

Policy Department

DATUM  
16 October 2018

AUTEUR  
Ben Schulte

VERSIE  
16 October 2018

STATUS DECIDED BY THE BOARD

## VHL University of Applied Sciences Regulation for Enrolment 2019-2020

Annex b to the Students Charter

### Decosnr: BS/2018-859

This is a translation of "Inschrijfbesluit Hogeschool VHL 2019-2020".

In case of differences in text or multiple interpretation between the English and the Dutch version, the text and interpretation of the Dutch version prevails.

Citation	Regulation for Enrolment VHL 2019-2020
Valid from	1 September 2019
Decision by the Executive Board	16 October 2018
Participation council's advice	Positive advice of the student-delegation on tuition fee 16 October 2018
Legal basis	The Higher Education and Research Act (HERA) Chapter 7; Institutional Fees from 'Prijsbeleid 2019-2020 VHL', 16 October 2018
Short description	Regulations on enrolment and registration as a student, valid for academic year 2019-2020, according to chapter 3 of the Students Charter

Van Hall Larenstein University of Applied Sciences (VHL) is an international green knowledge institute that combines education, delivered by passionate experts, and applied research within the various lectorates. We train our students to become responsible and proactive professionals who make a positive contribution to a sustainable society. VHL University of Applied Sciences offers a wide range of Bachelor programmes, (professional) Master programmes, Associate Degrees and courses and conducts applied research at its locations in Leeuwarden and Velp



## Tabel of Contents

1	Definitions	5
2	Registration and tuition fee	6
2.1	Registration overview	6
2.2	Submitting a request to register	6
2.3	Terms of registration	6
2.4	Study Choice Check	6
2.5	Registering after 1 September	7
2.6	Administration and collection costs	7
3	Rights after registration	8
3.1	Students rights	8
3.2	Extraneous rights	8
4	Tuition Fees	9
4.1	The statutory tuition fee	9
4.2	Tariff of the statutory tuition fee	9
4.3	Two or more programmes partly simultaneously	9
4.4	The full time bachelor's and Ad institutional tuition fee	9
4.5	The part time bachelor's and Ad tuition fee	9
4.6	Tuition fee for the master's degree programmes	10
4.7	Special price fixing agreements	10
4.8	Examination fee extraneous	11
4.9	Payment of tuition fees	11
4.10	Amendment of the terms of registration during the academic year: changing fees	11
5	Termination of registration	12
5.1	Duration of the registration	12
5.2	Student request to terminate registration	12
5.3	Termination of registration by the institution	12
6	Exemption, reduction and refund of tuition fee	13
6.1	Reduction of tuition fee	13
6.2	Exemption from the statutory tuition fee when registering at VHL for a second study programme	13
6.3	Refund	13
7	Other provisions	14
7.1	Hardship clause	14
7.2	Compensation for non-authorized participation in education	14
7.3	Punishability for non-authorized participation in education	14
7.4	VHL-account closure	14
7.5	Implementing the registration decision	14
7.6	Protection of privacy	14
7.7	Objection and appeal	14
7.8	Period of validity	14

## Introduction

Chapter 7 of the Higher Education and Research Act (HERA) describes the general rules for registration (enrolment), deregistration and tuition fees. Under this act, the Executive Board has the authority or the instruction to specify several rules in more detail, such as registration procedures, the amount of the tuition fees for students for whom the statutory fee is not applicable, the payment periods and the rules for the reduction of or exemption from tuition fees. Furthermore, the HERA gives the Executive Board the opportunity to set rules for several procedures. This regulation for enrolment describes how VHL University of Applied Sciences (shortly VHL) has specified its main legal regulations.

This regulation is applicable to registration and deregistration during the 2019-2020 academic year for the following study programmes of VHL:

- The bachelor degree programmes (full time and part time);
- The associate degree programmes (full time and part time);
- The master degree programmes.

This regulation does not pertain to special groups of students, such as the course participants.

Students in the programme Biotechnology are advised to have their first registration at VHL and their second registration at NHL University of Applied Sciences.

Enrolled students in the International Business and Management Studies<sup>1</sup> programme always have their first registration at Stenden University of Applied Sciences.

Students in the joint Master programme River Delta Development have their first registration at HZ University of Applied Sciences.

In the Dutch version of this Regulation a further explanation is added after the numbered articles. This explanation has no legal status and is not added to this English version.

The Regulation for Enrolment follows Chapter 3 of the current Students Charter.

Everywhere in this Regulation, 'he' can be read as 'she' instead.

---

<sup>1</sup> From 31 August 2018 the IBMS-programme has stopped enrolling new students. From 1 September 2018 new students are enrolled in the programme International Business (IB) at Van Hall Larenstein.

## 1 Definitions

**Academic Year:** The year of the university of applied sciences that runs from 1 September to 31 August of the following year.

**Ad:** Associate degree programme, as meant in 7.8a of the HERA.

**BBC:** Proof of Tuition Fee Payment (applicable to statutory tuition fee and institutional tuition fee); BBC is "Bewijs Betaald Collegegeld"

**CRIHO:** Central Register of Higher Education Enrolment.

**CROHO:** Central Register of Higher Education Study Programmes.

**DUO:** Executive Agency of the Ministry of Education, Culture and Science.

**EEA:** Countries belonging to the European Economic Area, namely Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom<sup>2</sup>.

**Examination Fee:** The Examination Fee that has been set by the Executive Board for extraneus as meant in article 7.44 of the HERA.

**Executive Board (CvB):** The Executive Board of Van Hall Larenstein University of Applied Sciences (VHL).

**Extraneus:** Examination student: a person who only may take the examinations and interim examinations in a bachelor's degree programme and does not have any right to education.

**HERA:** Higher Education and Research Act (in Dutch: WHW).

**Institutional Tuition Fee:** The tuition fee (as meant in article 7.46 of the HERA) set by the Executive Board for students who do not fall under the statutory tuition fee. There can be various kinds of fees for different categories of students.

**Nationality Requirement:** A student meets the nationality requirement when he has the nationality of a country of the EEA, a Surinam or Swiss nationality or, under some conditions, the Turkish nationality (according to the association decision 1/80). He also meets this requirement when he is a family member of a EEA-citizen, living in The Netherlands, or has a residence permit which entitles him for a grant from the Dutch Study Financing. This is one of the statutory requirements to be eligible for the statutory tuition fee.

**Statutory Tuition Fee:** The tuition fee set by the legislator for students who meet the conditions as named in article 7.45a of the HERA.

**Student:** One who registers as a 'student' for a study programme of VHL (as defined by article 7.32 of the HERA)

**Study Choice Check:** Activity to check the study choice of the aspirant student resulting in a advice for him as meant by article 7.31b of the HERA.

**Study Financing:** A grant in accordance with the Student Finance Act 2000.

**VHL-card:** VHL's personalised "facility card" that every student receives once with his initial registration.

**WSF:** Student Finance Act 2000.

---

<sup>2</sup> From 1 September 2015 students with a British Overseas passport are not eligible for the statutory tuition fee

## **2 Registration and tuition fee**

### **2.1 Registration overview**

Any person who wants to use the educational and/or examination facilities of a mainstream bachelor degree programme, associate degree, or master degree programme of VHL must register (be enrolled) as a student or extraneus such as described hereafter. Included in the education and examination facilities are practical trainings and (final) subjects that the student, in the scope of his study programme, does outside the VHL-premises.

### **2.2 Submitting a request to register**

All students submit their request to (re-)register through Studielink.

A student who wants to re-register, but has not yet met his payment obligation from the previous registration year (including outstanding claims and fines), cannot register.

### **2.3 Terms of registration**

A student can register only for a bachelor's degree study programme or for an associate's degree at the beginning of the academic year and must meet the following conditions :

1. A student who is registering for the first time must meet the admission requirements and has completed the study choice check (see paragraph 2.4);
2. A student who is registering for the first time submits his personal number (as meant in article 7.39 of the HERA);
3. The student has paid the tuition fee before the start of the academic year in one of the following ways:
  - a. The tuition fee is credited to the account of VHL by 31 August 2019;
  - b. The student has submitted a correctly completed payment authorisation form to VHL by 31 August 2015 to collect the tuition fee in instalments;
  - c. When a student has a first registration at another institution of higher education, VHL must have received a statement from this institution by 20 September 2019 stating that the student has already paid his tuition fee there (a BBC). If the tuition fee at the institution of the first registration is lower than the fee at VHL, the student must pay the difference.
4. When a student does not pay the tuition fee or examination fee himself, he must submit a written statement stating that he agrees that a third party named in the statement pays the tuition fee or examinations fee on his behalf;
5. The registration request and all the necessary annexes have to be received by VHL Student Service Centre by 31 August 2019.
6. A student presents proof that he meets the nationality requirement or is legally residing in the Netherlands (in accordance to article 7.32 paragraph 5 of the HERA).

### **2.4 Study Choice Check**

The aspirant student of a full time programme applying from a Dutch secondary education<sup>3</sup>, registering for the first time, does the Study Choice Check and gets an advice on his study choice.

For aspirant full time students who requested for registration after 1 May before the start of the academic year, this Study Choice Check is compulsory and the advice is obligatory. For aspirant fulltime-students who requested for registration before 1 May the advice is not obligatory.

---

<sup>3</sup> According to the valid legal regulation; probably also for students with a foreign secondary education.

## **2.5 Registering after 1 September**

Registration for a full- or part-time bachelor's degree programme or an associate's degree is only possible before 1 September of an Academic Year. Only in exceptional cases at the discretion of the Executive Board and on the condition that the programme director agrees, a student can be registered after 1 September when a student requests this in writing using a dedicated form through the Student Service Centre of VHL.

## **2.6 Administration and collection costs**

Every student who does not meet his payment obligations on time (tuition fees, instalment(s) or uncollectible payment authorizations) is in default as soon as the term of payment set in the first warning has passed. After two warnings, the claims will be given to a collection agency. If this occurs, all extrajudicial and judicial collection costs associated herewith will be charged to the student.

NB: Failure to pay or failure to submit the required documents can prevent the student from being registered or can cause the student to be deregistered.

### **3 Rights after registration<sup>4</sup>**

#### **3.1 Students rights**

A student who is registered at VHL has the following rights:

- a. participate in education within the study programme and, in principle, within the entire VHL unless the Executive Board has limited the student's participation;
- b. take tests and examinations and participate in assessments within the study programme;
- c. admission to and use of the libraries, laboratories, and other institutions and collections belonging to VHL, unless the Executive Board has limited the access;
- d. use of student facilities, named in the VHL Students Charter;
- e. study coaching and mentoring;
- f. the right to vote and the right to stand for election for the programme committees and participation council;

If the minister or VHL decides to terminate the study programme, the student has the right to complete the study programme within a reasonable amount of time at VHL or at another institution.

#### **3.2 Extraneous rights**

One who is registered at VHL as an extraneous has the following rights:

- a. take tests and examinations and participate in assessments within the study programme;
- b. admission to and use of the libraries, laboratories and other institutions belonging to VHL, unless the Executive Board has limited the access.

---

<sup>4</sup> In accordance with the Students Charter Article 3.2

## **4 Tuition Fees**

### **4.1 The statutory tuition fee**

For a bachelor's degree programme, an associate's degree (Ad) programme or a Government-funded master<sup>5</sup> degree programme, the student must pay the statutory tuition fee if a student meets the following conditions:

The student

- a. meets the nationality requirement or is recognised by the Foundation for Refugee Students (UAF) as a refugee student, and
- b. in case of registering for a bachelor's degree programme, has not received a bachelor's degree or an equivalent degree from a government-funded Dutch university or university of applied sciences, according to CRIHO, when he registers for a bachelor's degree programme, or has received this degree before 1 September 1991, and
- c. in case of registering for an associate's degree programme, has not received an associate's degree according to CRIHO, and
- d. in case of registering for a master degree programme, has not received a master degree according to CRIHO.

### **4.2 Tariff of the statutory tuition fee**

A student who is eligible for the statutory tuition fee pays € 2.083,-<sup>6</sup> for the 2019-2020 Academic Year.

### **4.3 Two or more programmes partly simultaneously**

A student who follows more than one study programme at VHL and successfully completes the study programme for which he was first registered during the running Academic Year can continue, during that Academic Year, his second study programme at VHL for the statutory tuition fee that he has already paid for.

For a student who has started his second study in this way, an institution tuition fee applies at the amount of the statutory tuition fee as long as the registration is uninterrupted and the nationality requirements have been met.

### **4.4 The full time bachelor's and Ad institutional tuition fee**

For a student (bachelor or Ad) who subsequently registers for a full time study programme at VHL after completing another bachelor's degree programme, respectively Ad, and for whom the provision of paragraph 4.3 does not apply, the institutional tuition fee (full time) is applicable of €8.750, -.

This amount is without extra costs for handling fee, visa and insurance for students from outside the EEA.

### **4.5 The part time bachelor's and Ad tuition fee**

For a part-time student who meets the conditions described in sections 4.1 or 4.3 the partial tuition fee is set at the same fee that apply for the full-time study programme.

For a part-time bachelor student for whom the situation described in section 4.4 arises (successive second study) or who does not meet the nationality requirement, a partial tuition fee of € 4.375 applies.

Part-time degree programmes are the following:

- Forest and Nature Management; bachelor

---

<sup>5</sup> There are two Government Funded master degree programmes: Master Innovative Dairy Chain management and the joint Master River Delta Development

<sup>6</sup> Students who enroll for the first time in a bachelor of Ad programme at a Government funded institution of higher education pay in this first year of enrollment half the fee: € 1.041,-.

- Land and Water Management; bachelor and Ad
- Garden and Landscape Architecture: bachelor and Ad programme;
- Environmental Science: bachelor and Ad programmes.
- Food Technology: Ad

#### **4.6 Tuition fee for the master's degree programmes**

##### **Statutory tuition fee master degree programmes**

For Government-Funded master degree programmes the statutory fee applies according to Article 4.1 and 4.2, both for full time as part time students (fee conform statutory tariff).

##### **Institutional tuition fee master degree programmes**

For master students at a Government-funded master degree programme, who do not meet the requirements in Article 4.1 or 4.2, the institutional tuition fee of that particular programme applies.

For post initial master degree programmes at Van Hall Larenstein the institutional fee applies.

##### Master MOD, APCM and IDCM, fulltime

To register for a full-time master's degree programme Master of Development (MOD) or Agricultural Production Chain Management (APCM) and Innovative Dairy Chain Management (IDCM), an institutional tuition fee of €13.700 is owed.

This amount is without extra costs for handling fee, visa and insurance for students from outside the EEA

When a student registers for a second time for the same master's degree programme within the nominal study duration, he does not owe any more tuition fees. If a student exceeds the nominal study duration of the study programme, the institutional tuition fee will be linked during the 2019-2020 Academic Year to the amount of outstanding educational units. The fee will be calculated as follows: the number of credits that are related to the educational units that still need to be earned divided by 60 are multiplied by the institutional fee.

##### Master IDCM, parttime

To register for the part-time variant of the master's degree programme Innovative Dairy Chain Management (IDCM) with 60 EC over two years of enrolment, each year the amount of € 6.850 is owed.

If a student exceeds the nominal study duration of the study programme, the remaining tuition fee is proportional to the amount of outstanding educational units as follows: the number of credits that are related to the educational units that still need to be earned divided by 60 are multiplied by the institutional fee.

##### Joint Master RDD: River Delta Development

The institutional tuition fee for the Joint Master River Delta Development is owed to HZ University of Applied Sciences at first enrolment, according to the enrolment regulations of HZ University of Applied Sciences. With the BBC (Proof of Tuition Fee Payment) the student will be registered at Van Hall Larenstein in this master programme.

##### Master project and Process Management (PPM) part time

First enrolment for this programme has stopped as per July 2019. Re-enrolment is done according to the agreement at first enrolment.

#### **4.7 Special price fixing agreements**

1. The Executive Board can set different institutional tuition fees for students who register in the context of a collaboration agreement or for a study programme for which special agreements apply.

2. Price fixing agreements have been made with the University of Kunming (YAU), China Agricultural University (CAU), Sichuan University (China) and the Agricultural Trust and Agricultural College in Baramati (India)

#### **4.8 Examination fee extraneus**

The extraneus must pay an examination fee of € 2083 to register for a bachelor's degree exam. The fee can be adjusted annually.

#### **4.9 Payment of tuition fees**

The tuition fees can be paid at once or in instalments. When the student pays the tuition fees at once, administration costs will not be charged.

The following rules apply for instalment payments:

- a. The student meets the nationality requirement;
- b. The person who pays the tuition fee has a bank account in a country within the Single Euro Payments Area (SEPA);
- c. If tuition fee is paid in instalments (through Studielink, for which a DigID is needed) a direct debit authorization must be submitted from a bank account in a SEPA-member country;
- d. If tuition fee is paid in instalments, a fee of €24, - for administration costs is charged per Academic Year. This fee is collected with the first instalment.

#### **4.10 Amendment of the terms of registration during the academic year: changing fees**

When the terms of registration are amended during the Academic Year, the tuition fees will be adjusted to the new terms with the start of the month following the month in which the amendment took place.

## **5 Termination of registration**

### **5.1 Duration of the registration**

Every registration legally ends on the last day of the Academic Year: 31 August. If the student does not want to re-register after his registration legally ends, he must report this in Studielink before 31 August.

### **5.2 Student request to terminate registration**

A student or extraneus wanting to terminate his registration during the Academic Year requests this through Studielink. The student or extraneus will be deregistered with the start of the month following the month in which the request is made/received or at a later date if the student requests this. When he deregisters, the student must hand in his VHL-card and Proof of Enrolment of the current Academic Year to the Student Service Centre of VHL.

A student who has received a BBC (Proof of Tuition Fee Payment) from VHL for a study programme elsewhere must submit that BBC or submit a proof of deregistration from the other institution to the VHL Student Service Centre.

VHL confirms the deregistration in writing to the student and reports the termination of registration to DUO.

### **5.3 Termination of registration by the institution**

In addition to terminating registration at the request of the student or extraneus, the Executive Board can terminate the registration of a student or extraneus during the Academic Year. VHL can do this in the cases listed below. In all cases, VHL informs the student in writing about the termination of registration and de-registers the student through Studielink.

A student is immediately deregistered if, after registration, it is proven that he did not meet one or more of the registration conditions at the time of registration.

When a student, after being warned, has not paid the tuition fees due or has not paid the instalment(s) of the tuition fees due, the registration will be terminated with the start of the second month following the warning. After the first warning, VHL will suspend the delivery of its obligations that stem from the registration until the student has met his obligations or until the student is definitively deregistered. This means that the student will no longer have access to education and educational facilities and may no longer participate in tests, assessments, and examinations.

The registration will be terminated when the student commits serious fraud in connection with his study programme (as meant in article 7.12b section 2 of the HERA) and the Examining Board recommends definitive deregistration to the Executive Board.

The registration is terminated when the student violates the current regulations and measures for using buildings and terrains or otherwise causes a serious nuisance and does not cease this nuisance even after being warned by the Executive Board.

## **6 Exemption, reduction and refund of tuition fee**

### **6.1 Reduction of tuition fee**

For a student who, in exceptional circumstances as meant in section 2.5, registers for a bachelor's degree programme or an associate's degree in the course of the Academic Year, the tuition fee will be reduced by 1/12 for each month that the student was not registered.

### **6.2 Exemption from the statutory tuition fee when registering at VHL for a second study programme**

A student who registers at VHL for a second study programme in Dutch higher education can be exempted from paying tuition fees if they meet the following conditions:

- a. The first registration is a registration as a student in a government-funded, CROHO-registered, full-time study programme;
- b. The student qualifies for the statutory tuition fee at VHL;
- c. The student needs to submit an original BBC (Proof of Payment for Tuition Fees) from the institution of the first registration.

### **6.3 Refund**

A student whose registration is terminated as described in sections 5.2 and 5.3 can receive a tuition fee refund. The refund will be offset by tuition fee instalments that have not yet been collected and/or other outstanding debts from the student.

Unless specifically otherwise agreed to in writing at registration, VHL refunds tuition fees only to the person, the company or the institution that has paid the tuition fees to VHL. If this is another than the student, the student will be informed of the refund in writing.

- a. For a student who has paid the statutory tuition or the institutional tuition fee at the amount of the statutory tuition fee the refund amounts to 1/12 of the paid tuition fee for every full month after registration has been terminated. No refund will be made if the registration is terminated as from 1 July or 1 August.
- b. For a student who is registered for two or more VHL study programmes and have been exempted from tuition fees for the other study programme(s) on the basis of the first study programme, restitution is only possible if the registration for all study programmes is terminated simultaneously.
- c. For a student who has paid an institutional tuition fee of more than the statutory tuition fee, the refund amounts to 1/12 of the paid tuition fee for every full month after registration has been terminated. The refund will be offset by tuition fee instalments that have not yet been collected and/or other outstanding debts from the student. If the student de-registers as from 1 July or as from 1 August, refund will take place only if the de-registration is the result of graduation. In case of the institutional tuition fee for Non-EEA-students the institutional tuition fee minus the paid handling fee is used in calculating the refund amount.
- d. When a student dies in the course of the Academic Year, 1/12 of the tuition fees will be refunded for every month of the Academic Year after the student's death.

## **7 Other provisions**

### **7.1 Hardship clause**

In very special circumstances and as far as legally possible, the Executive Board can depart from the stipulations of this Regulation for the student's benefit. This is appropriate if application of this Regulation would lead to a case of extreme unfairness. A request to do this must be submitted in writing and, if possible, supported by evidence.

### **7.2 Compensation for non-authorized participation in education**

A person who is not registered and uses the education and/or examination facilities of VHL must pay compensation in an amount not to exceed the highest institutional tuition fee. To be registered still, the conditions in section 2 of this Regulation must be met. Any interim examination or examination results are to be nullified and are not valid.

### **7.3 Punishability for non-authorized participation in education**

A person who is not registered and still uses the education and/or examination facilities of VHL is punishable on the basis of article 15.3 of the HERA.

### **7.4 VHL-account closure**

VHL will close the student's VHL account 30 days after the student's deregistration.

### **7.5 Implementing the registration decision**

The head of the VHL Student Service Centre is responsible for implementing the stipulations of this registration decision. In cases not provided for in this decision, the Executive Board decides.

### **7.6 Protection of privacy**

VHL implies, when processing privacy sensitive data (personal data which could be connected to an individual), the Wet bescherming persoonsgegevens (the Dutch act for the protection of personal data, AVG).

### **7.7 Objection and appeal**

Within 6 weeks after receiving the decision, an objection can be lodged with the Executive Board against the decisions made on the basis of this regulation. The procedure for lodging an objection is described in the decision of the Executive Board. The exact regulations and the procedure for lodging an objection have been laid down in the Students Charter.

### **7.8 Period of validity**

This regulation applies for the 2019-2020 Academic Year, unless the legal basis for parts of the Regulation is invalidated before the end of the Academic Year.

The Regulation for Enrolment VHL 2019-2020 was adopted by the Executive Board in Velp 16 October 2018.