REGULATIONS FOR ENROLMENT AND TUITION FEES
2016-2017
under art. 7.31b, 7.33, 7.42, 7.45 and 7.46 Higher Education Act (WHW) adopted by the
Executive Board on 7 November 2015.

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1. APPLICATION AND MATCHING BACHELOR’S PROGRAMME

Article 7.31b WHW Rights and obligations for application no later than 1 May

1. If the party concerned has applied no later than 1 May for one or more bachelor’s programmes in the
   manner referred to in Article 7.31a, first paragraph, it is entitled to participate in the choice of studies
   activities to be organized for the Bachelor’s programmes concerned. The board of the institution may
   decide that the party concerned is required to participate in the choice of studies activities.

2. If the second sentence of the first paragraph is made effective and the party concerned does not
   participate in the choice of studies activities referred to in that paragraph without valid reason the board
   of the institution can decide to reject the application of the party concerned.

3. If the second sentence of the first paragraph is made effective and the party concerned does not
   participate in the choice of studies activities referred to in that paragraph without valid reason the board
   of the institution can decide to reject the application of the party concerned.

4. The board of the institution will set further rules for the implementation of this article that in any case are
   pertinent to the nature and content of the choice of studies activities for the institution or per
   programme, the term within which the choice of studies activities will take place, the consequences of
   not participating without valid reason in the choice of studies activities and the valid reasons for not
   participating in those activities. In adopting further rules, the board of the institution will make such
   provisions for candidate students from the public entities Bonaire, St. Eustatius and Saba or as the case
   may be Aruba, Curacao and St. Maarten that they are able to participate in the choice of studies
   activities without their physical presence at the institution being required.

5. This article does not apply to:
   a. the registration for a Bachelor’s programme for which there is a selection procedure, and
   b. those who are exempted on the ground of Article 7.28 from the diploma requirements pursuant to
      Article 7.24 first and second paragraphs due to their holding a diploma earned outside the
      Netherlands.
A. Application no later than 1 May
An initial registration for a Bachelor’s programme is possible only if the applicant has applied for the programme in Studielink no later than 1 May 2016 (which is to say, has submitted a request for enrolment in Studielink on or before 1 May 2016), with the proviso that:
- this obligation to apply on or before 1 May 2016 applies only to one Bachelor’s programme if the party concerned has applied for more than one Bachelor’s programme. The party concerned is obliged to take part in the matching activities of all programmes for which he is applying;
- this obligation to apply on or before 1 May 2016 does not apply to:
  o those who have received a binding degree recommendation for an HBO or WO Bachelor’s programme so that application before 1 May was not possible, and
  o those who on 5 August 2016 have attained at least 45 credits of a Bachelor’s programme from Utrecht University.

The party concerned is obliged to take part in the programme’s matching activities and to register for them in good time. In order to enable the programme to organize the matching, the party concerned must submit a request for enrolment in Studielink no later than 5 August 2016 and submit an application no later than 5 August 2016 for the final round of matching activities by means of the digital form for that purpose, in which he may state that he comes within a special category.

- for a programme having a lottery or selection under fixed quota, applicants are required to submit an enrolment request via Studielink no later than 15 May 2015.

The applicant who has not applied for the programme in time by means of an enrolment request in Studielink will not be admitted to the programme and will receive a rejection of his enrolment request from the head of the Central Student Administration (hereinafter: ‘Head of CSa’)

B. Required participation in matching activities
Participation in a course of study matching activity is mandatory. The obligation for matching does not apply to:
- those who are admissible on the grounds of a diploma earned outside the Netherlands
- an application for a programme having a lottery or selection under fixed quota
- those who have fully participated in all components of the matching activities for the programme concerned in the preceding year.

A first registration by a registrant with Dutch preparatory education for a Bachelor’s programme for which there is no quota or screening is possible only if the records in OSIRIS show that the party concerned has completed the matching requirement. This is the case when the party concerned has participated fully in all components of the matching activities for the programme and has met all deadlines and obligations in the process. This includes:
1. completing in full the matching form and returning it electronically:
  o preferably within two weeks, and in any case no later than 15 May 2016 if the enrolment request for the programme has been submitted via Studielink no later than 1 May 2016;
  o preferably within two weeks, and in any case no later than 10 August 2016 if the enrolment request for the programme has been submitted via Studielink after 1 May 2016 and before 5 August 2016;
2. preparing for the representative study activities;
3. participating fully in the representative study activities which are spread across two sessions;
4. registering his non-attendance as soon as possible, and in any case before the study activities start, if the party concerned is unable for reasons beyond his control to participate in the study activities; the director of education for the Bachelor’s programme will decide at the request of the person concerned whether there is a valid reason for non-attendance;
5. completing a test or assignment;
6. participating in the follow-up discussion/feedback.

Decisions and announcements concerning the matching will be sent electronically to the party concerned, to the email address entered by the party concerned in Studielink.
The party concerned who has not participated, or participated fully, in the matching activities or has not complied with the deadlines and obligations in the process will not be admitted to the programme and will receive a rejection of his enrolment request from the Head of CSa.

C. Times for matching
Matching activities for programmes with more than 50 first year students on reference date 1 October 2015 will be held twice, namely from 11 to 22 April 2016 and from 30 May 2016 to 10 June 2016. In derogation from this, the matching activities will take place on:
- 21 June, 24 June and 29 June 2016 for the Law programme;
- 21 June 2016 for the Natural Sciences and Innovation Management programme;
- 24 June 2016 for the Global Sustainability Science programme;
- 28 June 2016 for the Geosciences programme;
Programmes with 50 or fewer first year students on reference date 1 October 2015 will in any case organize matching activities from 30 May 2016 to 10 June 2016. The dates for matching activities will be communicated to potential students.
All programmes will also hold a final round of matching activities from 17 through 26 August 2016. The deadline to register for this final round of matching activities is 5 August 2016. Registration must be by means of the appropriate digital form. For Liberal Arts and Sciences the last round of matching activities will be held on 16 August 2016 and the application deadline is 5 August 2016. For Language and Cultural Studies the last round of matching activities will be held on 18 August 2016 and the application deadline is 5 August 2016. After this date it will no longer be possible to participate in matching, and therefore to register.

The final round of matching activities is open only to:
- students who failed to get a place or were not selected for a Bachelor’s programme for which on the grounds of the Higher Education and Research Act there is a fixed quota and/or selection process in academic year 2016-2017
- students who, after participating in matching activities, elected a different programme for which the outcome of matching was already published or made known elsewhere and were not able to participate in matching for this other programme in June 2016;
- students who registered after 1 May for a different Bachelor's programme (not being the one for which they registered before 1 May) who were not able to participate in the matching in June 2016;
- students who received a binding degree recommendation for an HBO or WO bachelor's programme at such a time that it was impossible to participate in the matching in June 2016;
- students who, in the opinion of the director of education, had not been able to participate in the matching activity due to force majeure in April or May/June 2016;
- students as referred to in 1E, for whom the objection to the rejection of their application request has been declared well-founded;
- students resident of the public entities of Bonaire, St. Eustatius and Saba or as the case may be Aruba, Curacao and St. Maarten. When these students demonstrate that they are not able to participate in the matching of August, the programme will be so arranged that they can participate in a form of choice of studies activities without being required to be physically present at the institution.

D. When and how the recommendation for choice of studies will be issued
Immediately after the matching, the student will receive the feedback that is intended to serve as an aid in making their final choice of studies. The students will also receive brief feedback by email.
E. Failure to register on 1 May and participate in compulsory matching
The head of the central student administration (hereinafter: 'Head of CSa') will reject the application request from:
- those who have not applied in time for the programme by means of an enrolment request in Studielink, and
- those who have not participated, or participated fully, in the matching activities or have not complied with the deadlines and obligations in the process.
and will send this decision electronically to the email address that the party concerned has entered in Studielink, stating the option to appeal against this decision to the Executive Board.
2. ENROLMENT

**A. Decisions on enrolment requests**

Head of CSa will decide on requests for enrolment for a study programme. An enrolment request will be granted if the student to be enrolled (hereinafter: 'the enrolee') fulfils these Regulations and pays the tuition fees. If an enrolee fails to fulfil these Regulations, the Head of CSa will inform him/her that his/her enrolment request, accompanied by an irrevocable authorisation from the university for collection of the outstanding tuition fees, can only be considered if s/he provides the missing information within the term set by the Head of CSa. In the event that this is not done, the Head of CSa will return the request for enrolment to the enrolee upon expiry of this term, accompanied by a statement that enrolment has been refused on the grounds stated therein.

**B. First enrolment for a study programme**

For the purpose of first enrolment for a study programme at Utrecht University, the Head of CSa will receive the following from the enrolee:

a. 1. In the event that the enrolee is a national of a country belonging to the EU/EEA or Switzerland and is enrolling at the University for the first time, if his/her identity has not been verified through Studielink/ the Education Implementation Body [Dutch: Dienst Uitvoering Onderwijs, DUO]: a copy of the enrolee’s valid passport/identity card.

   2. In the event that the enrolee is not a national of a country belonging to the EU/EEA or Switzerland and is enrolling at the University for the first time, if his/her residence status has not been verified through Studielink/DUO:
      - a copy of the enrolee’s valid passport with the enrolee’s date of birth, and
      - proof that s/he, on the first day of the study programme for which s/he is enrolling:
         o is a legal resident of the Netherlands, or;
         o resides outside the Netherlands.

As proof of legal residence in the Netherlands, the Head of CSa will receive the following from the enrolee, whose residence status has not been verified through Studielink/DUO:

- a copy of the extract from the Gemeentelijke Basis Administratie Personen (municipal personal records database) for the enrolee’s place of residence, or
- a copy of the front and back of a valid residence permit or permanent residence permit for the enrolee, or
- a copy of the proof of payment or proof of receipt of the enrolee’s application for a residence permit, or
- a copy of the enrolee’s valid passport with MVV-sticker (provisional residence permit), or
- proof of an application for the renewal of a residence permit, or a proof of receipt by the IND [Immigration and Naturalisation Service] or the request for payment of the charges for this.

b. an irrevocable authorisation for the University for the collection of the tuition fees payable, either in a lump sum or in five instalments, or – in exceptional cases – proof

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**Article 7.33 WHW Procedure for enrolment**

1. Notwithstanding art. 7.39, enrolment will be in accordance with the rules of a procedural nature laid down by the board of the institution.
2. The board of the institution will issue the party who has enrolled with a certificate of enrolment setting out his rights.
3. Rules may be given by order in council concerning the rules referred to in the first paragraph.
that the tuition fees payable have been paid in another manner, to be determined by the
Head of CSa. Non-EU/EEA/Swiss/Surinamese students enrolling with Utrecht University
for the first time in 2016-2017 and for whom Utrecht University guarantees the residence
permit, must have paid the tuition fees as a lump sum through transfer to the account
number specified by the Head of CSa, no later than the commencement of the
enrolment, unless the International Office of the Academic Affairs’ Office declares that
the student will receive a grant. In this case, the tuition fees must be paid in a manner to
be determined by the Head of CSa.

**First enrolment Bachelor’s degree programme**
The Head of CSa will also receive the following from enrolees requesting enrolment in a
Bachelor’s degree programme:

a. A ‘First Enrolment Request’ submitted via Studielink;
b. If no verification of the previous education has been obtained through Studielink/DUO:
   – Proof of sufficient previous education for the study programme chosen, or – if the
   enrolee received his or her previous education outside the Netherlands and this previous
   education does not provide direct access on the basis of the European Convention –
   proof of sufficient previous education provided by the Admissions Office of the Academic
   Affairs' Office;
c. If the study programme in question has a numerical admissions quota and no verification
   of the admission has been obtained by the Education Implementation Body (DUO)
   through Studielink: an admissions notice by virtue of Chapter 7, paragraph 4a WHW (the
   'proof of admission' from DUO), or – if the enrolee has not previously been enrolled at
   UU for the study programme in question and wishes to enrol for a subsequent year of the
   study programme in question: a statement of admission from or issued on behalf of the
   dean of the faculty;
d. If the enrolee fails to fulfil the further or additional previous education requirements for
   the study programme to which s/he is requesting admission, an academic sufficiency
   statement, issued by the faculty, showing that the enrolee fulfils concrete, comparable
   requirements.

**First enrolment Master’s degree programme**
The Head of CSa will also receive from the enrolee who is requesting enrolment for a
Master’s degree programme, the ‘First Enrolment Request’ via Studielink. Enrolment for the
Master’s degree programme will only take place if the admissions committee for the Master’s
degree programme has checked the final admission decision for the enrolee in OSIRIS.

**Withdrawal of request for first enrolment**
A request for enrolment will be considered withdrawn if the enrolee has not received a proof
of a first enrolment for a Bachelor’s course by virtue of Chapter 7, paragraph 4a WHW or
has not obtained an admission decision for a first enrolment on a Master’s course.

**C. Re-enrolment in a study programme**
For the purpose of re-enrolment for a study programme, the Head of CSa will receive from
the enrolee:

a. The ‘request for re-enrolment’ submitted via Studielink;
b. an irrevocable authorisation for the University for the collection of the tuition fees
   payable, in a lump sum or in five instalments , or – in exceptional cases – proof that the
   tuition fees payable have been paid in another manner, to be determined by the Head of
   CSa.
3. COMMENCEMENT AND TERMINATION OF ENROLMENT

A. Commencement date for enrolment

The commencement date is always the first day of a month.

a. Enrolment takes place from 1 September if
   - the enrolment request was submitted prior to 1 September in Studielink, and
   - an irrevocable authorisation was issued before 1 September for the university to
     collect the tuition fees payable, or that proof has been provided before 1 September
     that the tuition fees payable have been paid in another manner to be determined by
     the Head of CSa, and
   - the education/admission requirements have been met prior to 1 September and the
     Head of CSa has received the supporting documents in evidence thereof no later
     than 30 September.

b. Enrolment after 1 September, effective at some later date, is possible only if
   1. the programme for the student concerned does not commence as at 1 September,
      but on 1 February, if the party concerned has requested this explicitly and if
      - the enrolment request was submitted prior to 1 February via Studielink, and
      - an irrevocable authorisation was issued before 1 February for the university to
        collect the tuition fees payable, or that proof has been provided before 1 February
        that the tuition fees payable have been paid in another manner to be determined
        by the Head of CSa, and
      - the education/admission requirements have been met prior to 1 February and the
        Head of CSa has received the supporting documents in evidence thereof no later
        than 29 February, and
      - the enrolee has complied with the requirements of lawful residence in the
        Netherlands before 1 February, and the Head of CSa has received the supporting
        documents in evidence thereof no later than 29 February.

   2. this is allowed by the faculty’s head / manager for Education and Student Affairs
      (hereinafter the ‘Head of OSZ’). The Head of OSZ will so allow if in his/her opinion
      there are such personal circumstances that justify registration at the later date. The
      Head of OSZ will take into consideration only those personal circumstances that the
      student has reported to his counsellor as quickly as possible. Personal circumstances
      are illness, pregnancy, impairment, professional sport, mandatory waiting time for
      internships, special/serious family circumstances and other forms of force majeure.
      The enrolment will then take effect at the later date if
      - the party concerned has explicitly so requested, and
      - if the enrolment request and an irrevocable authorisation for the university to
        collect the tuition fees submitted via Studielink have been received by the Head of
        CSa no later than the first day of the month in which registration should take
        effect, and
      - if the enrolee has complied with the education/admission requirements and the
        requirements of legal residence in the Netherlands before the first of the month in
        which enrolment should take effect and the Head of CSa has received the
        supporting documents in evidence thereof no later than in the month in which
        enrolment should take effect.

Enrolment with retrospective effect is not possible unless the enrolment is delayed by
circumstances attributable to Utrecht University or if there is post-placement for a
programme with fixed quota and for which a ‘proof of admission’ after 1 September has been
issued by the Education Implementation Body (Dienst Uitvoering Onderwijs).
B. Termination date of enrolment
Enrolment will terminate on the following 31 August, unless the enrolment is terminated prematurely by virtue of Article 7.8b, 5th lid, Article 7.12b, Article 7.42, Article 7.42 a of Article 7.57h WHW.

Article 7.42 WHW Procedure for the termination of enrolment

1. At the request of the party enrolled for a course, the board of the institution will terminate the enrolment with effect from the following month.
2. In the event that the party enrolled for a course has not paid his or her statutory tuition fees, institution tuition fees, OU tuition fees or examination fees, following a reminder, the board of the institution may terminate the enrolment with effect from the second month following the date of the reminder.
3. If an enrolment is terminated in a case as referred to Article 7.8b, fifth paragraph, Article 7.12b, Article 7.37, fifth or sixth paragraph, Article 7.42a or Article 7.57h, first or second paragraph, the board of the institution will terminate the enrolment with effect from the following month.
4. The board of the institution will adopt rules of procedure concerning the application of this article.
5. The board of the institution will inform the party concerned and the Information Management Group of the termination of the enrolment.

The Head of CSa will grant a written request for the termination of the enrolment submitted through Studielink with effect from the month following the month in which the request was submitted.

4. TUITION FEES

Article 7.45. Amount of the statutory tuition fees

1. The amount of the full statutory tuition fees will be established by order in council.
2. The amount of the part of the statutory tuition fees will be set by the board of the institution and is between a minimum and a maximum amount. These amounts will be established by order in council.
3. The part of the statutory tuition fees will not amount to more than the full statutory tuition fees.
4. The board of the institution will inform the Minister of the amount that the board of the institution has set on the grounds of the second paragraph.
5. The amounts established by or pursuant to an order in council as referred to in the first and second paragraphs will be indexed annually in accordance with the consumer price index, in the manner as laid down by or pursuant to an order in council.

Article 7.46. Institutional tuition fees

1. A student who does not meet the conditions as referred to in Article 7.45a, first, second, third or sixth paragraph. and is not enrolled for an educational unit with the Open University, is required to pay institutional tuition fees.
2. The amount of the institutional tuition fees will be determined by the board of the institution. The board of the institution may determine differing institutional tuition fees per course or group of courses or per group or groups of students.
3. Notwithstanding Article 7.3c, fourth paragraph, the institutional tuition fees will amount to at least the full statutory tuition fees referred to in Article 7.45, first paragraph.
4. If the student as referred to in the first paragraph does meet the conditions as referred to in Article 7.45a, first, second, third or sixth paragraph in the course of the first academic year, he will owe statutory tuition fees for the remaining part of the academic year at his request, and the board of the institution will refund him the higher institutional tuition fees that the student has paid for the remainder of the academic year.
5. The board of the institution will lay down rules concerning the application of this article.

A. Amount of tuition fees
a. The following fees (statutory tuition fees):
   - full-time: €1,984
   - part-time: €1,765
   - dual: €1,984
apply to a student who:

1. holds the nationality of an EU/EEA country, Suriname, or Switzerland, or meets the national requirement of art. 2.2 of the Study Financing Act 2000, or receives benefit through the University Assistance Fund (UAF), and

2. according to the BRON-HO (*Basis Register Onderwijs/ -Hoger Onderwijs*):
   - for a Bachelor's programme has not previously received a Bachelor's degree, final diploma for an undivided WO education or final diploma for an HBO education, or,
   - for a Master's programme has not previously received a Master's degree or a final diploma for an undivided WO education, or

3. for a Bachelor's programme has received a previous Bachelor's degree, final diploma for an undivided WO education or final diploma for an HBO education, or for a Master's programme or a previous Master's degree or final diploma for an undivided WO education, but one of the following exceptions apply:
   i. the programme for which a degree/diploma was earned does not fall within the field of education, but the second programme does fall within these, or;
   ii. the programme for which a degree/diploma was earned does not fall within the field of healthcare, but the second programme does fall within these, or;
   iii. the second programme was begun during the first programme (that is, there was at least one month of simultaneous registration for both programmes), and the second programme was continued without a break (that is, the student’s registration was not interrupted).

4. Furthermore, the fees referred to under a. apply to a student who has completed a first Master's degree programme in 2015-2016 or 2016-2017 and has paid the statutory tuition fees for that programme at Utrecht University and who is enrolling in 2016-2017 for a second Master's degree programme at Utrecht University (provided the second programme is continued without a break), or
   - first Master's degree programme in 2014-2015 or 2015-2016 and has paid the statutory tuition fees for that programme at Utrecht University and who is enrolling in 2015-2016 and 2016-2017 for a second Master's degree programme at Utrecht University (provided the second programme is continued without a break).

b. The statutory tuition fee is €3,770 for a student at University College Utrecht (UCU) who meets the requirements sub a 1 through 3. The statutory tuition fee is €1,984 for UCU students who had already been registered as a student in University College Utrecht prior to academic year 2013-2014 and who meet the requirements sub a 1 through 3.

c. The following fees apply to students who do not meet the requirements sub a 1:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Bachelor</th>
<th>Master</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts/Humanities or Social/Behavioural programme</td>
<td>€9,000</td>
<td>€15,000</td>
</tr>
<tr>
<td>Science or biomedical programme</td>
<td>€12,000</td>
<td>€18,000</td>
</tr>
<tr>
<td>University College Utrecht</td>
<td>€9,000</td>
<td>-</td>
</tr>
<tr>
<td>Veterinary Medicine or Pharmacy</td>
<td>€20,000</td>
<td>€23,000</td>
</tr>
</tbody>
</table>

d. The following fees apply to students who do not meet the requirements sub a 2 through 3:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Bachelor</th>
<th>Master</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts/Humanities or Social/Behavioural programme</td>
<td>€7,905</td>
<td>€10,124</td>
</tr>
<tr>
<td>Science or biomedical programme</td>
<td>€10,430</td>
<td>€12,121</td>
</tr>
<tr>
<td>University College Utrecht</td>
<td>€7,905</td>
<td>-</td>
</tr>
<tr>
<td>Veterinary Medicine or Medicine, Pharmacy</td>
<td>€17,735</td>
<td>€20,993</td>
</tr>
</tbody>
</table>
B. Determination of tuition fees
The Head of CSa will determine on the basis of the data entered in BRON-HO/Studielink whether a student is liable to pay the statutory tuition fees as referred to in Article 7.45, first paragraph, of the WHW (Higher Education and Research Act), or the institutional tuition fees as referred to in Article 7.46 of the WHW.
If it transpires at a later stage that the rate of tuition fees has been established on the basis of incorrect or incomplete information, Utrecht University reserves the right to charge the correct rate at a later date.

C. Waivers and grants
Waivers and grants relating to the tuition fees referred to in 4A.c may be granted by or on behalf of the dean of the faculty or the dean of University College Utrecht. The head of CSa will reduce the tuition fees by the amount of the waiver or grant awarded.

D. Right of transfer
1. Students registered in 2010-2011 for a second programme for which they owed higher tuition fees in 2011-2012 and who are registered without interruption for that programme will pay throughout the standard duration of the programme + 1 year a sum that is equal to the statutory fee. The full-time nominal duration of registration will apply to those who were registered as full-time students in 2010-2011. The part-time nominal duration of the programme will apply to those who were registered as part-time students in 2010-2011.

2. Students who
   - come under the provisions of 4A.c
   - have been enrolled in 2015-2016 for the Master’s programme in Veterinary Medicine, Medicine, Pharmacy
   - have been enrolled for this programme without interruption, pay during the nominal programme duration + 1 year € 20,700 (the sum that is equal to the institutional tuition fees for 2015-2016).

3. Students who
   - come under the provisions of 4A.c and d
   - have been enrolled for the Bachelor’s programme in 2015-2016 (with the exception of University College Utrecht)
   - have been enrolled for this programme without interruption, pay during the nominal programme duration + 1 year the sum that is equal to the institutional tuition fees for 2015-2016:
     - Arts/Humanities or Social/Behavioural programme € 6,580
     - Science or biomedical programme € 10,120
     - Veterinary Medicine, Medicine, Pharmacy € 11,180
   For those enrolled in 2015-2016 as part-time students, the part-time nominal programme duration will apply.

E. Hardship clause
The Director of Education & Research can deviate from the provisions referred to under 4 A through C if these provisions would lead to a special case of extreme unfairness.
F. Reduction or exemption

**Article 7.48 Reductions, exemptions and repayment of statutory tuition fees**

1. In the event that a student as referred to in Article 7.45a is enrolled at an institution for a course and wishes to have a second enrolment at the same or another supported institution, with the exception of the Open University, s/he will be exempted from paying tuition fees for the second enrolment, unless the amount paid or to be paid for the first enrolment is lower than the statutory tuition fees as referred to in Article 7.45, first paragraph. In this case, the difference is payable.

2. Students who are liable to pay school fees or course fees by virtue of the School and Course Fees Act [Dutch: *Les- en Cursusgeldwet*] to follow a course funded from the public purse, and who wish for another enrolment instead of or alongside this in the same academic year, and are therefore liable to pay the statutory tuition fees, as referred to in Article 7.45, first paragraph, are liable to pay tuition fees for the enrolment on a course at a state-supported institution, with the exception of the Open University, equal to the difference between the amount already paid and the said – higher – tuition fees. If such students are liable to pay tuition fees that are lower than the amount already paid, they will be exempted from paying tuition fees.

3. If enrolment takes place during the academic year, students are liable to pay only part of the statutory tuition fees payable. In this case, the amount payable will be charged pro rata in accordance with the number of months of the academic year remaining.

4. Students may claim repayment of one twelfth of the statutory tuition fees payable for every month the academic year continues following termination of their enrolment, unless a payment arrangement as referred to in Article 7.47, section b, has been entered into. In the event that a student dies during the academic year, one twelfth part of the statutory tuition fees paid will be repaid for each subsequent month of the academic year following his or her decease. Upon termination of enrolment with effect from July or August, students may not claim termination of the payment of the instalments, as referred to in Article 7.47, section b, or repayment of the tuition fees paid for these months unless the Board of the institution has arranged otherwise. This paragraph does not apply to the Open University.

5. Reductions or exemptions from payment of the statutory tuition fees in cases other than those referred to in the first through fourth paragraphs will be considered inappropriate expenditure of the state's contribution, as referred to in Article 2.9, first paragraph.

6. The Board of the Open University will adopt regulations in which a facility is made available in the form of a reduction of the OU tuition fees for students as referred to in Article 7.45c, first paragraph, for whom the means test income, referred to in Article 7, first through fourth paragraphs of the General Income-Dependent Schemes Act [Dutch: *Algemene wet inkomensafhankelijke regelingen*], is less than 110% of the taxable minimum wage. In these regulations, the board of the institution will stipulate what documents must accompany the application. The level of the reduction, referred to in the first sentence, will in any event depend on the income of the party concerned.

7. Students who may claim to pay the statutory tuition fees, as referred to in Article 7.45a, second paragraph, will not be exempted from paying tuition fees as referred to in Articles 7.45, 7.45a, 7.45b and 7.46.

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**Statutory tuition fees**

In relation to the individual determination of tuition fees, the Head of CSa will apply a reduction or exemption from payment of tuition fees for students who do fulfil the requirements as referred to in 4A a 1-3 if:

a. the enrolment takes place on or after 1 October: the tuition fees will be reduced in proportion to the number of months;

b. the enrolee is enrolled for another study programme during the same period at the university or at a higher education institution: the tuition fees will be decreased by the amount already paid, except in the situation referred to in Article 7.48, seventh paragraph, of the WHW.
**Institution tuition fees**

In the determination of individual institutional tuition fees for students who do not fulfil the requirements referred to in 4A a 1-3, the Head of CSa will apply a reduction in or exemption from the tuition fees only in the following cases:

a. enrolment takes place on or after 1 October: the tuition fees will be reduced in proportion to the number of months;

b. a tuition fee waiver has been granted to the enrolee: the tuition fees will be reduced by the waiver granted.

c. the enrolee is enrolled for the same period at Utrecht University for another course: the tuition fees will be reduced by the amount already paid.

**G. Collection**

The tuition fees will be paid to the university by an irrevocable authorisation for collection of the tuition fees payable, as a lump sum or in five instalments. In the case of collection in instalments, the first instalment will be increased by €24 administration charges.

The Head of CSa may rule that the tuition fees must be paid by transfer to an account number to be specified by the Head of CSa.

Non-EU/EEA students enrolling with Utrecht University for the first time in 2016-2017 and for whom Utrecht University guarantees the residence permit, must have paid the tuition fee as a lump sum through transfer to the account number specified by the Head of CSa prior to the commencement of the enrolment, unless the International Office of the Academic Affairs’ Office declares that the student will receive a grant. In this case, the tuition fee must be paid in a manner to be determined by the Head of CSa.

**H. Consequences of late or non-payment of tuition fees**

1. In the event that an authorisation for a direct debit is issued for the payment of tuition fees and it proves impossible to collect an instalment thereof, the Head of CSa will set a term in the event of a late outstanding payment within which the instalment due must have been paid.

2. In the event that the amount payable is not paid within the period stipulated, the student will be barred from using the university’s (ICT) facilities with immediate effect, having first been informed of this.

3. In the event that an instalment cannot be collected, and the student has not paid this in another manner, following a reminder, the remainder of the tuition fees becomes payable as a lump sum. Collection of the remaining tuition fees will take place by a debt collection agency.

4. Collection costs are at the student’s expense.

5. Payments will be allocated to the claim for tuition fees that has been outstanding the longest.

6. In the event that in any one academic year three instalments are not paid on time, or in the event that in any one academic year the (outstanding) tuition fees have to be collected by a collection agency, the tuition fees may not be paid in instalments in a subsequent academic year. In such cases, the tuition fees payable for a subsequent academic year must be paid as a lump sum by transfer to the bank account specified by the Head of CSa prior to the commencement date of the enrolment. The Head of CSa will inform the party concerned of this.

7. In the event that, at the end of an academic year (31 August), the tuition fees or part thereof have not been paid, enrolment for a subsequent academic year may not take place until the outstanding amount of tuition fees has been paid and the tuition fees for the academic year for which the student wishes to enrol have been paid as a lump sum.

8. In the event that there is an outstanding amount of tuition fees that has not been paid, the student will not be issued with a certificate following the successful taking of examinations.

9. In the event that the outstanding amount cannot be collected by the collection agency, the Head of CSa will terminate the student’s enrolment with effect from the second month following the month in which the reminder referred to under 1 was sent by the Head of CSa.
I. Restitution
In the event that the enrolment is terminated prematurely commencing in the months October 2015 through June 2016 by virtue of the stipulations of these Regulations under 2B, the Head of CSa will ensure that, for every month remaining in the academic year in question, one twelfth of the tuition fees paid is repaid, unless the student in question is still enrolled for one or more study programmes.
In the case of withdrawal as from July or August 2017, no restitution of tuition fees will take place.
In the event that, alongside the enrolment at UU, there is a second enrolment with another higher education institution, restitution of part of the tuition fees will only take place in the case of EEA, Swiss and Surinamese students if the 'statement of tuition fees paid' (for the second enrolment) is submitted, or a proof of unenrolment is submitted to the Head of CSa.
In the case of decease of the student, the Head of CSa (following receipt of a copy of the letter of condolence from the Executive Board to the surviving relatives) will ensure that, for each month remaining in the academic year in question following the decease, one twelfth of the tuition fees paid is returned to the account from which the tuition fees were collected.

J. Collection and Repayment University College Roosevelt
Contrary to that stipulated in these Regulations, University College Roosevelt will ensure collection and repayment of tuition fees for their students.

5. PRE-MASTERS FEES

The following fees apply to the pre-master's student:
- course of 15 ec: €496
- course of 30 ec: €992
- course of 45 ec: €1,984
- course of 60 ec: €2,976

The Head of CSa will determine, based on information pertaining to the pre-master's recorded in OSIRIS, what fee the student owes, with the proviso that:

Article 7.57i. Support to facilitate good progression from higher professional education to a Master's programme in university education

1. The education and examination rules of the universities of applied sciences and universities concerned determine the way in which those who have passed the final examination for a particular Bachelor's course in higher professional education may be offered support by the Board of the institution to facilitate good progression to a related Master's degree programme in university education.

2. If the scope of the support referred to in the first paragraph corresponds to a study load of 30 credits or less, the Board of the institution may charge a fee amounting to a maximum of a proportional part of the statutory tuition fees. If the study load corresponds to more than 30 credits but not more than 60 credits, the Board of the institution may charge a fee for the number of credits above 30 amounting to a maximum of a proportional part of twice the statutory tuition fees.

3. If the study load corresponds to more than 60 credits, the Board of the institution will set the rate of the fee for the remaining part.

4. A student who makes use of the support while he is studying a course for which he is required to pay statutory tuition fees will be exempted from paying a fee for the support.

5. A student who makes use of the support and, contrary to Article 7.32, third paragraph, is enrolled on a course only with that in mind, will pay instead of tuition fees a fee for the support during the period that he receives support.
- there will be no exemption or reduction of tuition fees for a second registration for a programme or pre-master’s course of study;
- no early termination of enrolment and refund is possible;
- If the pre-master’s student outside the pre-master’s programme is taking a different programme in higher education for the same period, the Head of CSa can apply the institutional fee to students who have already earned a degree.

The pre-master’s student who is registered at the same time for a different programme in higher education and has paid statutory tuition fees for it, is exempted from paying the fee for the pre-master’s.

6. EXTRANEOUS
It is not possible to enrol as an extraneous as this is prevented by the nature and importance of the education at Utrecht University. Contrary to this, it is possible to enrol as an extraneous for those programmes for which the Executive Board has determined that this is permitted in response to a request from the dean. The dean will ensure that the Head of CSa receives an overview of the enrolees who wish to be enrolled as extraneous for the programme concerned. Enrolment will not proceed until the relevant examination fees have been paid. An extraneous is required to pay an examination fee of € 500 for each academic year that s/he is enrolled for a programme. Examination fees are not subject to any exemption, reduction or refund.

7. VERIFICATION OF ENROLMENT FOR ISSUE OF CERTIFICATE
A precondition for passing the examination and the issue of the certificate is that the student was enrolled for the course during the period when the tests were taken and all unpaid instalments for tuition have been paid. In the event it transpires, upon determination of the result of an examination, that the party concerned is unable to show a proof of enrolment for all years during which s/he passed examinations, s/he must be referred to the Head of CSa for 'settlement'.

The Head of CSa will, having received the outstanding tuition fees for the academic year in question, and the administration fees of € 200, issue a statement of no objection in relation to the passing of the examination and the issue of the certificate.

8. BASE REGISTER FOR HIGHER EDUCATION (BRON-HO)
The Head of CSa will exercise the Executive Board’s authority in relation to the provision of information to BRON-HO and the extraction of information from BRON-HO (Art. 7.52 WHW).

9. ELECTRONIC COMMUNICATION
Decisions and announcements concerning enrolment and tuition fees as referred to in these regulations will be sent to the enrolee electronically via Studielink or to the email address that the enrolee has recorded in Studielink.