

REGULATIONS FOR ENROLMENT AND TUITION FEES 2018-2019

under Section 7.31b, 7.33, 7.42, 7.45 and 7.46 of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, hereinafter: WHW) adopted by the Executive Board on 28 November 2017 and modified on 29 May 2018.

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1. APPLICATION AND MATCHING BACHELOR'S DEGREE PROGRAMME

Section 7.31b WHW Rights and obligations for enrolment no later than 1 May

1. If the party concerned has enrolled no later than 1 May for one or more Bachelor's programmes in the manner referred to in Section 7.31a, first paragraph, he or she is entitled to participate in the choice-of-study 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-study activities.
2. In the event that the bridging of the distance between the domicile or residence and the location of the choice-of-study activities lead to serious difficulties for the prospective student, the board of the institution will make such provisions as to enable this prospective student to participate in the choice-of-study activities without his or her physical presence being required.
3. The board of the institution will issue a recommendation on the course of studies for each student who has applied and who has participated in the choice-of-study activities. A maximum number of recommendations on courses of studies to which the party concerned is entitled can be set by ministerial order.
4. If the second sentence of the first paragraph is applicable and the party concerned does not participate in the choice-of-study activities referred to in that paragraph without giving a valid reason, the board of the institution may decide to refuse the enrolment of the party concerned.
5. The board of the institution will lay down further rules for the implementation of the first to the fourth paragraph, which concern in any case:
 - the nature and contents of the choice-of-study activities for the institution or per degree programme;
 - the period within which the choice-of-study activities take place;
 - the period within which and the manner in which the recommendation on the course of studies will be given;
 - the valid reasons for the party concerned being unable to participate in the choice-of-study activities;
 - the consequences of non-participation in the choice-of-study activities without a valid reason for absence; and
 - the provisions referred to in the second paragraph.
6. The first to fourth paragraphs are not applicable to enrolment for a Bachelor's programme for which a selection procedure applies.

A. Application no later than 1 May

An initial registration for a Bachelor's degree programme is possible only if the applicant has applied for the degree programme in Studielink no later than 1 May 2018 (which is to say, has submitted a request for enrolment in Studielink on or before 1 May 2018), with the proviso that:

- this obligation to apply on or before 1 May 2018 applies only to one Bachelor's degree programme if the applicant has applied for more than one Bachelor's degree programme. The applicant is obliged to take part in the matching activities of all degree programmes for which he or she is applying;
- this obligation to apply on or before 1 May does not apply to:
 - i. those who have received a binding degree recommendation for a higher vocational education (HBO) or university Bachelor's degree programme so that application before 1 May was not possible, and
 - ii. those who on 3 August 2018 have attained at least 45 credits of a Bachelor's degree programme from Utrecht University.

The applicants referred to under i and ii (except the exceptional cases referred to below under 1B, a to c) are obliged to take part in the degree programme's matching activities and to register for them in good time. In order to enable the degree programme to organise the matching, the applicant must submit a request for enrolment in Studielink no later than 3 August 2018 and submit an application no later than 3 August 2018 for the final round of matching activities by means of the digital form for that purpose, in which he or she may state that he or she comes within a special category.

- for a degree programme having a selection under fixed quota, applicants are required to submit an enrolment request via Studielink no later than 15 January 2018.

The applicant who has not applied for the degree programme in time by means of an enrolment request in Studielink will not be admitted to the degree programme and will

receive a rejection of his or her 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 for those who on 1 May 2018 are registered at a Dutch address in the Persons Database (*Basisregistratie Personen - BRP*).

The obligation for matching does not apply to:

- a. Those living outside the Netherlands, i.e. are not registered at a Dutch address in the BRP and who have submitted an application no later than 8 May 2018 for an exemption from participation in the matching activity. In that case the study programme will offer the student concerned a non-obligatory online form of matching, for which his or her physical presence is not required;
- b. an application for a degree programme having a selection under fixed quota, unless there is a situation as described in paragraph 3 of the Regulations governing bachelor degree programmes with selection under a fixed quota (*'Reglement selectie voor numerus fixus bacheloropleidingen'*) where the number of applications is lower than or equal to the number of available places: in that case the applicant concerned must participate in the matching activities to be organised by the study programme. The study programme will inform the applicants before 1 May 2018 of the dates of the matching activities;
- c. those who have fully participated in all components of the matching activities for the degree programme concerned in the preceding year.

A first registration by an applicant who does not come under the exceptions referred to above under a to c is possible only if the records in OSIRIS show that the applicant has completed the matching requirement. This is the case when the applicant has participated fully in all components of the matching activities for the degree 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 2018 if the enrolment request for the degree programme has been submitted via Studielink no later than 1 May 2018;
 - o preferably within two weeks, and in any case no later than 8 August 2018 if the enrolment request for the degree programme has been submitted via Studielink after 1 May 2018 and no later than 3 August 2017;
2. preparing for the representative study activities;
3. participating fully in the representative study activities which are spread across two sessions;
4. registering his or her non-attendance as soon as possible, and in any case before the study activities start, if the applicant is unable for reasons beyond his or her control to participate in the study activities; the director of education for the Bachelor's degree 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 applicant, to the email address entered by the applicant in Studielink.

The applicant 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 degree programme and will receive a rejection of his or her enrolment request from the Head of CSa.

C. Times for matching

Matching activities for degree programmes with more than 50 first-year students on reference date 1 October 2017 will be held twice, namely from 9 to 20 April 2018 and from 30 May 2018 to 12 June 2018. In derogation from this, the matching activities will take place on:

- 19 June, 22 June and 29 June 2018 for the Law degree programme;
- 10 April 2018 and 26 June 2018 for the Natural Sciences and Innovation Management degree programme;
- 10 April 2018 and 26 June 2018 for the Geosciences degree programme;
- 19 April 2018 and 28 June 2018 for the Human Geography and Spatial Planning degree programme.

Degree programmes with 50 or fewer first-year students on reference date 1 October 2017 will in any case organise matching activities from 30 May to 12 June 2018. The dates for matching activities will be communicated to potential students.

All degree programmes will also hold a final round of matching activities from 20 to 24 August 2018. The deadline to register for this final round of matching activities is 3 August 2018. Registration must be by means of the appropriate digital form. 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, after participating in matching activities, elected a different degree 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 degree programme in June 2018;
- students who registered after 1 May for a different Bachelor's degree programme (not being the one for which they registered before 1 May) who were not able to participate in the matching in June 2018;
- students who received a binding degree recommendation for a higher professional degree programme or university Bachelor's degree programme at such a time that it was impossible to participate in the matching in June 2018;
- students who, in the opinion of the director of education, had not been able to participate in the matching activity in April or May/June 2018 due to *force majeure*;
- students as referred to in 1E, for whom the objection to the rejection of their application request has been declared well-founded;
- students who can demonstrate that as a consequence of a prolonged stay abroad are not able to participate in the earlier matching rounds.

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 degree programme by means of an enrolment request in Studielink, and
- those for whom participation in the matching is obligatory, but 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 applicant has entered in Studielink, stating the option to appeal against this decision to the Executive Board.

2. ENROLMENT

Section 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.

A. Decisions on enrolment requests

The Head of CSa will decide on requests for enrolment for a degree 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 or her that his or her enrolment request, accompanied by an irrevocable authorisation from the university for collection of the outstanding tuition fees, can only be considered if he or she 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 degree programme

For the purpose of first enrolment for a degree 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 or 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 or 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 he or she, on the first day of the degree programme for which he or she 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 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

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 2018-2019 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 degree 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 degree programme in question selects prospective students on the grounds of Section 6.7 or Section 7.53 WHW, enrolment for the degree programme concerned will only take place if the admissions committee for that degree programme has recorded the admission decision of the applicant in OSIRIS.
- d. If the enrolee has not previously been enrolled at UU for a degree programme with a numerical admission limit as referred to in Section 7.53 WHW and wishes to enrol for a subsequent year of the degree programme in question: a statement of admission from or issued on behalf of the dean of the faculty;
- e. If the enrolee fails to fulfil the further or additional previous education requirements for the degree programme to which he or she is requesting admission, an academic sufficiency statement, issued by the faculty, showing that the enrolee fulfils specific, 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 proof of a first enrolment for a Bachelor's degree programme by virtue of the 'Regulations governing bachelor degree programmes with selection under a fixed quota (*Reglement selectie voor numerus fixus bacheloropleidingen*)
- the enrolee has not obtained an admission decision for a first enrolment on a Master's degree programme;
- the enrolee who has completed a previous non-Dutch education, which does not give direct admission on the basis of the European Treaty, has not received a certificate of satisfactory previous education from the Admissions Office of the Education and Research Director.

C. Re-enrolment in a degree programme

For the purpose of re-enrolment for a degree 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
 - the Head of CSa has received the supporting documents under the terms of these Regulations no later than 30 September.
- b. Enrolment after 1 September, effective at some later date, is possible only if
 1. the degree programme for the student concerned does not commence on 1 September, but on 1 February. Enrolment will then take place on 1 February if the student has requested this explicitly and if the enrolment request submitted via Studielink has been received by the Head of CSa before 1 February, and the Head of CSa has received the supporting documents under the terms of these Regulations no later than 28 February.
 2. this is allowed by the faculty's head / manager for Education and Student Affairs (hereinafter the 'Head of ESA'). The Head of ESA will so allow if in his or her opinion there are such personal circumstances that justify enrolment at the later date. The Head of ESA will take into consideration only those personal circumstances that the student has reported to his or her counsellor as quickly as possible. Personal circumstances are illness, pregnancy, functional impairment, top-class 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 student has explicitly so requested, and
 - if the enrolment request submitted via Studielink has been received by the Head of CSa no later than the first day of the month in which registration should take effect, and
 - the Head of CSa has received the supporting documents under the terms of these Regulations 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.

B. Termination date of enrolment

Enrolment will terminate on the following 31 August, unless the enrolment is terminated prematurely by virtue of Section 7.8b(5), Section 7.12b, Section 7.42, Section 7.42a or Section 7.57h WHW.

Section 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 Section 7.8b(5), Section 7.12b, Section 7.37(5) or (6), Section 7.42a or Section 7.57h (1) or (2), 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

Section 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.

Section 7.46. Institutional tuition fees

1. A student who does not meet the conditions as referred to in Section 7.45a (1), (2) (3) or (6) 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 Section 7.3c(4), the institutional tuition fees will amount to at least the full statutory tuition fees referred to in Section 7.45(1).
4. If the student as referred to in the first paragraph does meet the conditions as referred to in Section 7.45a (1), (2), (3) or (6) 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:	€2,060
part-time:	€1,831
dual:	€2,060

apply to a student who according to the Persons Database:

- holds Dutch nationality;
- holds the nationality of a country that is party to the Agreement on the European Economic Area (EEA, i.e. Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden, the United Kingdom) or Switzerland
- holds the nationality of Suriname,

of demonstrates that he or she:

- is a member of the family of a person who lives in the Netherlands and who holds the nationality of an EEA country or Switzerland, but does not himself or herself hold the nationality of a member state of the European Economic

Area or Switzerland (Directive 2004/38/EC), where 'family member' is taken to mean:

- spouse
 - partner which whom the EU citizen has entered into a registered partnership
 - children (direct blood relative in the descending line, as well as those of the spouse or partner under the age of 21 years or those who are their dependants;
 - parents (direct blood relatives in the ascending line, as well as those of the spouse and partner who are their dependants).
 - child holding Turkish nationality of current or former employees living in the Netherlands who work or have worked in the Netherlands: there is therefore no right for children of Turkish self-employed persons, nor for children of Turkish subjects who are economically active in the Netherlands but do not live in the Netherlands (Association Decision 1/80 of the EEC/Turkey Association Council).
 - Does not hold Dutch nationality but is lawfully resident in the Netherlands:
 - on the grounds of a residence permit as referred to in Section 8(b) of the Aliens Act 2000 (*Vreemdelingenwet 2000*);
 - on the grounds of a temporary residence permit as referred to in Section 28 of the Aliens Act 2000;
 - on the grounds of a residence permit as referred to in Section 8(d) of the Aliens Act 2000;
 - on the grounds of Article 8 (g) or (h) of the Aliens Act 2000, in so far as he or she is already receiving a student grant; or
 - on the grounds of a temporary residence permit as referred to in Section 14 of the Aliens Act 2000 that was granted with a restriction:
 - o relating to residence as a member of the family of a Dutch national or of an alien as referred to in (a) or this part, or on non-temporary humanitarian grounds relating hereto;
 - o relating to temporary humanitarian grounds or non-temporary humanitarian grounds relating hereto;
 - o as referred to in Section 3.4(3) of the Aliens Decree 2000 or non-temporary humanitarian grounds relating hereto; or
 - o relating to the settlement of an estate under the Aliens Act (old) as referred to in Article 3.17a, part b, of the Aliens Regulations 2000 (*Voorschrift Vreemdelingen 2000*) or non-temporary humanitarian grounds relating hereto.
 - does not hold the nationality of a state that is party to the Agreement on the European Economic Area, but does hold an EU residence permit for a long-term resident; or
 - receives benefit through the University Assistance Fund (UAF),
and
2. according to the Higher Education Database (*Basis Register Onderwijs-Hoger Onderwijs*, BRON-HO):
- for a Bachelor's degree programme has not previously received a Bachelor's degree, final diploma for an undivided university education or final diploma for a higher professional education, or,
 - for a Master's degree programme has not previously received a Master's degree or a final diploma for an undivided university education, or
3. for a Bachelor's degree programme has received a previous Bachelor's degree, final diploma for an undivided university education or final diploma for a higher professional education, or for a Master's degree programme or a previous Master's degree or final diploma for an undivided university education, but one of the following exceptions apply:

- i. the degree programme for which a degree/diploma was earned does not fall within the field of education or healthcare, but the second degree programme does fall within these, and the student has not previously claimed statutory tuition fees for a second study in education/healthcare (an appeal can be made to this exception once only, either in relation to a degree programme in the area of education, or in relation to a degree programme in the area of healthcare), or;
 - ii. the second degree programme was begun during the first degree programme (that is, there was at least one month of simultaneous registration for both degree programmes), and the second degree 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 not yet earned a Master's degree at another Dutch university or university of applied sciences and who has completed:
- a first Master's degree programme in 2017-2018 or 2018-2019 and has paid the statutory tuition fees for that degree programme at Utrecht University and who is enrolling in 2018-2019 for a second Master's degree programme at Utrecht University (provided the second degree programme is continued without a break), or
 - a first Master's degree programme in 2016-2017 or 2017-2018 and has paid the statutory tuition fees for that degree programme at Utrecht University and who is enrolling in 2017-2018 for a second Master's degree programme at Utrecht University (provided the second degree programme is continued without a break), or
 - a first Master's degree programme in 2015-2016 or 2016-2017 and has paid the statutory tuition fees for that degree programme at Utrecht University and who enrolled in 2016-2017 for a second Master's degree programme at Utrecht University (provided the second degree programme is continued without a break), or
 - a first Master's degree programme in 2014-2015 or 2015-2016 and has paid the statutory tuition fees for that degree programme at Utrecht University and who enrolled in 2015-2016 for a second Master's degree programme at Utrecht University (provided the second degree programme is continued without a break).
- b. The statutory tuition fee for a student at University College Utrecht (UCU) who meets the requirements under a, 1 to 3 is:
- at University College Utrecht (UCU): € 4,100;
 - for Philosophy, Politics and Economics (PPE): € 4,120.

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

	Bachelor	Master
Arts/Humanities or Social/Behavioural degree programme	€9,345	€15,575
Science or biomedical degree programme	€12,460	€18,690
University College Utrecht	€10,500	-
Veterinary Medicine or Medicine, Pharmacy	€20,767	€23,882

- d. The following fees apply to students who do not meet the requirements under a 2 to 4:

	Bachelor	Master
Arts/Humanities or Social/Behavioural degree programme	€8,208	€10,512
Science or biomedical degree programme	€10,829	€12,585
University College Utrecht	€10,829	-
Veterinary Medicine or Medicine, Pharmacy	€18,415	€21,797

- e. Students who have enrolled for a combined study or a combined degree programme with an institution abroad, for which the Executive Board has decided in response to a request from the dean that the tuition fees for those students will be zero, will not have to pay tuition fees for the enrolment concerned. The dean will ensure that the Head of CSa receives a list of applicants who qualify for this scheme.
- f. For students referred to under a1 and b who have enrolled for the first time for a bachelor degree programme in the 2018-2019 academic year (i.e. according to the Education Database have not previously enrolled for a higher education programme at a Dutch university or university of applied sciences since 1 September 1991), the lower statutory tuition fees as referred to in Article 7.45(5) WHW will apply. The lower statutory tuition fees are 50 per cent of the amounts referred to under a and b.

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 Section 7.45(1) WHW, or the institutional tuition fees as referred to in Section 7.46 WHW.

If it transpires at a later stage that the level of tuition fees has been established on the basis of incorrect or incomplete information, Utrecht University reserves the right to charge the correct tuition fees 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. On the grounds of the Emergency Fund Scheme of Utrecht University, the Education & Research Director may grant a waiver of tuition fees referred to in 4A.c and d for all or part of the tuition fees in excess of the statutory part. The head of CSa will reduce the tuition fees by the amount of the waiver or grant awarded.

D. Right of transfer

1. For students at University College Utrecht who
 - come under the provisions of c (i.e. the institutional fees payable by non-EEA students)
 - enrolled at University College Utrecht in 2016-2017 and remain enrolled there uninterruptedly
 the institutional fees will be increased during the coming years in steps of EUR 100 + indexation until it is equal to the institutional fees for non-EEA students who will start at University College Utrecht in 2017-2018 or later. The rate in 2017-2018 is EUR 9,550.
2. For students at University College Utrecht who
 - come under the provisions of c (i.e. the institutional tuition fees payable by non-EEA students)
 - enrolled for the first time at University College Utrecht in 2017-2018 and remain enrolled there uninterruptedly
 the institutional fees will be increased during the coming years in steps of EUR 100 + indexation, until they are equal to the institutional tuition fees for non-EEA students who will start at University College Utrecht in 2018-2019 or later. The rate for 2018-2019 is EUR 9,750.
3. Students who
 - come under the provisions of 4A.c
 - enrolled in 2015-2016 for the Master's degree programme in Veterinary Medicine, Medicine, Pharmacy
 - have been enrolled for this degree programme without interruption,
 pay during the nominal degree programme duration + 1 year € 20,700 (the sum that is equal to the institutional tuition fees for 2015-2016).

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

E. Hardship clause

The Director of Education & Research can deviate from the provisions referred to under 4 A to C if these provisions would lead to a special case of extreme unfairness.

F. Reduction or exemption

Section 7.48 Reductions, exemptions and repayment of statutory tuition fees

1. In the event that a student as referred to in Section 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 Section 7.45(1). 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 Section 7.45(1), 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 Section 7.47(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 Section 7.47(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 Section 2.9(1).
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 Section 7.45c(1), for whom the means test income, referred to in Section 8, 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 Section 7.45a(2), will not be exempted from paying tuition fees as referred to in Sections 7.45, 7.45a, 7.45b and 7.46.

Statutory tuition fees

In determining tuition fees on an individual basis, the Head of CSa will apply a reduction or exemption from payment of tuition fees for students who are required to pay the statutory tuition fees 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 degree programme during the same period at the university or at a higher education institution and has paid the statutory tuition fees there: the tuition fees will be reduced by the amount already paid, except in the situation referred to in Section 7.48(7) WHW.

Institutional tuition fees

In determining individual institutional tuition fees for students who do not fulfil the requirements referred to in 4A a 1 to 4, 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 Utrecht University to collect the tuition fees payable, as a lump sum or in five equal instalments. In the case of collection in instalments, the first instalment will be increased by €24 in 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 2018-2019 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 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 that case, the tuition fees 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 late 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 and other 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 student 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 for the examination passed by the student.
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 from October 2018 to June 2019 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 degree programmes.

In the case of termination of enrolment as from July or August 2019, 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 termination of enrolment is submitted to the Head of CSa.

In the event of the death 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 student's death, 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 set, collect and repay tuition fees for its students.

K. Tuition fees set to zero for a combined degree programme or programme

Tuition fees will be zero for students who have enrolled for a combined degree programme/programme with a university abroad and who have paid tuition fees to that university abroad, if the Executive Board has decided in response to a request from the dean that this is permitted. The dean will ensure that the Head of CSa receives a list of applicants for whom the tuition fees will be zero.

L. Exemption from tuition fees in connection with a management position

On the grounds of Article 7.47a WHW, the Head of CSa will exempt students appointed by the Education & Research Director to a management position once only from paying statutory tuition fees, once only for a period of one academic year.

5. PRE-MASTER: FEES AND ENROLMENT

Section 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 and the Open University 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 programme in university education.
2. The Board of the Institution may ask for a fee for offering the support as referred to in the first paragraph.
3. The fee referred to in the second paragraph for supporting a study load of 60 credits or more will be a maximum of the full statutory tuition fees as referred to in Section 7.45(1) or, in the case of progression to a Master's programme with the Open University, a maximum of the OU tuition fees referred to in Section 7.45b(1).
4. The fee referred to in the second paragraph for supporting a study load of fewer than 60 credits will be a maximum of a proportional part of the statutory tuition fees as referred to in Section 7.45(1) or, in the case of progression to a Master's programme with the Open University, a maximum of a proportional part of the OU tuition fees referred to in Section 7.45b(1).
5. Section 7.4 (1) and (2) is applicable by analogy to the calculation of the study load of the support.
6. A student who makes use of the support while he is studying a course for which he is required to pay statutory tuition fees as referred to in Section 7.45(1) or OU tuition fees as referred to in Section 7.45b(1) will be exempted from paying a fee for the support.
7. A student who makes use of the support and, contrary to Section 7.32(3), 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.

Pre-master fees

The following fees apply to the pre-master student:

- Course of 7.5 ec: € 258
- course of 15 ec: €515
- course of 22.5 ec: € 772
- course of 30 ec: 1,030
- course of 37.5 ec: € 1,288
- course of 45 ec: €1,545
- course of 52.5 ec: € 1,802
- course of 60 ec: €2,060

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

- there will be no exemption or reduction of tuition fees for a second registration for a programme or pre-master course of study;
- in case of early termination of enrolment, only a refund will be given of a proportional part of the pre-master fees paid, if;
 - o the student is excluded by the Board of Studies of the Graduate School from further participation in the pre-master course due to insufficient progress in the pre-master course;
 - o the student dean has established that due to circumstances beyond the student's control/personal circumstances the student cannot participate in the study programme/the examinations of the pre-master course.
- if the pre-master student outside the pre-master 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 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;

The pre-master fee for the pre-master course of study will be paid in the first academic year by the pre-master student; the pre-master student who has paid (or is exempt from) the fees due for the pre-master course will, when applying for the programme concerned in a subsequent academic year, be exempted from paying the fee again. Contrary to that provided for in the previous sentence, the pre-master student will pay the pre-master fee in two academic years if the pre-master is being provided part-time over two academic years. The Head of CSa will establish on the basis of the information registered in OSIRIS concerning the study load of the part-time pre-master in the academic year concerned what pre-master rate the student will owe for that academic year.

Commencement date for enrolling for a pre-master programme

Contrary to the provisions of 3A in these regulations, the student will be enrolled for a pre-master programme commencing on the starting date of the pre-master programme as stated on the provisional admission decision for the master's degree programme if:

- the enrolment application submitted via Studielink has been received by the Head of CSa no later than before the starting date of the pre-master course, and
- the Head of CSa has also received from the applicant the other documents on the grounds of these Regulations no later than in the month in which the pre-master course starts.

6. EXTRANEUS

It is not possible to enrol as an extraneus 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 extraneus for those degree 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 extraneus for the degree programme concerned. Enrolment will not proceed until the relevant examination fees have been paid. An extraneus is required to pay an examination fee of € 500 for each academic year that he or she is enrolled for a degree programme. Examination fees are not subject to any exemption, reduction or refund.

7. UNLAWFUL USE OF EDUCATIONAL OR EXAMINATION FACILITIES

A person who makes use of educational or examination facilities without being enrolled will forfeit, due to unlawful use of these facilities, for each month in which unlawful use was made of these facilities, a penalty amounting to the sum that he or she would have owed in tuition fees in that period. This sum will be increased by € 200 in administration fees. The person may only pass the examination and receive the certificate after the penalty has been paid. 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. HIGHER EDUCATION DATABASE (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 (Section 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 enrollee electronically via Studielink or to the email address that the enrollee has recorded in Studielink.

10. ONLINE PROOF OF ENROLMENT

The student who has enrolled will be provided with proof of registration by means of an online student card in the MyUU app. The student can login to the app using his or her Solis ID. A written statement of enrolment can be printed out through OSIRIS.