

VHL University of Applied Sciences Regulation for Enrolment 2015-2016

Annex b to the Students Charter

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This is a translation of "Inschrijfbesluit Hogeschool VHL 2015-2016".

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.

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Short description	Regulations on enrolment and registration as a student, valid for academic year 2015-2016, according to chapter 3 of the Students Charter

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AUTEUR
Ben Schulte

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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

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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 2015-2016 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 from the International Business and Management Studies programme always have their first registration at Stenden University of Applied Sciences.

Students from the programme Biotechnology are advised to have their first registration at VHL and their second registration at NHL University of Applied Sciences. Students with a first enrolment at NHL University of Applied Sciences from the programmes Chemistry, Chemical Technology or Biology and Medical Laboratory Research are advised to have their second registration at VHL.

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 Students Charter.

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

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.

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: Basic study grant, supplementary study grant and/or interest bearing loan in accordance with the Student Finance Act 2000. A "zero loan" (loan is not paid out) also belongs to study financing.

WSF: Student Finance Act 2000.

VHL-card: VHL's personalised "facility card" that every student receives once with his initial registration. In combination with the annually distributed 'enrolment certificate' (VHL Proof of Registration), the VHL card grants the right to be admitted to education and examinations.

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 2015;
 - 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 2015 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 2015.
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, 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.

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. In such a case, the tuition fees will be reduced by 1/12 for every month that has passed since the beginning of the Academic Year.

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

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. the right to vote and the right to stand for election for the programme committees and participation council;
- f. 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.

4 Tuition Fees

4.1 The statutory tuition fee

For a bachelor's degree programme or an associate's degree, the student must pay the statutory tuition fee if a student meets the following conditions:

The student

- a. meet the nationality requirement or is recognised by the Foundation for Refugee Students (UAF) as a refugee student;
- b. 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 1992.

4.2 Tariff of the statutory tuition fee

A student who is eligible for the statutory tuition fee pays € 1951 for the 2015-2016 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 institutional 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 institutional tuition fee (or Ad) for a successive study programme EEA.

For a student who meets the nationality requirement and who subsequently registers for a full time study programme at VHL after completing another bachelor's degree programme, and for whom the provision of paragraph 4.3 does not apply, the institutional tuition fee EEA (full time) is applicable of €8.500, -.

4.5 The full time bachelor's institutional tuition fee (or Ad)-non-EEA

For a student who registers for a full-time bachelor's degree programme in the 2015-2016 Academic Year and who does not meet the nationality requirement the institutional tuition fee non-EEA (full-time) is applicable of €8.500, -. This amount excludes handling fees for registration, visa application and housing acquisition. VHL decides every year upon the amount of this institutional fee. This means that it may rise every year.

4.6 The part time bachelor's tuition fee (or Ad)

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 € 4.250 applies.

Part-time bachelor's degree programmes are the following:

- Forest and Nature Management;
- Land and Water Management;
- Garden and Landscape Architecture: bachelor and associate degree programme;
- Environmental Science: bachelor and associate degree programmes.

4.7 Institutional tuition fee for the master's degree programmes

An institutional tuition fee (and as such not the statutory tuition fee) applies to all master's degree programmes of VHL.

To register for a full-time master's degree programme Master of Development or Agricultural Production Chain Management, an institutional tuition fee of €13.350 (for non-EEA students excluding handling fees) is owed. These full-time master's degree programmes are registered in the CROHO and grant the right for a degree from VHL. 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 2015-2016 Academic Year to the amount of outstanding educational units. The fee will be calculated as follows: the number of credits (ECT) that are related to the educational units that still need to be earned divided by 70 ECT, the total number of credits for the master's degree programme, and multiplied by a fee of € 13.350.

To register for the part-time master's degree programme, Project and Process Management in the Domain of Land and Water, a separate institutional tuition fee is charged for each of the three parts:

--for the Project and Process Management part (15 ECTS) € 7.100;

--for the Strategy and Vision part (15 ECTS) € 2.950;

--for the Research and Thesis Writing part (30 ECTS) € 3.050.

Arrangements that have been made between VHL and a student at the first enrolment stay valid.

4.8 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, de KU Bangkok, NLU, HCMC en HUA Hanoi en de Agricultural Trust en Agricultural College in Baramati: the institutional tuition fee for students who register for the first time on the basis of this collaboration agreement is set at €6.800, - per year during the entire nominal study duration.

4.9 Examination fee extraneus

The extraneus must pay an examination fee of € 1951 to register for a bachelor's degree exam. The fee can be adjusted annually.

4.10 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.

4.11 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. 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.
- b. 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.
- c. 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.
- d. 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. Students who later register for a master's degree programme shall owe the full amount of tuition fee.

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 current tuition fee at VHL is equal to or lower than the tuition fee of the first study programme. If the tuition fee at VHL is higher, then the difference needs to be paid;
- d. The student needs to submit an original BBC (Proof of Payment for Tuition Fees) from the institution of the first registration.

6.3 Refund

Only students who register for bachelor's degree programmes can qualify for a tuition fee refund. An extraneous or a master's degree student does not qualify for this 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. The student must submit his refund request in writing to the VHL Student Service Centre together with the request to terminate his registration. In cases of termination by the institution, the student must submit his refund request in writing within two weeks after the registration has been terminated. A refund condition is that the student has surrendered his VHL-card and Proof of Enrolment for the current Academic Year.

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:

- a. as a suspensive measure for non-payment or non-timely payment of the tuition fees (two weeks after the first warning) or otherwise for not meeting the registration obligations;
- b. two weeks 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).

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 2015-2016 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 2015-2016 was adopted by the Executive Board in Velp 26 August 2014.