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1 Introduction

Pursuant to article 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 2018 – 2019 (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 2018 – 2019 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 the General Terms and Conditions (ALV) of Saxion and Saxion Next.

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 article 7.43 paragraph 1 WHW, the law makes a distinction between the statutory tuition fee (article 3.1 and section 4 of the Regulations) and the institutional tuition fee (article 3.2 and section 5 of the Regulations). The extraneous is due an additional examination fee (section 3.3 and section 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 article 3.4 and section 7 of the Regulations. Persons enrolling in a non–government–funded NVAO–accredited Master degree programme are due a tuition fee in accordance with article 3.5 and section 8 of the Regulations. Persons enrolling in a Saxion Next programme are due a tuition fee in accordance with article 3.6 and section 9 of the Regulations.

On 12 June 2017, a regulation of the Minister of Education, Culture and Science (no. 31794) was published in the Netherlands Government Gazette which set the statutory tuition fee for the 2018/2019 academic year. This decision has been incorporated into the Saxion Tuition Fee Regulations 2018 – 2019.

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 extraneous in any way for tuition, examination or course fees, other than on the grounds of paragraph 2a WHW (incentive fund). Repayment of the statutory tuition fee may therefore only be made in the specific cases mentioned in the law.

In November 2017 it was announced that the government would give a discount to all students enrolling in higher education for the first time or for the first time since 1991. This discount regards a 50% reduction of the statutory tuition fee. This applies to all students who study full–time, part–time or are enrolled in a dual degree programme. This only applies to students who are eligible for statutory tuition fee. There is an additional measure for students who are studying to become primary school teachers who will receive this discount in their second year of study as well (see Article 4.3).

Saxion Next is a legal entity for higher education which offers non–government–funded Bachelor degree programmes on behalf of the Saxion Foundation. As no funding is received for these programmes, it is

necessary to cover all costs with the tuition fees received for these programmes. This is the reason that the tuition fee for an academic year is higher than the statutory tuition fee. All teaching is subject to Saxion Next's General Terms and Conditions for the relevant academic year. Saxion Next's Complaints and Disputes Procedure 2017 applies to any complaints.

These Regulations are ordered according to government-funded and non-government-funded teaching. After the general provisions in section 2, the diverse tuition and examination fees charged by the Saxion Foundation are enumerated in section 3. With regard to this section, articles 3.1, 3.2 and 3.3 relate to government-funded teaching and articles 3.4, 3.5 and 3.6 relate to non-government-funded teaching. The government-funded tuition and examination fees are detailed further in sections 4, 5 and 6. The non-government-funded tuition and examination fees are detailed in sections 7, 8 and 9. sections 10 and 11, with the exception of article 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. Article 10.3 and section 12 apply to all forms of teaching. The SPS Modular Course Teaching Regulations and the demand-driven teaching pilot (this only applies to the part-time mechatronics programme) are not included in these Regulations.

2 General provisions

2.1 Definitions

In these Regulations, the following is understood to mean:

ALV:	General Terms and Conditions for contractual teaching 2017
Ad:	Associate degree
Tuition fee:	The contribution the student has to pay to be enrolled in a programme. This is divided into 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, standing orders 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, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or the United Kingdom. Please note: nationals of Switzerland are also considered EU/EEA nationals.

Examination fee:	The examination fee due by the extraneus (Article 7.44 WHW). This is determined by the Executive Board.
Extraneus:	Person who is registered for examinations and who may not partake in classes or tuition (article 7.36 WHW).
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.
University of Applied Sciences:	Saxion University of Applied Sciences
Board of the institution:	The Executive Board
Institutional tuition fee:	Tuition fee payable by students who have enrolled in a government-funded programme and who do not meet the conditions for the statutory tuition fee. These students are due the institutional tuition fee as determined by the Executive Board in accordance with section 3, article 2 of the Regulations.
International Office (IO):	Saxion's International Office.
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 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 costs, other than the legal payment obligation (see Section 7.50 WHW examination fees, monetary contribution towards the programme costs (see Article 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 2018 – 2019.
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:	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).
Interim enrolment:	An enrolment after 1 September for that academic year.
WHW:	The Higher Education and Research Act.
Statutory tuition fee:	Tuition fee established by ministerial regulations pursuant to article 7.45 WHW, as described in section 3, article 1 of these Regulations.

2.2 Scope and validity

- 1) These Regulations concern the enrolment of an extraneous or student in:
 - a) Saxion University of Applied Sciences for an Associate degree programme, Bachelor degree programme or funded Master degree programme with the exception of the part-time Mechatronics programme.
 - 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
- 2) All Articles in these Regulations are applicable to the Associate degree programmes, the Bachelor degree programmes and the funded Master degree programmes of Saxion University of Applied Sciences.
- 3) These Regulations only apply to the academic year 2018 – 2019. The Saxion Tuition Fee Regulations are adjusted annually. Preceding Saxion Tuition Fee Regulations cannot be invoked.
- 4) Articles 3.6 and sections 9 and 12 of these Regulations, as well as their appendices, only apply to students enrolled at Saxion Next. The other sections 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 article.
- 7) The Regulations contain 3 appendices, i.e.:
 - a) The General Terms and Conditions of Saxion Next for the relevant academic year.
 - b) Saxion Next's Complaints Disputes Procedure; and
 - c) The Saxion Foundation's General Terms and Conditions for contractual teaching 2017.

3 Types of tuition and examination fees

Persons wishing to enrol in government-funded Bachelor degree programmes (including Associate degree programmes) or government-funded Master degree programmes are due a statutory tuition fee or an institutional tuition fee if they enrol as a student and are due an examination fee if they enrol as an extraneous.

Articles 3.1 – 3.3 enumerate which contributions a student is due for enrolment in a government-funded programme. All Bachelor programmes offered by Saxion University of Applied Sciences are government-

funded.

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 due by students who meet at least one of the following conditions:
 - a) Any student who has not previously concluded an Associate degree programme with an Associate degree, a Bachelor degree programme with a Bachelor degree or a Master degree programme with a Master degree (see also paragraph 5). This regards a degree certificate from a government-funded 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 (Article 2.3 Implementation decree WHW 2008).
 - b) Any student who belongs to one of the groups of persons referred to in article 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 has the Surinamese nationality (the nationality requirement).
 - c) Any student with a non-EU/EEA nationality who has a permanent residence permit for the Netherlands.
 - d) 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 (article 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 article 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 article 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 Partially statutory tuition fee, as determined by the board of the institution and set out in article 4.3 of these Regulations.
- 5) A student as referred to in the first, second or third 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 one year. If the student enrolls in a teacher training programme, they may be eligible for reduced statutory tuition fees for a period of two years, subject to certain conditions. The reduced tuition fee is the result of halving the full statutory tuition fee or the partial statutory tuition fee. Article 4.3 of these Regulations further explicate this.
- 6) Degrees obtained pursuant to article 7.20 WHW are considered equivalent to the Bachelor and Master degrees as referred to in the first paragraph.
- 7) Students engaged in a procedure for obtaining a residence permit for the Netherlands must pay an institutional tuition fee.
- 8) Students who only meet the requirements as described in paragraph 1 of this article 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.
- 9) 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 conditions as referred to in the first, second or third paragraph of article 3.1 and does not fall under the scope of article 3.3 of these Regulations is due 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 Exam fee

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

3.4 Tuition fee Greenwich master

- 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 section 7 of these Regulations for rates. Please see Saxion's ALV 2017 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 section 8 of these Regulations for the rates with regard to these Master degree programmes. Please see Saxion's ALV 2017 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 apply. These can be found in the appendix. For complaints regarding the

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).

application of these conditions, please see the Saxion Next Complaints Procedure. Please see section 9 of these Regulations for tuition fee rates.

4 Statutory tuition fee

The statutory tuition fee is divided into a full-time statutory tuition fee (Article 4.1), partial statutory tuition fee (Article 4.2) and a reduced statutory tuition fee (Article 4.3).

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

A student as referred to in article 3.1 paragraph 1, paragraph 2 or paragraph 3 of these Regulations who is enrolled in a full-time degree programme is due a statutory tuition fee of € 2,060.

4.2 Partial statutory tuition fee (Article 7.45a paragraph 4 WHW)³

A student as referred to in article 3.1 paragraph 4 of these Regulations who is enrolled in a part-time or dual degree programme is due a statutory tuition fee of € 2,060. 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 € 1,745.

4.3 Reduced statutory tuition fee (Article 7.45a paragraph 5)

In November 2017 it was announced that the government would give a discount to all students enrolling in higher education for the first time or for the first time since 1991.

Paragraphs a up to and including e apply to all full-time, part-time and dual Associate degree or Bachelor students who are required to pay the statutory tuition fees and who enrol for the first time in a funded programme in higher education as from academic year 2018/2019, provided that this programme is not covered by the demand-financing pilot.

- a. Every student receives a reduced statutory tuition fee for the first year of study. The aforementioned sentence applies to students who enrol as of 1 September or 1 February of the academic year. The reduced statutory tuition fee is half of the full statutory tuition fee or the partial statutory tuition fee. This means that full-time students pay €1030 instead of €2060 as of 1 September 2018.
- b. Students who pay the reduced statutory tuition fee and switch to another funded programme during the academic year will retain the reduced statutory tuition fee provided they are enrolled consecutively during the academic year.
- c. Every student who is enrolled only in a teacher training programme receives reduced statutory tuition fees for the first two years of study.

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.

³ The statutory tuition fee for part-time 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 (Article 7.45 paragraph 2 WHW).

- d. Students who enrol in a teacher training programme and a non–teacher training programme in higher education during the second year of study must pay the full statutory tuition fees. The aforementioned sentence does not apply to students from the combined programme in academic and professional education studies who are obliged to enrol in a second programme following the first year of study at the combined programme in academic and professional education studies.
- e. Students who enrol only in a teacher training programme in higher education during the second year of study pay the reduced statutory tuition fees.

Master degree students, students who have to pay institutional tuition fees, students who are following a programme of the demand–financing pilot and students who are not following a funded education are not entitled to a halving of the statutory tuition fees.

4.4 Reduction, exemption and repayment of the statutory tuition fee (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 which a statutory tuition fee is due, they must submit a 'Proof of Statutory Tuition Fee Paid' (Bewijs betaald wettelijk collegegeld, BBC) to the institution where they wish to enrol in a second programme. If a student can demonstrate that statutory tuition fees for the academic year in question have been paid at another Dutch funded institution, this will be treated as a BBC. 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 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 article 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 and the student's enrolment is terminated, 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. 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.
- 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 by order of the team leader of Saxion's Financial Administration.
- 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. 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.
- 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 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. NB 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 fees (article 7.46 WHW)

5.1 5.1 Rates institution tuition fee (Section 7.46 WHW) ⁴

- 1) Pursuant to article 7.46 paragraph 3 WHW, the Executive Board has set the following institutional tuition fees:

⁴ The institutional tuition fee is at least equal to the statutory full–time tuition fee (see Article 7.46 paragraph 3 WHW).

- a) Tuition fees for students who are enrolled via the foundation for refugee students UAF (University Assistance Fund) and who do not meet or do not yet meet the condition(s) of Article 3.1 of these Regulations. These students must pay a tuition fee of €2,060. This is equal to the statutory tuition fee.
 - b) Tuition fees for students who have already obtained a Bachelor or Master degree in Dutch higher education since 1991, but who do meet the nationality requirement (Article 3.1, paragraph 1, sub b). These students pay an institutional tuition fee of €5,500 for enrolment in a Bachelor degree programme. An exception is the fee for the degree programme BK5 (Industrial Engineering & Management). The fee for this degree programme amounts to € 2,300. 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 article, the institutional tuition fee amounts to € 7,800 ("tuition fee).
 - c) Institutional tuition fees for a Master degree programme amount to €8,900, with the exception of the Master Advanced Nursing Practice.
 - d) The institutional tuition fee for the Master Advanced Nursing Practice is €11,830.
 - e) The institutional tuition fees that must be paid by the student for a programme that is part of the demand-driven teaching pilot amount to €6,950 for a programme of 60 ECTS, provided that sub c is not applicable. Students who qualify for a DUO voucher pay € 2,500 less. Students who take a study unit worth 30 ECTS pay half of the set amount (€3,475). Students who qualify for a DUO voucher pay € 1,250 less.
 - f) 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.
 - g) Master degree students who paid an institutional tuition fee of €5,500 in the 2017–2018 academic year are eligible for a one-year transitional arrangement in the 2018–2019 academic year. These students have to pay a €5,500 institutional tuition fee for the 2018–2019 academic year. This transitional arrangement will lapse as of 1 September 2019.
- 2) The provisions laid down in this article 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 payment 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. 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) BK5 Industrial Engineering & Management students, UAF students and students enrolled in demand-driven teaching are not entitled to a reduction or refund of part or all of the institutional tuition fee.
- 3) With due observance of paragraph 2 of this Article, students who pay institutional tuition fees will not receive a reduction of institutional tuition fees in the event of interim enrolment with the exception of programmes with an enrolment as of 1 February.
- 4) With due observance of paragraph 2 of this Article, all students who enrol as of 1 February of the academic year receive a reduction of the institutional tuition fee of six-twelfth of the set institutional tuition fee. A student who has paid the institutional tuition fee (see section 5 of the Regulations) is not entitled to repayment of part of their institutional tuition fee in the event of termination of the enrolment for reasons other than graduation as described in paragraph 7.
- 5) 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.
- 6) If a student has (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 of the immigration office, the (re-)enrolment will be terminated and repayment of the institutional tuition fee and any administration costs for that academic year will be made.
- 7) Reimbursement of institutional tuition fees upon the graduation of students not covered by paragraph 2 of this article:
 - a) A student who enrolls as of 1 February and graduates in the same academic year is not entitled to restitution.
 - b) 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.
 - c) Following termination of their enrolment, a student who is covered by paragraph 2 of this Article or sub b and c of this paragraph 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.
- 8) Repayment before the starting date of the programme: a potential student who has enrolled in a degree programme in the academic year 2018–2019 and who revokes this enrolment before commencement of the degree programme, will be paid back the institution tuition fees paid for that academic year less € 250 for administrative costs. The condition for reimbursement is that the prospective student can demonstrate that the country of residence at the moment of enrolment is

the Netherlands. An exception to this rule are those students who have enrolled in the academic year 2018 – 2019 in the same programme in which they were enrolled in the academic year 2017 – 2018 (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 Extraneous examination fee

6.1 Level of the extraneous

The extraneous is due an examination fee as set by the Executive Board for each academic year that he is enrolled as an extraneous in a programme. The Executive Board has set the examination fee at an amount that is equal to the amount set out in 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 **€2,060, €5,500 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) Article 5.2 applies to the extraneous 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 tuition 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 in Management – 24 months part time	€ 11,000	€ 2,500
Master of Business Administration (12 months)	€ 11,000, –	€ 2,500
Master of Business Administration – 24 months part time	€ 11,000	€ 2,500

Please see Saxion's ALV 2017 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)	€ 9,500	€ 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 Leren en Innoveren (location Deventer)	€ 6,950, – Second year of study and after € 6,800.	
Master Musculoskeletal (MMS) per year	€ 6,300	
Master Educational Leadership (MEL) per year**	€ 7,250, – Second year of study and after € 7,100,–	
Master Leren en Innoveren – Onderzoekende Onderwijsontwerper (Learning and Innovating – Researcher/Teaching Developer) (MLI) per year** (location Deventer).	€ 6,950,– Second year of study and after € 6,800.	

** 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 2017 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	€ 4,650, –
Regular 2 nd level **	1 st year	€ 4,000, –
	2 nd year and higher	€ 2,675, –
Regular 2 nd level	Minor student	€ 2,675, –
	Cohort studies 2013 – 2014 and prior	€ 2,675, –
Dutch 2 nd level	1 st year	€ 4,945, –
	2 nd year	€ 2,494, –
	Older than second year	€ 2,475, –
Mathematics 2 nd level		€ 4,945, –
	2 nd year and higher	€ 4,350, –
English 2 nd level (new)	1 st year	€ 4,945, –
	2 nd year and higher	€ 4,350, –

** Regular second-level teacher training programmes include the following separate CROHO programmes: Geography 2nd level, Visual Arts 2nd level, Biology 2nd level, German 2nd level, Economics 2nd level, French 2nd level, History 2nd level, Social Sciences 2nd level, Physics 2nd level, Chemistry 2nd level, Technology 2nd level, Healthcare 2nd level, Home Economics 2nd level.

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

10 Collection, compensation and punitive measures

The examination fee (see section 6) must have been paid prior to the administration of the first exam. The tuition fee for the Greenwich Masters (see section 7) prior the tuition fee for non-government-funded NVAO-accredited Master degree programmes (see section 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. Articles 10.1, 10.2 and 10.3 apply only to statutory tuition fees (see section 4) and institutional tuition fees (see section 5).

10.1 Payment of the tuition fee (article 7.47 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 to be agreed between the Executive Board and the person who has committed themselves to payment. Standing orders and direct debits can only be authorised for EU/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 standing orders for bank accounts with IBAN numbers within the EU. Administration costs will be charged for payments in instalments using a digital direct debit mandate or standing order. The Executive Board has set the administration costs for the academic year 2018 – 2019 at an amount of € 24,-. A student who has paid the institutional tuition fee (see section 5 of the Regulations) is not entitled to repayment of part of their institutional tuition fee in the event of termination of the enrolment for reasons other than graduation as described in Article 5.2 paragraph 7.

- 2) The tuition fee instalments will be collected approximately on: I1 25 September 2018, I2 25 October 2018, I3 26 November 2018, I4 24 December 2018, I5 25 January 2019, I6 25 February 2019, I7 25 March 2019, I8 25 April 2019, I9 27 May 2019 and I10 25 June 2019. 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 these students pay in instalments, these will be collected nine times instead of ten times.
- 4) The tuition fee has been paid when:
 - a) the total sum has been paid or
 - b) digital direct debit mandates or standing orders are submitted. The digital direct debit mandates or standing orders are collectible.
- 5) A standing order can only be made by paying the tuition fee from a SEPA bank account number. Standing orders and direct debits cannot be authorised for non-EU/EEA bank accounts, even if they have IBAN account numbers.
- 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. Invoices for payment may be sent to the employers of Saxion Parttime School (SPS) students, subject to the approval of the head of the SPS.
- 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) for the first year of study in the Netherlands must pay the fee in full as a single transaction before the start of the academic year.

- 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 2018–2019 a minimum amount of € 300 is required for the statutory tuition fee. For the institution tuition fee this minimum amount is € 660
- 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 e-mail 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.
 - Subject to internal procedures, Saxion may opt to let the debt collection agency handle all correspondence from the first reminder, at no additional cost to the student.
- 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 (article 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 Digital direct debit mandates and standing orders

- 1) The student's digital direct debit mandate or standing order is applicable to an enrolment at Saxion that has not been terminated or that has been reactivated within two days of termination of the enrolment. In the event of multiple 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 due.
- 2) If the student has indicated that he wants to pay the tuition fee in instalments, the fee for the academic year 2018 – 2019 is collected in ten consecutive monthly instalments (see article 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) Standing orders which are not, or will no longer be met by the authorised person become the responsibility of the student (see article 10.1 paragraph 7). A digital direct debit mandate or 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 2018–2019 academic year, please see Article 11.2 of these Regulations.
- 4) Payment of the tuition fee by means of a digital direct debit mandate or 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 full tuition fee to Saxion before the first instalment of the tuition fee is collected will not pay any administration costs and the authorisation will be removed.

10.3 Unauthorised participation in education (articles 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

Persons with an outstanding debt to Saxion cannot enrol or re-enrol at Saxion. An exception is made for persons who have arranged a payment schedule approved by Student Registration.

11 Other provisions

11.1 Other contributions (article 7.50 WHW)

- 1) Enrolment in a programme at Saxion is not dependent on any other financial contribution besides tuition fees or examination fees (Section 7.50 paragraph 1 WHW).
- 2) Expenses incurred for tuition materials for the student's personal use, such as books, materials and equipment for practical training, that are required for participation in tuition and exams/examinations for the programme in which a student is enrolled, are to be paid by the student or the external candidate.
- 3) Costs incurred by Saxion for statutory obligations concerning the provision of tuition, such as furnishing expenses, classrooms, conducting an administration, production of certificates etc., may not be charged to the students.
- 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 (article 7.42 WHW) and reimbursement from Saxion

- 1) 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. A request to terminate the enrolment must be submitted through Studielink. 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 the degree certificate of the study programme, unless the Examination Board indicates that it has approved the student’s request to the Examination Board to remain enrolled in the academic year in question.
 - 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, as referred to in the previous point, is enrolled in a different programme and follows the programme of a specialisation that corresponds with or is related to the programme in view of the practical preparation for the professional practice. For which enrolment with application of the previous point has been terminated, the Executive Board, after advice from the Examination Board, the head of the School and after careful consideration of the interests involved, may decide that the student is not allowed to follow that specialisation or other parts of the 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) Students or extraneous students who are entitled to receive a refund will automatically receive this refund in the third month after the commencement of the entitlement. 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 Financial Support Students Saxion Regulation (article 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 June prior to the relevant academic year and will enter into force on 1 September 2018. The content of these Regulations, together with rules of a procedural nature concerning enrolment, termination of enrolment and payment of tuition fees for students, are described on <https://www.saxion.edu/site/studying-at-saxion/international/getting-started/application/> All information relating to enrolment, termination of enrolment and payment of tuition fees is available on <https://www.saxion.edu/site/> and MijnSaxion no later than in June prior to the academic year in question.

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 Official title

These Regulations are referred to as: Saxion Tuition Fee Regulations 2018 – 2019.

13 Attachments

13.1 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)
49097	Master Applied Nanotechnology
49128	Master Innovative Textile Development
49503	Master of Urban and Area Development (joint degree)

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

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

Isat code	Degree programme
70139	Master Educational Leadership
70144	Master Facility and Real Estate Management
70066	Master International Supply Chain Management
70113	Master Leren en Innoveren
70115	Master Musculoskeletal