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Saxion Tuition Fee Regulations 2016 – 2017

Final wording: Tuition Fees work group

Colophon

Date 11 May 2016

Reference 2016000891

Version 1

Status Final

Department Information Service Centre

Author **Tuition Fees work group**
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1 Introduction

Pursuant to Section 7.59 WHW, the Executive Board of Saxion University of Applied Sciences is to adopt a Students' Charter and disclose the basis of the statutory rights and obligations for the students. In the Saxion Tuition Fee Regulations 2016 – 2017 (hereinafter referred to as the Regulations), the statutory rights and obligations regarding the tuition and examination fees for government-funded programmes at Saxion University of Applied Sciences are specified in the rates charged by Saxion and in the procedural rules. The Students' Charter 2016 – 2017 contains, among other things, the present Regulations on government-funded degree programmes.

In addition, the Regulations contain the rates and present procedural rules for the QAA-accredited Master degree programmes, the non-government-funded NVA-accredited Master degree programmes and the Saxion Next programmes. These programmes are subject to Saxion's General Terms and Conditions (ALV).

For enrolment as a student in a government-funded programme, the student is due a tuition fee to Saxion University of Applied Sciences, in accordance with the WHW (Section 7.43 et seq). In Section 7.43 Paragraph 1 WHW, the law makes a distinction between the statutory tuition fee (Section 3.1 and Chapter 4 of the Regulations) and the institutional tuition fee (Section 3.2 and Chapter 5 of the Regulations). The extraneus is due an additional examination fee (Section 3.3 and Chapter 6 of the Regulations).

Persons enrolling in a non-government-funded QAA-accredited Master degree programme, which Saxion offers in collaboration with the University of Greenwich, are due a tuition fee in accordance with Section 3.4 and Chapter 7 of the Regulations.

Persons enrolling in a non-government-funded NVAO-accredited Master degree programme are due a tuition fee in accordance with Section 3.5 and Chapter 8 of the Regulations.

Persons enrolling in a Saxion Next programme are due a tuition fee in accordance with Section 3.6 and Chapter 9 of the Regulations.

On 11 June 2015 the Staatsblad (Stb., the Dutch Official Journal) published the 3 June 2015 decision of the minister of Education, Culture and Science, no 768816, amending the higher education funding regulations. This is partially due to the changes arising from the first supplementary estimates of the minister of Education, Culture and Science for the financial year 2015 and to the determination of the rate of statutory tuition fee for the academic year 2016 – 2017. This decision has been incorporated into the Saxion Tuition Fee Regulations 2016 – 2017.

Saxion University of Applied Sciences is the government-funded university of applied sciences established by the Saxion Foundation. The government funding is to be used effectively and efficiently. "Effective and efficient use" does not extend to compensation paid to a student or extraneus in any way for tuition, examination or course fees, other than on the grounds of Section 7.51 WHW (incentive fund). Repayment of the statutory tuition fee may therefore only be made in the specific cases mentioned in the law.

Saxion Next is the non-government-funded university of applied sciences established by the Saxion Foundation. Since there is no government funding, the tuition fee for the academic year is higher than

the statutory tuition fee. All teaching is subject to Saxion Next's General Terms and Conditions 2016 – 2017. The Saxion Next Complaints Procedure applies to any complaints.

These Regulations are ordered according to government-funded and non-government-funded teaching. After the general provisions in Chapter 2, the diverse tuition and examination fees charged by the Saxion Foundation are enumerated in Chapter 3. With regard to this Chapter, Sections 3.1, 3.2 and 3.3 relate to government-funded teaching and Sections 3.4, 3.5 and 3.6 relate to non-government-funded teaching. The government-funded tuition and examination fees are detailed further in Chapters 4, 5 and 6. The non-government-funded tuition and examination fees are detailed in Chapters 7, 8 and 9. Chapters 10 and 11, with the exception of Section 10.3, are related to government-funded teaching. Non-government-funded tuition and examination fees must be paid in full prior to the start of the programme or exam. Section 10.3 and Chapter 12 apply to all forms of teaching.

2 General provisions

2.1 Definitions

In these Regulations, the following is understood to mean:

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| ALV: | General Terms and Conditions for contractual teaching 2016 |
| Tuition fee: | The contribution the student has to pay to be enrolled in a programme. This is divided into a statutory tuition fee and an institutional tuition fee. |
| Executive Board: | The board of the Saxion Foundation, acting as board of the institution as referred to in Section 1.1 WHW. |
| CBHO: | Board of Appeal for Higher Education. |
| CROHO: | Central Register of Higher Education Study Programmes, kept by the Education Executive Agency (DUO). |
| Examination fee: | The examination fee due by the extraneus (Section 7.44 WHW) as determined by the board of the institution. |
| Extraneus: | Person who registers for examinations and who may not partake in classes or tuition (Section 7.36 WHW). |
| Authorised person: | Person or legal entity other than Saxion University of Applied Sciences who, with the consent of the student or extraneus, makes payment by direct debit. |
| University of Applied Sciences: | Saxion University of Applied Sciences. |
| Board of the institution: | The Executive Board. |
| Institutional tuition fee: | Students who have enrolled in a government-funded programme and who do not meet the conditions for the statutory tuition fee are due the institutional tuition fee as determined by the Executive Board in accordance with Chapter 3, Section 2 of the Regulations. |
| International Office (IO): | Saxion's International Office. |

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| EU/EEA student: | A student who has the nationality 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 or the United Kingdom. Please note: nationals of Switzerland are also considered EU/EEA nationals. |
| GBA: | Municipal Personal Records Database. This is a register of personal data of all inhabitants of a Dutch municipality who meet the conditions for registration with the municipality in question. |
| NVAO: | The Accreditation Organisation of the Netherlands and Flanders. The NVAO aims for an objective judgement of the quality of higher education in the Netherlands and Belgium. |
| Non-EU/EEA student: | A student who does not fall under the scope of an EU/EEA student as mentioned above. |
| Programme(s): | All Saxion Bachelor degree programmes, Associate degree programmes and Master degree programmes. |
| Outstanding debt: | A debt to Saxion where the debtor fails or has failed to comply with payment obligations. |
| Other contributions: | Monetary contribution towards the programme cost, other than the statutory tuition and examination fees (see Section 7.50 WHW). |
| Package fee: | Tuition fee with additional costs, to be paid to Saxion by international students, excluding the cost of housing. |
| QAA: | The Quality Assurance Agency for higher education, which supervises the quality of higher education in the United Kingdom. |
| Regulations: | The present Saxion Tuition Fee Regulations 2016 – 2017. |
| Saxion: | The Saxion Foundation. |
| 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: | The 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 (Section 1.1 sub k WHW). |
| Interim enrolment: | An enrolment after 1 September for that academic year. |
| WHW: | The Higher Education and Research Act. |
| Statutory tuition fee: | The tuition fee established by ministerial regulations pursuant to Section 7.45 WHW, as described in Chapter 3, Section 1 of these Regulations. |

2.2 Scope and validity

- 1) These Regulations concern the enrolment of an extraneous or student in:
 - a) an Associate degree programme, Bachelor degree programme or government-funded Master degree programme at Saxion University of Applied Sciences
 - b) a non-government-funded QAA-accredited Master degree programme, offered in collaboration with the University of Greenwich
 - c) a non-government-funded NVAO-accredited Master degree programme
 - d) a Bachelor degree programme at Saxion Next
 - e) a demand-driven programme at SPS.
- 2) All Sections in these Regulations relating to Bachelor degree programmes at Saxion University of Applied Sciences also apply to Associate degree programmes and government-funded Master degree programmes.
- 3) These Regulations only apply to the academic year 2016 – 2017. The Saxion Tuition Fee Regulations are adjusted annually. Preceding Saxion Tuition Fee Regulations cannot be invoked.
- 4) Section 3.6 and Chapters 9 and 12 of these Regulations, as well as their appendices, only apply to students enrolled at Saxion Next. The other Chapters in these Regulations do not apply to students enrolled at Saxion Next.
- 5) 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.
- 6) Saxion's General Terms and Conditions are applicable to non-government-funded Master degree programmes as referred to in Paragraph 1b and 1c of this Section.
- 7) The Regulations contain 3 appendices, i.e.:
 - Saxion Next's General Terms and Conditions 2016 – 2017
 - Saxion Next Complaints Procedure
 - The Saxion Foundation's General Terms and Conditions for contractual teaching 2016

3 Types of tuition and examination fees

For government-funded Bachelor or Master degree programmes, including the Associate degree programme, a statutory tuition fee, institution tuition fee or examination fee is due. Sections 3.1 – 3.3 enumerate which contributions a student is due for a government-funded programme. All Bachelor programmes offered by Saxion University of Applied Sciences are government-funded.

The government-funded Master degree programmes offered by Saxion University of Applied Sciences are listed in Appendix 1.

The tuition fees for non-government-funded Bachelor and Master programmes are enumerated in Sections 3.4 and 3.5. For demand-driven programmes at SPS, an institutional tuition fee is due, even if a voucher is used. All Bachelor programmes offered by Saxion Next are non-government-funded. All non-government-funded Master degree programmes are listed in Appendix 2.

Please note: the Master degree programme Leren en Innoveren is offered in Enschede as a government-funded programme and in Deventer as a non-government-funded programme.

3.1 Statutory tuition fee (Section 7.45 WHW)

- 1) The statutory tuition fee is due by students who meet at least one of the following conditions:
 - a. Any student who has not previously concluded a Bachelor programme with a Bachelor degree or a Master programme with a Master degree (see also paragraph 5), as evidenced by a degree certificate from a government-funded Bachelor or Master programme from any Dutch university or university of applied sciences issued after 1 September 1991. This condition does not apply to students who take a programme in education or healthcare for the first time (Section 7.45 Paragraph 1 sub c WHW), who belong to one of the groups of persons referred to in Section 2.2 of the Student Finance Act 2000 (this concerns among others any EU/EEA student who qualifies for a tuition fee loan) or who have the Surinamese nationality (the nationality requirement).
 - b. Any student with a non-EU/EEA nationality who has a permanent residence permit for an EU/EEA country.
 - c. Any student who is enrolled in more than one programme and has paid the statutory tuition fee for the first programme may complete a second programme after having obtained a degree for the first, subject to payment of the statutory tuition fee in subsequent years (Section 2.3a of the WHW Implementation Decree 2008).
- 2) Students who do not have the Dutch nationality, but claim to belong to one of the groups of persons referred to in Section 2.2 of the Student Finance Act 2000, must demonstrate this upon enrolment.
- 3) The category of students referred to in the first paragraph of this Section may be extended by an order in council.
- 4) A student as referred to in the first, second or third paragraph who is enrolled in a part-time or dual degree programme, is due part of the statutory tuition fee, as determined by the board of the institution and set out in Section 4.2 of these Regulations.
- 5) Degrees obtained pursuant to Section 7.20 WHW are considered equivalent to the Bachelor and Master degrees as referred to in the first paragraph.
- 6) Students engaged in a procedure for obtaining a residence permit for an EU/EEA country or Switzerland are due an institutional tuition fee.
- 7) Students who only meet the requirements as described in paragraph 1 of this Section during the course of the academic year are due an institutional tuition fee at the start of the academic year. Statutory tuition fees are due from the month following the one during which they meet these requirements.
- 8) Please see Chapter 4 of these Regulations for rates and rules with regard to the statutory tuition fee.

3.2 Institutional tuition fee (Section 7.46 WHW)¹

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

- 1) A student who does not meet the conditions as referred to in the first, second or third paragraph of Section 3.1 and does not fall under the scope of Section 3.3 of these Regulations is due the institutional tuition fee as set by the Executive Board.
- 2) Please see Chapter 5 of these Regulations for rates and rules with regard to the institutional tuition fee.

3.3 Examination fee

- 1) A person who registers for examinations and who does not take part in classes or tuition is referred to as an extraneus (Section 7.36 WHW).
- 2) The extraneus is due an examination fee for the registration.
- 3) Please see Chapter 6 of these Regulations for rates and rules with regard to the examination fee.

3.4 Tuition fee for Greenwich Masters

- 1) For a non-government-funded QAA-accredited Master degree programme, offered by Saxion in collaboration with the University of Greenwich, Saxion charges a fee or an extension fee, hereinafter referred to in the Regulations as the tuition fee. A student may be eligible for an extension fee if, in addition to the nominal duration of the course, the student only requires a few additional months to complete the Master programme.
- 2) Please see Chapter 7 of these Regulations for rates. Please see Saxion's ALV 2016 for rules. An exception is made for students who have paid the tuition fee and hold a study-based residence permit. These students have no right to repayment of part of the tuition fee on termination of their enrolment.

3.5 Tuition fee for non-government-funded NVAO-accredited Master degree programmes

The WHW regulations with regard to tuition fees do not apply to non-government-funded NVAO-accredited Master degree programmes. Please see Chapter 8 of these Regulations for the rates with regard to these Master degree programmes. Please see Saxion's ALV 2016 for rules. An exception is made for students who have paid the tuition fee and hold a study-based residence permit. These students have no right to repayment of part of the tuition fee on termination of their enrolment.

3.6 Tuition fees for Saxion Next

Saxion Next is a private institution of the Saxion Foundation. The programmes taught at Saxion Next are non-government-funded. The tuition fees for Saxion Next are not laid down in legislation. Saxion Next's Bachelor degree programmes must comply with the accreditation requirements as specified in the WHW. However, the WHW does not apply to the teaching provided by Saxion Next. Instead, Saxion Next's General Terms and Conditions 2016 – 2017 apply. These can be found in the appendix. For complaints regarding the application of these conditions, please see the Saxion Next Complaints Procedure. Please see Chapter 9 of these Regulations for tuition fee rates.

4 Statutory tuition fee

The statutory tuition fee is subdivided into a full-time rate (Section 4.1) and a part-time/dual rate (Section 4.2).

4.1 Full-time degree programme (Section 7.45 Paragraph 3 WHW)²

A student as referred to in Section 3.1 Paragraph 1, Paragraph 3 or Paragraph 5 of these Regulations who is enrolled in a full-time degree programme is due a statutory tuition fee of **€ 1,984**.

4.2 Part-time, dual and Associate degree programme (Section 7.45 Paragraph 4 WHW)³

A student as referred to in Section 3.1 Paragraph 1, Paragraph 2 or Paragraph 3 of these Regulations who is enrolled in a part-time or dual degree programme or an Associate degree programme is due a statutory tuition fee of **€ 1,984**.

An exception to this rate is the part-time training programme for primary school teachers (Pabo) in Deventer and Enschede. The tuition fee rate for this programme amounts to **€ 1,590**.

4.3 Reduction, exemption and repayment of the statutory tuition fee (Section 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 his 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, he must submit a "Proof of Statutory Tuition Fee Paid" to the institution where he wishes to enrol in a second programme. The "Proof of Statutory Tuition Fee Paid" can be obtained at the institution of first enrolment. After submission of the "Proof of Statutory Tuition Fee Paid" for the first enrolment, the following rules apply:

- a) If an equal or lower statutory tuition fee is due for the second enrolment, then the student is exempted from the statutory tuition fee for the second enrolment.
- b) If a higher statutory tuition fee is due for the second enrolment, then the student must pay the difference between the tuition fee to be paid for the second enrolment and the tuition fee that has been paid for the first enrolment.

2) Interim enrolment

A student only has to pay part of the statutory tuition fee that is due if the student enrolls during the course of the academic year. Interim enrolments are subject to approval of the head of the school, with the exception of enrolments from 1 February (provided the school offers the opportunity for regular admission at that time). A student who enrolls during the course of a month is formally admitted on the first day of the month, with the exception of the month of October. For October, the day of admission is the day of enrolment. In the case of an interim enrolment, the

² Pursuant to Section 18.77 Paragraph 2 WHW, this amount is indexed annually in accordance with the consumer price index, as set out by or pursuant to an order in council.

³ The tuition fee for part-time and dual degree programmes is a part of the statutory tuition fee to be determined by the Executive Board and lies between an amount to be set out by or pursuant to an order in council and the statutory tuition fee (Section 7.45 Paragraph 3 WHW).

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

Please see Section 11.2 for information about terminating an enrolment. 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 his enrolment must submit a request to terminate the enrolment through Studielink.
 - b) A request to terminate the enrolment will only be considered if:
 - i) the student is not currently enrolled in a second government-funded programme in the Netherlands, and
 - ii) the student is able to submit the original "Proof of Statutory Tuition Fee Paid" if he was previously enrolled in a second government-funded programme in higher education.
 - c) A request to terminate the enrolment due to "graduation" will be granted after the examination board determines that the student has obtained his degree and will take effect from the first day of the month following the result of the final examination. If the request is granted, the repayment will be made on the first day of the month following the result of the final examination. This date is irrespective of the moment when the examination board determines the result. Repayment will be made no sooner than 56 days after the last payment. This is in view of the legal period for reversal of payment.
 - d) In all other cases where a request to terminate the enrolment has been granted, repayment will be made on the first day of the month following the date of the request or on the first day of the month following termination, if the student so desires and provided that the date of termination is later than the date of the request. Repayment will be made no sooner than 56 days after the last payment. This is in view of the legal period for reversal of payment.
 - e) 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 by order of the team leader of Saxion's Financial Administration and Financial Student Registration.
 - f) 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. A student whose enrolment is terminated 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.
 - g) 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 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 statutory tuition fee and any administration costs for that academic year will be made, on the condition that the student is not enrolled in any other higher education programme. Please note: a student who is not enrolled has no right to student financing. The student decides whether or not to request student financing while the appeal is pending.

5 Institutional tuition fee (Section 7.46 WHW)

5.1 Institutional tuition fee rates (Section 7.46 WHW) ⁴

- 1) Pursuant to Section 7.46 Paragraph 3 WHW, the Executive Board has set the following institutional tuition fees:
 - a) Students who enrol through the foundation for refugee students UAF (University Assistance Fund) and who do not (yet) qualify for the statutory tuition fee pursuant to Section 3.1 of these Regulations, are due a tuition fee of € 1,984 (equal to the statutory tuition fee).
 - b) Students who already hold a Bachelor degree from a Dutch higher education institution obtained after 1991, but who meet the nationality requirement (Section 3.1 Paragraph 1 sub b), are due an institutional tuition fee of € 5,400 if they enrol in a Bachelor programme. An exception is the fee for the degree programme BK5 (Industrial Engineering & Management). The fee for this degree programme amounts to € 2,250.
 - c) Students who already hold a Master degree from a Dutch higher education institution obtained after 1991, but who meet the nationality requirement (Section 3.1 Paragraph 1 sub b), are due an institutional tuition fee of € 5,400 if they enrol in a Bachelor or Master programme.
 - d) For all students who are due an institutional tuition fee for a Bachelor programme and who do not fall under sub a, sub b or sub c of Paragraph 1 of this Section, the institutional tuition fee amounts to € 7,800 (“tuition fee”).
 - e) For all students who are due an institutional tuition fee for a Master programme and who do not fall under sub a, sub b or sub c of Paragraph 1 of this Section, the institutional tuition fee amounts to € 8,900 (“tuition fee”).
 - f) Students who take a programme as part of the demand-driven teaching pilot are due a tuition fee of € 6,950 based on a programme worth 60 ECTS, provided that they do not fall under sub c. Students who qualify for a DUO voucher pay € 2,500 less. Students who take a programme worth 30 ECTS pay pro rata.
 - g) A transitional scheme is in place for non-EU/EEA students with a valid residence permit for Germany, who were enrolled at Saxion in 2015 – 2016 and paid an institutional tuition fee equal to the statutory tuition fee. For enrolment in 2016 – 2017 and all subsequent, consecutive academic years, these students are due an institutional tuition fee equal to the statutory tuition fee. Other non-EU/EEA students with a residence permit for Germany only qualify for an institutional tuition fee equal to the statutory tuition fee if they also have a valid residence permit for the Netherlands.
- 2) The provisions laid down in this Section under Paragraph 1 are not applicable to the institutional tuition fees agreed in any separate agreement between the Executive Board of Saxion and an external third party.
- 3) Students who meet the requirements necessary to qualify for a statutory tuition fee (see Section 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

⁴ The institutional tuition fee is at least equal to the statutory full-time tuition fee (see Section 7.45 WHW and the amended higher education funding regulations, Stb. 8 October 2008, no 195).

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. The institutional tuition fee that the student has paid for the months for which he is due a statutory tuition fee is repaid after deduction of the statutory tuition fee.

5.2 Reduction, exemption and repayment of the institutional tuition fee

- 1) A student who is due an institutional tuition fee is not entitled to reduction or exemption of this institutional tuition fee in the event of a second enrolment. A student who switches to a different programme at Saxion University of Applied Sciences during the academic year is exempt from paying a second institutional tuition fee if the second institutional tuition fee is equal to or lower than the first fee. If the second institutional tuition fee is higher than the first fee, the student must pay the difference.
- 2) A student covered by Section 5.1 Paragraph 1 sub a or Section 5.1 Paragraph 1 sub b (second and third full sentence) is not entitled to reduction of the institutional tuition fee in the case of an interim enrolment.
- 3) A student covered by Section 5.1 Paragraph 1 sub b (first full sentence), sub c or sub d who enrolls prior to 1 February is not entitled to reduction of the institutional tuition fee. In case of enrolment on or after 1 February, the student is due only 6/12 of the tuition fee. A student who has paid the institutional tuition fee (see Chapter 5 of the Regulations) is not entitled to repayment of part of his institutional tuition fee in the event of termination of the enrolment for reasons other than graduation.
- 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, on the condition that the student is not enrolled in any other higher education programme and does not enrol in a programme at Saxion University of Applied Sciences during the same or the following month.
- 5) If a student (re-)enrolls 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 of the immigration office, the enrolment for the academic year subsequent to the one during which insufficient study progress was made will be terminated and repayment of the institutional tuition fee and any administration costs for that academic year will be made.
- 6) Conditions for repayment of the institutional tuition fee upon graduation (except demand-driven programmes):
 - a) 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.
 - b) Following termination of his enrolment, a student who is covered by Section 5.1 sub b and c and who has graduated from a Bachelor or a Master degree programme is entitled to repayment of part of the institutional tuition fee minus any scholarship granted, pro rata based on the

number of remaining months in the academic year during which the student is not enrolled.

This means that a calculation will first be made of the institutional tuition fee minus any scholarship granted. For the remaining part, the student is entitled to repayment pro rata based on the number of remaining months in the academic year during which the student is not enrolled.

- 7) Students who take a programme as part of the demand-driven teaching pilot are not entitled to reimbursement.
- 8) Repayment before the starting date of the programme: a prospective student who has enrolled in a programme in the academic year 2016 – 2017 and who cancels this enrolment before the starting date of the programme will be repaid the institutional tuition fee for that academic year, less € 250 administration costs. A condition for repayment is that the prospective student can show that the country of residence at the moment of enrolment is the same as the country of residence at the moment of cancellation of the enrolment.

An exception to this rule are those students who have enrolled in the academic year 2016 – 2017 in the same programme in which they were enrolled in the academic year 2015 – 2016 (re-enrolment). If they cancel their enrolment before the starting date of the programme, these students are repaid the institutional tuition fee without having to pay € 250 administration costs.

Examples of how Section 5.2 Paragraph 8 works out in practice:

- A student from China who has enrolled in a programme at Saxion in the Netherlands, who has paid the institutional tuition fee in advance and who cancels his enrolment upon arrival in the Netherlands will not receive any reimbursement.
 - A student from China who has enrolled in a programme at Saxion in the Netherlands, who has paid the institutional tuition fee in advance and who cancels his enrolment while still in China will be repaid the institutional tuition fee minus the administration costs.
- 9) Repayment based on a negative and binding study advice in the month of September: a student who decides to terminate his enrolment in the month of September (before 1 October) due to a negative and binding study advice as a result of the study choice check will be repaid the institutional tuition fee in full (including administration costs), provided that the student enrolls in another programme at Saxion University of Applied Sciences in that month or the following month.

6 Extraneus examination fee

6.1 Level of the extraneus examination fee

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 sets 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 Section 4.1, Section 5.1 Paragraph 1 sub c or Section 5.1 Paragraph 1 sub d, this amount is equal to **€ 1,984**, **€ 5,400** or **€ 7,800**, respectively.

6.2 Reduction, exemption and repayment of the examination fee

- 1) The regulations concerning reduction of, exemption from and repayment of the tuition fee are not applicable to the examination fee.
- 2) Section 5.2 applies to the extraneus examination fee.

7 Tuition fee for Greenwich Masters

A student who enrolls in a non-government-funded QAA-accredited Master degree programme, offered by Saxion in collaboration with the University of Greenwich, is due a student fee or an extension fee, as shown in the following table. Both the fee and the extension fee are to be paid in full prior to enrolment.

7.1 Level of the tuition fee for Greenwich Masters

| Master | Fee | Extension fee |
|---|----------|---------------|
| Master in Management – 12 months | € 11,000 | € 2,500 |
| Master of Business Administration – 12 months | € 11,000 | € 2,500 |

Please see Saxion's ALV 2016 for rules.

8 Tuition fee for non-government-funded NVAO-accredited Master degree programmes

8.1 Level of the tuition fee for non-government-funded NVAO-accredited Master degree programmes

The tuition fees for non-government-funded NVAO-accredited Master degree programmes have been set as follows:

| Master | Fee | Extension fee |
|---|--|---------------|
| Master Facility and Real Estate Management (full time, 12 months) | € 8,900 | € 2,500 |
| Master Facility and Real Estate Management (part time, 24 months) | 1 st year € 6,750 2 nd year € 6,750 | € 2,500 |
| Cohort studies prior to 2016 – 2017 | 1 st year € 6,250 2 nd year € 6,250 | € 2,500 |
| Master International Supply Chain Management (enrolment through Fachhochschule Münster and Saxion University of Applied Sciences) | € 5,300 | |
| Master Ler en Innoveren (location Deventer) | € 5,450 | |
| Master of Urban and Area Development (enrolment through HU University of Applied Sciences Utrecht) | € 12,000 | |
| Master Musculoskeletal (MMS) per year* | € 5,200 | |
| Master Educational Leadership (MEL) per year** | € 7,100 | |
| Master Educational Leadership – Researcher/Teaching Developer (MLI) per year** (location Deventer) | € 5,450 | |

* An enrolment fee of € 500 is due for the Master MMS.

** An enrolment fee of € 150 is due for the Masters MEL and MLI.

8.2 ISCM and MUAD regulations

The regulations of the Fachhochschule Münster and HU University of Applied Sciences Utrecht apply to the ISCM and MUAD Master programmes. Please see Saxion's ALV 2016 for other Master programmes.

9 Tuition fees for Saxion Next

The Executive Board has set the following tuition fees for Saxion Next:

| Programme | Year | Tuition fee rate |
|-------------------------------|---------------------------------|------------------|
| IDS | All groups | € 4,350 |
| Regular 2 nd level | 1 st year | € 3,350 |
| | 2 nd year and higher | € 2,450 |
| | Minor student | € 2,515 |
| Dutch 2 nd level | 1 st year | € 3,790 |

| Programme | Year | Tuition fee rate |
|---|---------------------------------|------------------|
| | 2 nd year and higher | € 2,275 |
| | Minor | € 3,625 |
| | Minor 2 nd year | € 2,275 |
| Mathematics 2nd level | | € 3,950 |
| | | |
| FC | All groups | € 4,450 |

The following appendices apply to Saxion Next: Saxion Next's General Terms and Conditions 2016 – 2017 and the Saxion Next Complaints Procedure. The other chapters of these Regulations, with the exception of Chapter 12, do not apply to Saxion Next students.

10 Collection, compensation and punitive measures

The examination fee (see Chapter 6) must have been paid prior to the administration of the first exam. The tuition fee for the Greenwich Masters (see Chapter 7) and the tuition fee for non-government-funded NVAO-accredited Master degree programmes (see Chapter 8) must have been paid to Saxion University of Applied Sciences **prior to** participating in education. Payment of the examination fee or the tuition fee must be made in the manner set out by Saxion University of Applied Sciences. Sections 10.1, 10.2 and 10.3 apply only to statutory tuition fees (see Chapter 4) and institutional tuition fees (see Chapter 5).

10.1 Payment of the tuition fee (Section 10.1 WHW) and reversal of payment

- 1) The statutory tuition fee and/or institutional tuition fee is paid by or on behalf of the student in accordance with a payment schedule (the SEPA authorisation agreement) to be agreed between the Executive Board and the person who has committed himself to payment. This can be done by authorising a direct debit for a single payment or a standing order for payment in instalments. Saxion makes use of a standing order or a promissory note. Administration costs will be charged each academic year for payments by standing order or promissory note. The Executive Board has set the administration costs for the academic year 2016 – 2017 at an amount of € 24. For non-EU/EEA students for whom the tuition fee is part of a package fee, the payment schedule in paragraphs 9 and 10 of this Section applies. Likewise, paragraphs 9 and 10 apply to non-EU/EEA students who receive or opt for a Saxion scholarship.
- 2) The tuition fee instalments will be collected approximately on: I1 26 September 2016, I2 25 October 2016, I3 25 November 2016, I4 23 December 2016, I5 25 January 2017, I6 27 February 2017, I7 27 March 2017, I8 25 April 2017, I9 26 May 2017 and I10 26 June 2017. 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 for full-time, dual and part-time programmes is due before the starting date of the programme. For enrolment as a student at the start of the academic year, this means that the tuition fee is due before 1 September. In case of enrolment during the course of the academic year, with the exception of the month of September, the tuition fee is due before the first

day of the month of the interim enrolment. Students who enrol in September must pay the tuition fee in full, after which they will be enrolled from 1 September. If they pay in instalments, these will be collected 9 times instead of 10 times.

- 4) The tuition fee has been paid when:
 - a) the total sum has been paid or
 - b) a promissory note or a standing order has been submitted and the instalments are collectable.
- 5) A standing order can only be made by paying the tuition fee from a SEPA bank account number, provided that the bank allows this.
- 6) 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. Any authorised persons are jointly responsible for the correctness of the bank account number. This joint responsibility of an authorised person terminates if the authorised person informs Saxion in writing that payment of the remaining instalments will cease.
- 7) The student is ultimately responsible for payment, also in the event of a reversal of payment by the authorised person.
- 8) Saxion will only send an invoice to students or third parties if the tuition fee is part of a package fee. In all other cases, Saxion does not send an invoice for payment of the tuition fee to students or third parties.
- 9) The institutional tuition fees of non-EU/EEA students who are eligible for a Saxion scholarship are covered by the Saxion scholarship.
- 10) Students who are due a package fee (excluding the cost of housing) must pay the fee in full as a single transaction before the start of the academic year. If the student can show proof before the start of the academic year that he needs only 30 ECTS or fewer to graduate, the student may pay in instalments.
- 11) Each student is responsible for ensuring that there are sufficient funds in the account for the collection of an instalment. For the academic year 2016 – 2017, a minimum amount of € 300 is required for the statutory tuition fee. For the institutional tuition fee, this minimum amount is € 1,560.
- 12) 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 be sent a reminder and a request for payment at the email address provided in Studielink. In the month following the reversal of payment, the student will receive a second reminder requesting payment within 14 days (hereafter “the 14-day letter”) at the email address provided in Studielink. The 14-day letter informs the student of additional costs, the possible closing of the Saxion login account and further consequences if payment is not met. 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:
 - It will no longer be possible to make payment of the outstanding amount to Saxion (financial hold).
 - The Saxion login account of the student will be closed.
 - The claim will be transferred to a debt collection agency.
 - The head of the school in question will be informed.

The debt collection agency is authorised by Saxion to follow the procedure below to collect the outstanding amount:

- Debt collection costs are payable, as announced in the 14-day letter.
 - The student must pay the debt collection agency within 10 days. If the outstanding amount and the debt collection costs are paid within 10 days, the remainder of the debt collection procedure will not apply. The student's Saxion account will be reactivated within 5 working days after payment of the outstanding amount and Saxion will resume the collection of the tuition fee in instalments.
 - If the aforementioned payment is not made, the student will be served a final notice. The student must then pay the outstanding tuition fee amount and the debt collection costs to the debt collection agency within 5 days. If the student pays the outstanding amount to the debt collection agency, his Saxion account will be reactivated within 5 working days after payment of the outstanding amount.
 - If the student fails to pay the outstanding tuition fee amount and the debt collection costs, his enrolment will be terminated. The debt collection agency will then be authorised to collect the outstanding amount and the debt collection costs.
- 13) A student who has paid the statutory tuition fee to Saxion may 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 deemed to have met his payment obligations at that institution (Section 7.48 Paragraph 1 WHW). If the second institutional tuition fee is higher than the first fee, the student must pay the difference.
- 14) Saxion ensures that the level of the tuition fee and of the administration costs for the next academic year are made known to (prospective) students no later than in the month of June preceding a new academic year. The number of instalments and the collection dates for the standing order will also be announced.
- 15) The enrolment of students who fail to meet their payment obligations before the starting date of the programme, on 1 September or the first day of the month for an interim enrolment, will be terminated and they will no longer be allowed to make use of the Saxion facilities.

10.2 Standing order and promissory note

- 1) The student's standing order is applicable to an enrolment at Saxion that has not been terminated or that has been reactivated within 2 days of termination of the enrolment. In the event of several enrolments at Saxion in programmes for which a statutory tuition fee is due, the standing order is only applicable to the programme for which the highest statutory tuition fee is due⁵.
- 2) If the student has indicated that he wants to pay the tuition fee in instalments, the fee for the academic year 2016 – 2017 is collected in ten consecutive monthly instalments (see Section 10.1 Paragraph 2). It is possible to deviate from this if a student, with the permission of the head of the school, starts with the programme later on in the academic year or if circumstances necessitate the payment of instalments on more occasions during the academic year.
- 3) The standing order of an authorised person is terminated on the date that Saxion receives a written request to this effect from the authorised person. Standing orders which are not, or will no longer

⁵ Saxion is currently investigating whether a digital standing order can also be used for tuition fee payments. As soon as this investigation is completed, the results will be submitted to the Executive Board.

be met by the authorised person become the responsibility of the student (see Section 10.1 Paragraph 7). A standing order is terminated with effect from the first day of the month in which the enrolment is terminated. An enrolment before or during an academic year can only be terminated in accordance with the rules as described in the Saxion Tuition Fee Regulations for the academic year in question. For termination of the enrolment for the academic year 2016 – 2017, please see Section 11.2 of these Regulations.

- 4) Payment of the tuition fee by means of a standing order is only possible if there are no outstanding debts to Saxion and the student ensures that Saxion can collect the instalments.
- 5) A student who pays the tuition fee in full before collection of the first instalment will be exempt from administration costs. The standing order will be terminated. The student must arrange a new payment method on re-enrolment.

10.3 Unauthorised participation in education (Sections 15.2 and 15.3 WHW)

- 1) Anyone who is not enrolled, but who participates in tuition or makes use of the examination facilities for initial education of the university of applied sciences without consent, will be liable to pay compensation to the university of applied sciences (in addition to a possible criminal fine pursuant to Section 15.3 WHW), the amount of which is set by the Executive Board. The Executive Board sets the amount of the compensation at a sum equal to the tuition fee that should have been paid if the person in question had enrolled in the programme in question.
- 2) Anyone who is not enrolled, but who participates in tuition or makes use of the examination facilities for initial education of the university of applied sciences, will be fined to an amount of the second category. This fine is imposed by the Public Prosecution Service if Saxion reports the offence.
- 3) Payment of the compensation and/or fine as referred to in Paragraph 1 and 2 of this Section does not imply enrolment ipso jure. Enrolment is only possible on the next day of admission after payment of the tuition fee.

10.4 Refusal of enrolment

With the exception of students who have arranged a payment schedule approved by Saxion, a student who has an outstanding debt to Saxion cannot enrol or re-enrol at Saxion.

11 Other provisions

11.1 Other contributions (Section 7.50 WHW)

- 1) Enrolment in a programme at Saxion is not dependent on a financial contribution other than the tuition fee or the examination fee (Section 7.50 Paragraph 1 WHW).
- 2) The costs of personal educational needs, such as books or other materials for participating in education or sitting exams or examinations for the programme in which the student is enrolled, are at the expense of the students or extraneous.

- 3) Costs which arise from statutory educational obligations, such as expenditure on equipment and installations, classrooms, administration, writing degree certificates, etc., are for Saxion and may not be passed on to the student.
- 4) Other financial contributions (in addition to the statutory tuition fee, institutional tuition fee or examination fee) for provisions or services which are not closely related to the statutory obligations of Saxion University of Applied Sciences may only be requested for those provisions or services which the student is not obliged to purchase in order to take part in the programme in which he is enrolled or wants to enrol. In other words: the student is free to decide whether or not to use this provision or service. If the student chooses to use the optional provision or service, he is due the requested financial contribution. However, enrolment in the programme is not made dependant on this contribution.
- 5) If the financial contribution involves an obligatory component of the programme, the student will be offered an equivalent educational alternative as determined by the programme.

11.2 Termination of enrolment (Section 7.42 WHW) and reimbursement from Saxion

- 1) A request to terminate the enrolment must be submitted through Studielink. Upon request of the student the Executive Board will terminate an enrolment effective from the first day of the month following the request, provided the student does not enrol in another programme at Saxion University of Applied Sciences in the same month. An enrolment cannot be terminated with retroactive effect.
- 2) A student enrolled in a programme who fails to pay the statutory tuition fee, institutional tuition fee, examination fee or “tuition fee” as referred to in Chapters 4 – 9 of these Regulations will be served with a written reminder. If the reminder is not complied with, the enrolment will be terminated by the Executive Board effective from the first day of the second month following the first reminder. See also the explanation at Section 10.3 of these Regulations.
- 3) The Executive Board will terminate the enrolment or the request for enrolment effective from the first day of the next month in the following cases:
 - If the student has obtained a degree certificate for the programme, unless the examination board indicates that it has agreed to the student’s request to the examination board for the relevant academic year to remain enrolled.
 - If the examination board issues a negative and binding study advice (Section 7.8b Paragraph 5 WHW).
 - If the examination board advises that serious fraud has been committed by the student or extraneous (Section 7.12b WHW).
 - If the person who wishes to be enrolled fails to respect the principles and the objectives of the Saxion Foundation (Section 7.37 Paragraph 5 WHW).
 - If there is justifiable concern that the person who wishes to be enrolled will misuse this enrolment and the related rights by seriously damaging the institution’s specific nature, or if it has become apparent that the person involved has made such misuse of this enrolment and the related rights (Section 7.37 Paragraph 6 WHW).
 - In the event the student in question has shown to be unfit for practising one or more professions for which he is being trained by the programme by means of his conduct or statements or by practical preparations for such a profession, subject to the advice of the

examination board and the head of the school and after careful consideration of the interests of all parties (Section 7.42a WHW).

- If the student referred to in the above bullet item is enrolled in another programme and within this context attends courses for a specialisation which corresponds with or in view of practical preparations for practising such a profession is related to the programme for which the enrolment has been terminated pursuant to the previous bullet item, the board of the institution, acting on the advice of the examination board and the head of the school and after careful consideration of the interests of all parties, may decide that the student is not allowed to attend that specialisation or other components of that programme.
 - If the person involved has violated the regulations and measures of the Executive Board with respect to the procedures in and around Saxion premises. The enrolment can be terminated definitively or for a specific period of no longer than one year (Section 7.57h WHW).
 - 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 passing of the student, the enrolment will be terminated effective from the date on the death certificate.
- 4) In the cases mentioned above, Saxion Student Registration will be informed by the management of the school that the enrolment of a student at Saxion University of Applied Sciences is to be terminated.
 - 5) Any student or extraneous who has a right to reimbursement pursuant to Sections 4.3, 5.2, 6.2 and 9.2 will automatically receive this reimbursement in the third month following the moment that they can claim this right. They need not put in a request for this.
 - 6) For the other procedural rules with respect to termination of the enrolment, please see Saxion.nl and MySaxion.
 - 7) Saxion Student Registration will inform the person involved, the Education Executive Agency (DUO) and the institutions for which a "Proof of Statutory Tuition Fee Paid" has been issued of the termination of the enrolment. This report to DUO will have consequences for the student's student financing.

11.3 Saxion Regulations for Financial Support of Students (Section 7.51 WHW)

The provisions with respect to the financial support of students have been laid down in the Saxion Regulations for Financial Support of Students (see MySaxion).

12 Final provisions

12.1 Publication

These Regulations will be published no later than in the month of June preceding the academic year in question. 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 at [www.saxion.nl/studeren/aanmelden en inschrijven](http://www.saxion.nl/studeren/aanmelden-en-inschrijven). All information with regard to enrolment and termination of enrolment and the payment of tuition fees will be available on Saxion.nl and MySaxion no later than the month of June preceding the relevant academic year.

12.2 Hardship clause

In exceptional cases the Executive Board can deviate from these Regulations, insofar as possible within the law and insofar as this does not result in unequal treatment.

12.3 Reference title

These Regulations are referred to as: Saxion Tuition Fee Regulations 2016 – 2017.

Appendix 1: Government-funded Master degree programmes

Saxion offers the following government-funded Master degree programmes:

| Isat code | Programme |
|-----------|--|
| 49246 | Master Advance Nursing Practice |
| 40101 | Master Health Care and Social Work |
| 44135 | Master Leren en Innoveren Teacher Leader (Enschede) |
| 44135 | Master Leren en Innoveren Starting Professionals (Enschede) |
| | Master Applied Nanotechnology (subject to NVAO approval) |
| | Master Innovative Textile Development (subject to NVAO approval) |

Appendix 2: Non-government-funded NVAO-accredited Master degree programmes

Saxion offers the following non-government-funded Master degree programmes:

| Isat code | Programme |
|-----------|---|
| 70139 | Master Educational Leadership |
| 70144 | Master Facility and Real Estate Management |
| 70026 | Master Human Resource Management |
| 70066 | Master International Supply Chain Management |
| 70113 | Master Leren en Innoveren |
| 70189 | Master Care and Technology (joint degree) |
| 70179 | Master of Urban and Area Development (joint degree) |
| 70115 | Master Musculoskeletal |