

Tuition Fees Regulations 2024-2025

Saxion Tuition Fees Work Group

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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 2024-2025. These regulations do not apply to the non-government-funded Saxion Next second-level teacher training programme and other courses. For those, please refer to Saxion's applicable general terms and conditions.

2 General Provisions

2.1 Definitions and terms

In these Regulations, the following is understood to mean:

Associate Degree programme: PERSONAL RECORDS DATABASE (BRP)	Associate degree programme 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. 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.
Tuition fee: The Executive Board:	The board of the Saxion Foundation, acting as board of the institution (Article 1.1 WHW)
CBHO: CROHO:	Board of Appeal for Higher Education. 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 who is a national of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden. N.B.: Nationals of Sweden are also considered EU/EEA nationals.
Examination fee:	The examination fee owed by the external candidate (Article 7.44 WHW).
External candidate:	Person who is registered for examinations and who may not partake in classes or tuition (article 7.36 WHW).
Institutional tuition fee:	The institutional tuition fee, set by ministerial regulation in accordance with Article 7.46 WHW

Non-EU/EEA student:	A student who does not fall under the category of an EU/EEA student
Programme(s):	All of Saxion's government-funded bachelor's degree, associate degree and master's degree programmes.
Package fee:	Tuition fees with additional costs (visa, insurance and accommodation) to be paid to Saxion.
SEPA:	The Single Euro Payments Area: standards for the account number, cashless payments and direct debits to ensure that Euro payments are made in the same way across Europe.
Student:	Person enrolled in a programme as student. 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.
Year of study:	The period beginning on 1 September and ending on 31 August of the following year (Article 1.1 sub k WHW).
WHW:	Wet op het Hoger onderwijs en Wetenschappelijk onderzoek (Higher Education and Research Act).
Statutory tuition fees:	The tuition fee set by ministerial regulation in accordance with Article 7.45 WHW.

2.2 Scope and validity

- 1) These Regulations apply to the enrolment as a regular student or external candidate at Saxion for a government-funded associate degree, bachelor's degree or master's degree programme.
- 2) These Regulations only apply to the academic year 2024-2025. These Regulations are determined annually. It is not possible to invoke the previous Tuition Fees Regulations of Saxion.
- 3) The part-time Mechatronics degree programme (demand-driven education) is not subject to the regular provisions of the Bachelor's degree programme. For this programme, reference is made to article 5.1 paragraph 1 sub f. (since there is currently only one student enrolled, it is questionable whether this article should remain)
- 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

The statutory tuition fees or institutional tuition fees must be paid in order to be enrolled as a student for a government-funded bachelor's degree, associate degree or master's degree programme. To enrol as an external candidate, the person in question must pay examination fees.

3.1 Statutory tuition fees (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 assesses whether you meet these requirements.

- b) Principle of degree. This means that the student has not previously obtained a bachelor's degree before starting the bachelor's programme. Or that the student has not previously obtained a master's degree before starting a master's programme. Or that the student has not previously obtained an associate degree, bachelor's degree or master's degree before starting an associate degree programme. DUO will assess whether the person in question meets these requirements.
- 2) If the student is going to follow a second programme for an Associate Degree, Bachelor Degree or Master degree programme in the healthcare service or another degree programme after a first course that does not fall under this category these students will also be eligible for payment of statutory tuition fees.
 - 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) Please refer to Chapter 4 of these Regulations for rates and rules regarding statutory tuition fees.

3.2 Institutional tuition fees (Article 7.46 WHW)

- 1) A student who does not meet the requirements specified in Article 3.1 paragraph 1 and is not enrolled as an external candidate 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.

3.3 Examination fees

A person who registers for examinations and who does not take part in classes is referred to as an external candidate (Article 7.36 WHW). An external candidate must pay an examination fee as set by the Executive Board for each academic year that they are enrolled as an external candidate 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 **€ 2,530**.

4 Statutory tuition fees

4.1 Statutory tuition fees (Section 7.45a paragraph 3) WHW)¹

A student as referred to in article 3.1 paragraph 1 of these Regulations who is enrolled in a full-time study programme is required to pay a statutory tuition fee of **€ 2,530**. This rate also applies to a part-time programme.

Students of the Primary Education Teacher programme and the associate degree programme Pedagogical Educational Professional who entered higher education as of 1 September 2023, are the only students eligible to pay a reduced statutory tuition fee. They will pay for one more year the statutory reduced tuition fees of

€ 1,265 in the academic year 2024/2025.

¹Pursuant 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.

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

1) Costs 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 which a statutory tuition fee is due, these students must submit a 'Proof of 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 the same or a lower statutory tuition fee for a second enrolment, the student is not obliged to pay anything extra for this second enrolment.
- b) if a student owes a higher statutory tuition fee for the second enrolment, 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. For example, students who are admitted on 1 February pay^{7/12} of the tuition fee.

3) Reimbursement upon termination of enrolment Article 7.48 WHW

Reimbursement 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 withdraw (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 payment is made by direct debit the

- repayment will be made 56 days after the last direct debit took place. 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), a student is entitled to a pro rata reimbursement 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 a reimbursement of 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 their student financing and public transport 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 refunded.

5 Institutional tuition fee

5.1 Institutional tuition fees (Article 7.46 WHW) ²

- 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 **€ 2,530**.
 - b) Students who are Ukrainian nationals have received a reduction in the amount of the statutory tuition fees in the past two academic years due to the war situation in Ukraine. This regulation will expire in the 2024/2025 academic year, for new students with Ukrainian nationality. Ukrainian students who have received a reduction in the amount of the statutory tuition fee in recent years will retain this reduction for their nominal duration of study.
 - c) A student who has already obtained a Bachelor or Master degree in Dutch higher education since 1991 and meets the nationality requirement (Article 3.1 Paragraph 1 sub b) must pay institutional tuition fees amounting to **€ 6,093**. (The programme BK5 Industrial Engineering and Management is exempt from this rate). The fee for this degree programme amounts to **€ 3,155**.
 - d) A student who does not fall under sub a, b or c of paragraph 1 of this Article must pay **€ 8,600**.
 - e) Institutional tuition fees for a master's degree programme amount to **€ 10,269**, with the exception of the Advanced Nursing Practice master's degree programme.
 - f) The institutional tuition fee for the Advanced Nursing Practice master's degree programme is **€ 14,339**.
 - g) Students who take a programme as part of the demand-driven teaching pilot must pay an institutional tuition fee of **€ 2.530** based on a programme worth 60 ECTS. Students who purchase a study unit worth 30 ECTS pay half of the set amount (**€ 1,265**).
- 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.

² The institutional tuition fee is at least equal to the statutory full-time tuition fee (see Article 2 paragraph 7.46 paragraph 3 WHW).

statutory tuition fees have been paid. 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 reimbursement 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) Reimbursement after termination of enrolment Article 7.46 paragraph 5 WHW
Repayment of part of the tuition fee is only applicable to the institutional tuition fee that has been paid to Saxion. This only concerns institutional tuition fees; all costs incurred by Saxion and provisions provided (e.g. Scholarships) will be deducted from the amount eligible for reimbursement. Exceptions to this are the paid administration fees in cases referred to in paragraphs 4 and 5.
 - a. A student who wishes to terminate their enrolment must submit a request to terminate their 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 student obtaining a passing grade on the final examination. If the tuition fee was paid via direct debit mandate, repayment will take place 56 days after the final debit payment 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 a reimbursement of 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.
- 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) Reimbursement before the starting date of the programme: an applicant who has enrolled in a degree programme for the academic year 2024-2025 and who revokes this enrolment before commencing the degree programme will receive a reimbursement on the institutional tuition fees paid for that academic year less € 250 for administration costs, unless decided otherwise.

6 Payment of tuition fees 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 (Section 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 one-off direct debit or a standing order for payment in instalments. Saxion uses digital direct debit mandates and paper standing orders for bank accounts with IBAN numbers within the EU or EEA. Administration costs amounting to € 24 per academic year will be charged for payments in instalments using a digital direct debit mandate or paper standing order. Saxion also uses promissory notes in specific cases, for instance if an international student wishes to pay the first year tuition fees in instalments (three instalments) and does not yet have an IBAN account number.
- 2) The tuition fee instalments will be collected approximately on: 25 September 2024 (1st instalment), 25 October 2024 (2nd instalment), 25 November 2024 (3rd instalment), 27 December 2024 (4th instalment), 27 January 2025 (5th instalment), 25 February 2025 (6th instalment), 25 March 2025 (7th instalment), 25 April 2025 (8th instalment), 26 May 2025 (9th instalment) and 25 June 2025 (10th instalment). 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 paper standing order has been submitted. Both the digital direct debit mandate and paper standing order can be collected on.
- 4) A digital direct debit mandate 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 ensuring the correctness of the IBAN bank account number and BIC code so Saxion can collect the instalments. The student bears responsibility for any consequences resulting from incorrect details. 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. Exceptions to this are when the tuition fees are part of a package fee. This was also requested for Saxion Part-time School students and for part-time master students.
- 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 reversal of payment is when a payment of tuition fees 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 at the e-mail address and student e-mail address indicated in Studielink, with the request to make the payment.

In the month following the reversal of payment, the student will receive a second reminder requesting payment within 16 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 Saxion network account of the student in question 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 full tuition fee owed and debt collection costs within five working days. When the student has paid the amount owed, their Saxion account will be reactivated within five working days of Saxion receiving the payment.

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.

Should the student still pay their full tuition fees and collection costs after deregistration, then enrolment will only take place after written permission from the head of the school in question.

- 10) A student who has paid the statutory tuition fee to Saxion may, upon request, obtain a 'Proof of 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.
- 11) 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 March preceding the next academic year. The number of instalments and the collection dates for the standing order will also be announced.

Digital direct debit mandates and standing orders

- 1) 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 the Saxion Business Support Organisation. 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 standing order applies until the end of the academic year. The direct debit mandate or standing order will be cancelled when enrolment is ended. Payment of tuition fees via direct debit or standing order is only possible when there are no outstanding debts at Saxion.
- 2) 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 paper standing order will be removed.

6.2 Refusal to register

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 Financial Student Registration Service. These students will not be able to apply for the digital authorisation for the new academic year, they will have to transfer the tuition fees outright.

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, under the following circumstances:
 - When a student has obtained the final certificate of their degree programme. Unless the Examination Board indicates that they approve the student's request to remain enrolled for the academic year in question.
 - When a binding study advice has been given.
 - In the event 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.
 - In the event of the death of a student, the enrolment will be terminated effective from the date on the death certificate.
- 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 (DUO) and the institutions for which a 'Proof of 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 prior to the start of the relevant academic year and will enter into force on 1 September 2024. 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 2024-2025.