2) These Regulations only apply to the academic year 2019–2020. These Regulations are determined annually. Preceding Saxion Tuition Fee Regulations cannot be invoked.
- 3) The part-time Mechatronics degree programme (demand-driven education) is not subject to the regular provisions of the Bachelor degree programme. For this degree programme, please refer to Article 5.1, paragraph 1 sub f.
- 4) These Regulations are adopted subject to changes to the WHW and the related legislation and regulations. These changes are automatically valid by law and are thus applicable to the present Regulations from the moment of introduction.

3 Types of tuition and examination fees

To enrol as a student for a government-funded Bachelor degree, Associate Degree or Master degree programme, the person in question must pay the statutory tuition fee or institutional tuition fee. To enrol as an extraneus, the person in question must pay examination fees.

3.1 Statutory tuition fee (Articles 7.43, 7.45 and 7.45a Higher Education and Research Act (WHW) and section 2 Implementation decree WHW)

- 1) The statutory tuition fee is owed by students who meet the following criteria:
 - a) Principle of nationality. This principle means that the student is of a nationality of a country that is part of the European Economic Area (EEA). If a student is from Switzerland or Suriname, they also meet this principle. Students who have a residence permit that makes them eligible for student financing also meet this principle. DUO will assess whether you meet these requirements.
 - b) Principle of degree. This means that the student has not obtained a diploma for a Bachelor degree programme before commencing the Bachelor degree programme at Saxion. This also means that the student has not obtained a diploma for a Master degree programme at a prior date. This also means that the student has not obtained a diploma for an Associate Degree, Bachelor Degree or Master degree programme before commencing an Associate Degree programme or other degree programme at Saxion. DUO will assess whether the person in question meets these requirements.
- 2) If the student in question is about to commence their second Associate Degree, Bachelor degree or Master degree programme in healthcare or education and their first degree programme was not in either of those sectors, the student in question will also be eligible to pay the statutory tuition fee.
- 3) A student as referred to in the first, second or third paragraph who is enrolled in a part-time or dual degree programme must pay part of the statutory tuition fee, as determined by the board of the institution and set out in Article 4.1 of these Regulations.
- 4) A student as referred to in the first paragraph who is following a higher education programme for the first time may be eligible for reduced statutory tuition fees, subject to certain conditions, for a period of 12 months. If the student enrolls in a teacher training programme, they may be eligible for reduced statutory tuition fees for a period of 24 months, subject to certain conditions. The amount of the statutory tuition fees is equal to half of the applicable tuition fees for the degree programme in question.
- 5) Please see section 4 of these Regulations for rates and rules with regard to the statutory tuition fee.

3.2 Institutional tuition fees (Article 7.46 WHW)¹

- 1) A student who does not meet the requirements specified in Article 3.1(1) and is not enrolled as an extraneus must pay the institutional tuition fee as set by the Executive Board.
- 2) Please see section 5 of these Regulations for rates and rules with regard to the institutional tuition fee.

¹ The institutional tuition fee is at least equal to the statutory full-time tuition fee (see article 7.45 WHW and the amended higher education funding regulations, Stb. 8 October 2008, no. 195).

3.3 Exam fee

A person who registers for examinations and who does not take part in classes is referred to as an extraneus (Article 7.36 WHW). The extraneus is due an examination fee as set by the Executive Board for each academic year that he is enrolled as an extraneus in a programme. The Executive Board has set the examination fee at an amount equal to the amount that applies on the basis of these Regulations for enrolment as a full-time student. Pursuant to Article 4.1, Article 5.1 paragraph 1 sub c or Article 5.1 paragraph 1 sub d, this amount is equal to **€2,083, €5,500 or €7,800, respectively**.

4 Statutory tuition fee

4.1 Full statutory tuition fee (Article 7.45a paragraph 3 WHW)²

A student as referred to in Article 3.1 paragraph 1 of these Regulations who is enrolled in a full-time degree programme must pay a statutory tuition fee of **€2,083**. This fee has been set at the same amount for part-time degree programmes, with the exception of the part-time Primary school teacher training programme (Pabo). A fee amounting to **€1,925** applies for the part-time Pabo degree programme.

4.2 Reduced statutory tuition fee (Article 7.45a paragraph 5 WHW)

The change to legislation on 10 July 2018 specified that a student who first enrolls for a government-funded Bachelor degree programme (since 1991) receives a 50% discount on the statutory tuition fees that apply to them. The reduced statutory tuition fee applies to full-time, part-time and dual degree programmes. The reduced statutory tuition fee also applies to Master degree programmes and programmes in the context of demand-driven education.

- 1) The reduced statutory tuition fee applies for 12 months, regardless of when the intake occurs. This means that students, including full-time students, pay **€1,041** instead of €2,083 as of 1 September 2019.
- 2) A student who pays the reduced statutory tuition fee and switches to another government-funded programme during the academic year will retain the reduced statutory tuition fees provided they are enrolled consecutively during the academic year.
- 3) A student who is enrolled only in a teacher training programme must pay reduced statutory tuition fees for the first two years (24 months) of study.
- 4) A student who enrolls in a teacher training programme and a non-teacher training programme in higher education during their second year of study must pay the full statutory tuition fees.

4.3 Second enrolment or interim enrolment and repayment of statutory tuition fees (Article 7.48 WHW)

- 1) Cost of a second enrolment in addition to a first enrolment
If a student has paid the statutory tuition fee for their first enrolment and wishes to enrol in a second programme in a government-funded higher education institution in the Netherlands for

² Pursuant to article 7.45 paragraph 6 WHW, this amount is indexed annually in accordance with the consumer price index, as set out by or pursuant to an order in council.

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which a statutory tuition fee is due, they must submit a 'Proof of Statutory Tuition Fee Paid' to the institution where they wish to enrol in a second programme. After submitting their Proof of Statutory Tuition Fee Paid, the following applies to the student:

- a) if a student owes a statutory tuition fee that is equal to or lower than the statutory tuition fee they already paid, then they do not need to pay on top for the second enrolment.
- b) if a student owes a statutory tuition fee that is higher than the tuition fee they already paid, they must pay the difference between the two tuition fees.

2) Interim enrolment

In the case of an interim enrolment, a student must only pay part of the statutory tuition fees that they owe. A student who enrolls during the course of a month is formally admitted on the first day of that month, with the exception of the month of October. In the case of an interim enrolment, the amount due is calculated pro rata based on the number of remaining months in the academic year in question. As an example, students who are admitted on 1 February pay 7/12 of the tuition fee.

3) Repayment upon termination of enrolment Article 7.48 WHW

Repayment of part of the tuition fee is only applicable to the statutory tuition fee that has been paid to Saxion.

- a. A student who wishes to terminate their enrolment must submit a request to terminate their enrolment through Studielink.
 - b. If the student enrolled at another government-funded institution at the same time as their enrolment at Saxion, upon deregistration they must submit the original Proof of Statutory Tuition Fee Paid before they can be eligible for reimbursement (repayment) of tuition fees.
 - c. A request to deregister with graduation as a reason will be honoured when the Examination Board has determined that the student has graduated. If the request is granted, the repayment will be made on the first day of the month following the student obtaining a passing grade on the final examination. If the tuition fee was paid via digital authorisation, repayment will take place 56 days after the final authorised transfer to Saxion was made. This is in view of the legal period for reversal of payment. In all other cases, the repayment will be made on the first day of the month following the student during which the student submitted the request.
 - d. The tuition fee is only paid back into the account from which the tuition fee was debited. An exception to this can only be made following a decision by the team leader of Saxion's Financial Administration and Financial Student Registration.
 - e. After termination of enrolment in the Saxion programme(s), the student is entitled to repayment pro rata of the paid statutory tuition fee, based on the number of remaining months in the academic year during which the student is not enrolled. Students are not entitled to repayment of the tuition fees for the months of July and August. Therefore, a student who submits a request to terminate their enrolment in June is not entitled to repayment, as the termination of enrolment will not be effective until 1 July.
 - f. The student is responsible for the timely cancellation of his student financing and public transportation pass.
- 4) A student who has lodged an appeal against a negative and binding study advice (BSA) for a programme in the previous academic year may re-enrol in the same programme while the appeal is pending. If the request is not honoured, the enrolment for the following academic year will be terminated and any remaining tuition fees will be paid back.

5 Institutional tuition fee

5.1 5.1 Rates institution tuition fee (Section 7.46 WHW) ³

- 1) Pursuant to Article 7.46 paragraph 3 WHW, the following institutional tuition fees have been set:
 - a) A student who has registered via the Foundation for Refugee Students UAF (University Assistance Fund) and does not or does not yet meet the requirements of Article 3.1 of these Regulations will pay tuition fees amounting to **€2,083**.
 - b) A student who has already obtained a Bachelor or Master degree in Dutch higher education since 1991 and meets the principle of nationality requirement (Article 3.1 Paragraph 1 sub b) must pay tuition fees amounting to **€5,500**. An exception is the fee for the degree programme BK5 (Industrial Engineering & Management). The fee for this degree programme amounts to **€2,350**.
 - c) A student who does not fall under sub a or b of paragraph 1 of this Article must pay **€7,800**.
 - d) Institutional tuition fees for a Master degree programme amount to **€8,900**, with the exception of the Advanced Nursing Practice Master degree programme.
 - e) The institutional tuition fee for the Advanced Nursing Practice Master degree programme is **€11,830**.
 - f) Students who take a programme as part of the demand-driven teaching pilot must pay an institutional tuition fee of **€6,950** based on a programme worth 60 ECTS. Students who have received a voucher from DUO will have their tuition fee reduced by **€2,500**. Students who take up a study unit worth 30 ECTS pay half of the set amount (**€3,475**). Students who have received a voucher from DUO will have their tuition fee reduced by €1,250.
- 2) Students who meet the requirements necessary to qualify for a statutory tuition fee (see Article 3.1) during the course of the academic year may pay a statutory tuition fee for the remaining part of the academic year upon request. The request is granted once the student has submitted evidence to Student Registration that the conditions for payment of a statutory tuition fee have been met. The rate of the statutory tuition fee is calculated from the month following the month during which the request was granted. If necessary, costs will be offset.

5.2 Reduction, exemption and repayment of the institutional tuition fee

- 1) A student who pays institutional tuition fees to Saxion does not have a right to a reduction or exemption of the institutional tuition fee if they enrol at another institution.
- 2) Interim enrolment
In the case of an interim enrolment, a student must only pay part of the institutional tuition fees that they owe. A student who enrolls during the course of a month is formally admitted on the first day of that month, with the exception of the month of October, as this is not legally possible. In the case of an interim enrolment, the amount due is calculated pro rata based on the number of remaining months in the academic year in question. This means that students who are admitted on 1 February pay 7/12 of the tuition fee.
- 3) Repayment upon termination of enrolment Article 7.46 paragraph 5 WHW

³ The institutional tuition fee is at least equal to the statutory full-time tuition fee (see Article 7.46 paragraph 3 WHW).

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Repayment of part of the tuition fee is only applicable to the institutional tuition fee that has been paid to Saxion. This only applies to institutional tuition fees, as all costs incurred by Saxion and provided facilities (such as Scholarships) will be deducted from any amount that may be eligible for repayment. Exceptions to this are the paid administration fees in cases referred to in paragraphs 4 and 5.

- a. A student who wishes to terminate his enrolment must submit a request to terminate the enrolment through Studielink.
 - b. A request to deregister with obtaining a degree as a reason will be honoured when the Examination Board has determined that the student has graduated. If the request is granted, the repayment will be made on the first day of the month following the result of the final examination. If the tuition fee was paid via digital authorisation, repayment will take place 56 days after the final authorised transfer to Saxion was made. This is in view of the legal period for reversal of payment. In all other cases, the repayment will be made on the first day of the month following the student during which the student submitted the request.
 - c. The tuition fee is only paid back into the account from which the tuition fee was debited. An exception to this Article can only be made following a decision by the team leader of Saxion's Financial Administration and Financial Student Registration.
 - d. After termination of enrolment in the Saxion programme(s), the student is entitled to repayment pro rata of the paid institutional tuition fee, based on the number of remaining months in the academic year during which the student is not enrolled. Students are not entitled to repayment of the tuition fees for the months of July and August. Therefore, a student who submits a request to terminate his enrolment in June is not entitled to repayment, as the termination of enrolment will not be effective until 1 July.
- 4) A student who has lodged an appeal against a negative and binding study advice (BSA) for a programme in the previous academic year may re-enrol in the same programme while the appeal is pending. If the appeal is rejected, the enrolment for the academic year subsequent to the one during which the BSA was issued will be terminated and repayment of the institutional tuition fee and any administration costs for that academic year will be made,
 - 5) If a student has enrolled or re-enrolled in a programme at Saxion and it transpires after the start of the new academic year that the student made insufficient study progress during the previous academic year to comply with the conditions specified in the 'wet Modern Migratiebeleid' (Modern Migration Policy Act), the enrolment or re-enrolment will be terminated and the institutional tuition fee and any administration costs for that academic year will be repaid.
 - 6) A student who terminates his enrolment from July or August is not entitled to repayment of the tuition fee. Therefore, a student who submits a request to terminate his enrolment in June is not entitled to repayment, as the termination of enrolment will not be effective until 1 July.
 - 7) Repayment before the starting date of the programme: An applicant who has enrolled in a degree programme in the 2019–2020 academic year and who revokes this enrolment before commencing the degree programme will be paid back the institutional tuition fees paid for that academic year less €250 for administrative costs.

6 Payment of tuition and examination fees

Payment of the examination fee or the tuition fee in question must be made in the manner set out by Saxion University of Applied Sciences.

6.1 Payment of tuition fees (Article 7.47 WHW) and reversal of payment

- 1) Payment of the tuition fees is made by or on behalf of the student in accordance with a payment scheme agreed by the Executive Board and the person who has agreed to make the payment. Standing orders and direct debits for tuition fees can only be authorised for EU or EEA bank accounts with IBAN account numbers. This can be done by authorising a direct debit for a single payment or a standing order for payment in instalments. Saxion uses digital direct debit mandates and physical standing orders for bank accounts with IBAN numbers within the EU or EEA. Administration costs amounting to €24 will be charged for payments in instalments using a digital direct debit mandate or physical standing order.
- 2) The tuition fee instalments will be collected approximately on: 25 September 2019 (Term 1), 25 October 2019 (Term 2), 26 November 2019 (Term 3), 24 December 2019 (Term 4), 27 January 2020 (Term 5), 25 February 2020 (Term 6), 25 March 2020 (Term 7), 28 April 2020 (Term 8), 27 May 2020 (Term 9) and 25 June 2020 (Term 10). The collection dates and the number of instalments may deviate in the event of force majeure, provided that this is not to the detriment of the debtor.
- 3) The tuition fee or examination fee is owed before the student commences their degree programme. The owed tuition fee has been paid when the total amount has been paid or either a digital direct debit mandate or physical standing order has been submitted. Both the digital direct debit mandate and physical standing order can be collected on.
- 4) A standing order or digital direct debit can only be made by paying the tuition fee from a SEPA bank account number. Standing orders and digital direct debits cannot be authorised for non-EU bank accounts, even if they have IBAN account numbers.
- 5) The student is responsible for the correctness of the IBAN bank account number and the BIC code to ensure that Saxion can collect the instalments. The student therefore bears responsibility for any consequences resulting from incorrectly submitting an IBAN bank account number or BIC code. Any authorised persons are jointly responsible for the correctness of the bank account number.
- 6) The student is ultimately responsible for payment, also in the event of a reversal of payment by the authorised person.
- 7) No invoices are sent for tuition fees. An exception to this applies when the tuition fee is part of a package fee, and when the student requests an invoice for the Saxion Parttime School.
- 8) The institutional tuition fees of non-EU/EEA students who are eligible for a Saxion scholarship will be offset by the Saxion scholarship.
- 9) A student who must pay the package fee during their first academic year in the Netherlands must transfer this in a single payment before the start of the academic year.
- 10) A reversal of payment is when an instalment cannot be collected, the collection has been reversed by the account holder or there are insufficient funds in the account. In the event of a reversal of payment, the student will receive a reminder and a request for payment addressed to the email address listed in Studielink. In the month following the reversal of payment, the student will receive a second reminder

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requesting payment within 14 days (hereafter 'the 14-day letter') addressed to the email address listed in Studielink. The 14-day letter informs the student of additional costs, the possible deactivation of the 'Saxion netwerkaccount' (Saxion login account) and further consequences if payment is not made. If the student fails to comply with the payment date referred to in the 14-day letter, then the following will be enforced on the first day of the month following the 14-day letter:

- The student's Saxion login account will be deactivated;
- the head of the school in question will be informed;
- debt collection costs will be payable, as specified in the 14-day letter; (second demand for payment);
- the student in question must pay the debt to Saxion within five days. If the debt and the collection costs are paid within five days, the remainder of the collection procedure will be cancelled.

The student's Saxion account will be reactivated within five working days of payment of the owed amount, and Saxion will resume the regular procedure for collecting the tuition fee in instalments;

- if the aforementioned payment is not made, the student will be served a final demand for payment. The student must then pay the owed tuition fee amount and the debt collection costs to the debt collection agency within five working days. If the student pays the owed amount, their Saxion account will be reactivated within five working days of Saxion receiving the owed amount.
- If the student fails to pay the outstanding tuition fee amount and the debt collection costs, their enrolment will be terminated. The debt collection agency will then be tasked with collecting the owed amount and the debt collection costs.

12) A student who has paid the statutory tuition fee to Saxion may, upon request, obtain a 'Proof of Statutory Tuition Fee Paid' for a second enrolment at another institution. If the 'Proof of Statutory Tuition Fee Paid' is submitted to another higher education institution in the Netherlands for enrolment in a government-funded programme, the student is understood to have met their payment obligations at that institution (Article 7.48 paragraph 1 WHW). If the second institutional tuition fee is higher than the first fee, the student must pay the difference.

13) Saxion ensures that the level of the tuition fee and of the administration costs for the next academic year are made known to students and prospective students no later than in June preceding the next academic year. The number of instalments and the collection dates for the standing order will also be announced.

6.2 Digital direct debit mandates and standing orders

- 1) In the event of a student enrolling multiple times at Saxion, the highest statutory tuition fee will be invoiced. Payment can be made via digital direct debit.
- 2) If the student in question has indicated that they wish to pay in instalments, the debits will be deducted in ten monthly instalments. This is subject to exceptions if a student joins an interim intake or when it is not possible from an administrative standpoint to pay in ten instalments. This is subject to the judgement of Saxion's Financial Administration and Financial Student Registration.
- 3) If the obligation for payment is entered into by a third party instead of the enrolled student, joint and several liability remains with the student in question. A digital direct debit mandate or physical standing order applies until the end of the academic year. Digital direct debit mandates and physical standing orders are terminated when the enrolment is terminated.
- 4) Payment of the tuition fee via digital direct debit mandate or physical standing order is only possible if the student does not owe debt to Saxion.
- 5) A student who pays the full tuition fee to Saxion before the first instalment of the tuition fee is collected will not pay any administration costs and the digital direct debit mandate or physical standing order will be removed.

6.3 Refusal of enrolment

Students and prospective students who still owe debt to Saxion cannot enrol or re-enrol at Saxion. An exception is made for persons who have arranged a payment scheme approved by the student registration department.

7 Other provisions

7.1 Termination of enrolment (Article 7.42 WHW)

- 1) At the request of a student, the Executive Board will terminate their enrolment effective the following month. The student in question must submit this request via Studielink. An enrolment cannot be terminated with retroactive effect.
- 2) If the student has not paid their statutory tuition fee, institutional tuition fee or examination fee, a demand for payment will be sent to them.
- 3) The Executive Board will terminate an enrolment effective the following month in the following circumstances, if:
 - the student has obtained the final certificate of their degree programme. the Examination Board indicates that they approve the student's request to be excluded from unenrolment for the academic year in question.
 - a binding study advice has been given.
 - a student violates a rule in Saxion's code of conduct and termination of the enrolment is specified as a sanction for the violation. For more information, please refer to chapter 8 Saxion's Student Charter.
 - If, according to the head of school, a student who holds a study-based residence permit does not comply with the residence permit's requirement to take part in the course programme.

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- In the event of a student passing away: at the time the date of death, as noted in the death certificate, is specified.
- 4) For the other procedural rules relating to termination of the enrolment, please see Saxion.nl and the self-service portal.
- 5) On the topic of the termination of enrolment, Saxion's student registration team, which is part of the Business Support Organisation, informs the involved party, the Education Executive Agency and the institutions for which a 'Proof of Statutory Tuition Fee Paid' was created. This report to DUO will have consequences for the student's student financing.

7.2 Saxion Regulations for Financial Support of Students (Article 7.51 WHW)

The provisions relating to the financial support of students have been laid down in the Saxion Regulations for Financial Support of Students (see the self-service portal).

8 Final provisions

8.1 Publication

These Regulations will be published no later than in June prior to the relevant academic year and will enter into force on 1 September 2019. The contents of these Regulations, together with the procedural rules regarding enrolment and termination of enrolment and the payment of tuition fees by students can be found on saxion.nl and on the self-service portal.

8.2 Hardship clause

In exceptional cases the Executive Board may deviate from these Regulations, to the extent that this is allowed by law and will not result in unequal treatment.

8.3 Official title

These Regulations are referred to as: Saxion Tuition Fees Regulations 2019–2020.