

REGULATIONS FOR ENROLMENT AND TUITION FEES 2019-2020

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 6 November 2018 and 7 May 2019.

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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 degree programmes in the manner referred to in Section 7.31a, first paragraph, he is entitled to participate in the matching activities to be organised for the Bachelor's degree programmes concerned. The board of the institution may decide that the party concerned is required to participate in the matching activities.
2. In the event that the bridging of the distance between the domicile or residence and the location of the matching 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 matching activities without his 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 matching 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 matching 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 matching activities for the institution or per degree programme;
 - the period within which the matching 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 matching activities;
 - the consequences of non-participation in the matching 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 degree 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 2019 (which is to say, has submitted a request for enrolment in Studielink on or before 1 May 2019), with the proviso that:

- this obligation to apply on or before 1 May 2019 applies only to one Bachelor's degree programme if the applicant has applied for more than one Bachelor's degree programme. For the second and subsequent degree programmes, the applicant must submit an enrolment application on or before 2 August 2019 via Studielink. In addition, the applicant is obliged to take part in the matching activities of all degree programmes for which he is applying. For the second and subsequent degree programmes, the applicant must register on or before 2 August 2019 for the last round of matching activities for the degree programmes concerned using the online form for this purpose;
- 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 2 August 2019 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 2 August 2019 and submit an application no later than 2 August 2019 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.

- c. 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 2019.

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 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 2019 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. The following deadlines apply for submitting a request for exemption from the matching activity;
- If in accordance with 1A the obligation to submit an application via Studielink no later than 1 May 2019 applies to the applicant, the application for exemption from participation in the matching activity must have been submitted no later than 8 May 2019;
 - If in accordance with 1A (a) of (b) the obligation to submit an application via Studielink no later than 2 August 2019 applies to the applicant, the application for exemption from participation in the matching activity must have been submitted no later than 2 August 2019.

In the above situation, the degree programme will offer the applicant a non-obligatory online form of matching, for which his 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 degree programme. The degree programme will inform the applicants before 1 May 2019 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:
 - preferably within two weeks, and in any case no later than 15 May 2019 if the enrolment request for the degree programme has been submitted via Studielink no later than 1 May 2019;
 - preferably within two weeks, and in any case no later than 8 August 2019 if the enrolment request for the degree programme has been submitted via Studielink after 1 May 2019 and no later than 2 August 2019;
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 applicant is unable for reasons beyond his 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 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 2018 will be held twice, namely from 5 to 18 April 2019 and from 27 May 2019 to 14 June 2019. In derogation from this, the matching activities will take place on:

- 12 April, 14, 21 and 28 June 2019 for the Law degree programme;
- 9 April and 25 June 2019 for the Natural Sciences and Innovation Management degree programme;
- 12 February, 2 April and 25 June 2019 for the Geosciences degree programme;
- 18 April and 27 June 2019 for the Human Geography and Spatial Planning degree programme.

Degree programmes with 50 or fewer first-year students on reference date 1 October 2018 will in any case organise matching activities from 27 May to 14 June 2019. The dates for matching activities will be communicated to potential students.

All degree programmes will also hold a final round of matching activities from 19 to 23 August 2019. Applicants can register for this final round of matching activities no later than 2 August 2019. 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 2019;
- 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 2019;
- 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 2019;
- 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 2019 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 enrollee') fulfils these Regulations and pays the tuition fees.

If an enrollee fails to fulfil these Regulations, the Head of CSa will inform him that his enrolment request, accompanied by an irrevocable authorisation from the university for collection of the outstanding tuition fees, can only be considered if 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 enrollee 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 enrollee:

- a.
 1. In the event that the enrollee 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 identity has not been verified through Studielink/ the Education Implementation Body [Dutch: *Dienst Uitvoering Onderwijs, DUO*]: a copy of the enrollee's valid passport/identity card.
 2. In the event that the enrollee 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 residence status has not been verified through Studielink/DUO:
 - a copy of the enrollee's valid passport with the enrollee's date of birth, and
 - proof that he, on the first day of the degree programme for which 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 enrollee, 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 enrollee's place of residence, or
 - a copy of the front and back of a valid residence permit or permanent residence permit for the enrollee, or
 - a copy of the proof of payment or proof of receipt of the enrollee's application for a residence permit, or
 - a copy of the enrollee'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 2019-2020 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 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 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 Student and Academic Affairs' Office.

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 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 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 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:	€2,083
part-time:	€1,851
dual:	€2,083

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, Slovakia, Slovenia, Spain, Sweden, the United Kingdom) or Switzerland
- holds the nationality of Suriname,

or demonstrates that he:

- 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 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 with 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 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:
 - 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;
 - relating to temporary humanitarian grounds or non-temporary humanitarian grounds relating hereto;
 - as referred to in Section 3.4(3) of the Aliens Decree 2000 or non-temporary humanitarian grounds relating hereto; or
 - 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 2018-2019 or 2019-2020 and has paid the statutory tuition fees for that degree programme at Utrecht University and who is enrolling in 2019-2020 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 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): € 4,250;
- for Philosophy, Politics and Economics (PPE): € 4,166.

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	€10,000	€16,600
Science or biomedical degree programme	€13,300	€19,900
University College Utrecht	€11,500	
Philosophy, Politics and Economics (PPE)	€12,083	
Veterinary Medicine or Medicine, Pharmacy	€22,100	€25,400

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	€8,732	€11,143
Science or biomedical degree programme	€11,680	€13,174
University College Utrecht	€11,680	

Philosophy, Politics and Economics (PPE)	€10,815	
Veterinary Medicine or Medicine, Pharmacy	€19,368	€22,253

- e. Students who have enrolled for a combined programme 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 2019-2020 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 Director of the Student and Academic Affairs' Office 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

- 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 9,200, in 2018-2019 is EUR 9,550 and in 2019-2020 is EUR 9,750.
- 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 and in 2019-2020 is EUR 9,960.

3. 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 2018-2019 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 2019-2020 or later. The rate for 2019-2020 is EUR 10,700.
4. 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).
5. 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.
6. Students who:
 - have British nationality;
 - are registered for a degree programme at Utrecht University in 2018-20189 for which they are required to pay statutory tuition fees;
 - remain registered for that degree programme without a break;

pay for the degree programme concerned the amount equal to the statutory rate during the nominal duration of the degree programme + 1 year.

E. Hardship clause

The Director of the Student and Academic Affairs' Office 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 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 enrollee: the tuition fees will be reduced by the waiver granted.
- c. the enrollee 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 2019-2020 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 2019 to June 2020 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 2020, 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. A condition for setting tuition fees to zero is that the student has remained enrolled at Utrecht University for the entire duration of the degree programme.

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 Director of the Student and Academic Affairs' Office 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 degree 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 degree programme 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. 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 degree 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 degree 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: € 261
- course of 15 ec: €521
- course of 22.5 ec: € 781
- course of 30 ec: 1,042
- course of 37.5 ec: € 1,302
- course of 45 ec: €1,562
- course of 52.5 ec: € 1,822
- course of 60 ec: €2,083

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 degree 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 enrollees 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 is enrolled for a degree programme. Examination fees are not subject to any exemption, reduction or refund.

6A. FLEXIBLE STUDY

A. Degree programmes open to flexible study

For the 2019-2020 academic year, students will be able to participate in the flexible study experiment for the following degree programmes:

Teacher training programmes at the Graduate School of Teaching:

- M Science Education and Communication
- M Language and Cultural Science Education and Communication
- M Human and Social Sciences Education and Communication
- M LVHO (Teacher of preparatory higher education) in Science
- M LVHO in Language and Cultural Sciences
- M LVHO in Human and Social Sciences

Faculty of Geosciences:

- Geographical Information Management and Applications - GIMA (programme as part of the Geographical Sciences programme)

Participation is open only for the master 's degree programmes and not for the premaster.

B. Participation conditions

Students are eligible for participation in the experiment if:

- a. they are registered in 2019-2020 as full-time students (in their first year or re-registered) for a degree programme listed under A, and
- b. they belong to one of the following target groups:
 - students who can combine their studies more easily with their job (part-time job, own business, freelance etc.) through flexible study;
 - an Elite Sports Student, i.e. a student who has Dutch A status, High Potential Status, Selection Status, Sports Association Status, International Talent status, National Talent status or Promising Status (*A-status, HP-status, Selectie-status, Bondsstatus, IT-Status, NT-status, Belofte-status*) and has had this status registered with the Student Counsellor for Elite Sports Students;
 - members of a student board, i.e. students who are eligible for an administrative grant from the UU (for student board members in student organisations, or students in university management or representative advisory bodies);
 - students with care duties (informal caregivers);
 - students with a chronic illness or disability, and
- c. they are required to pay statutory tuition fees, and
- d. they belong to the group of the first 100 applicants for flexible study for GIMA or the first 300 applicants for flexible study for an teacher training programme.

C. Decision concerning participation

The Head of the Central Student Administration (CSA) decides whether a student is eligible to participate in the experiment (i.e. meets the conditions), after a statement has been given by or on behalf of the Director of Education that the student concerned meets the conditions listed under B (b) and (d).

The Head of CSA will decide on behalf of the Executive Board whether the student will be registered as a flexible student. The student concerned may appeal against the decision of the Head of CSA to the Executive Board.

D. Tuition fees for flexible study

- a. The amount of the tuition fees will be set by the Head of CSA based on the number of credits determined by or on behalf of the Director of Education for the courses that the student, at the start of the academic year, intends to take in that year.
- b. The tuition fees due will be calculated per credit, i.e. the statutory tuition fees divided by 60, plus 15%.
- c. The rules contained in these regulations and the statutory rules for a reduction of, exemption from and refund of tuition fees do not apply for the flexible student. The Director of Student and Academic Affairs may deviate from these rules if the decision not to refund some of the tuition fees paid would lead to an exceptional case of utmost unfairness if the student, as a result of unforeseen circumstances, is forced to end his or her registration as a flexible student.
- d. The flexible student may always take fewer subjects than he or she has stated, but in that case no tuition fees will be refunded. The student will pay for the courses which he or she intends to take and for which he or she has registered, and not for the courses that the student actually takes.
- e. If the flexible student registers for more courses than have been paid for, the tuition fees will be recalculated with a new registration for a course, at which time additional tuition fees for the additional courses will be payable.
- f. Payment of the tuition fees due for the academic year concerned must be made in a lump sum or in instalments.

E. Switching from flexible study to full-time study during the academic year

The flexible student is entitled during the course of the academic year to decide after all to take the courses full-time upon payment of the full statutory tuition fees. When switching to regular full-time study, the student concerned will owe a proportional part of the full-time statutory tuition fees for the remaining period of the academic year to which the full-time registration applies.

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 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 Solis ID. A written statement of enrolment can be printed out through OSIRIS.

11. REPLACEMENT CERTIFICATE IN CASE OF A CHANGE OF NAME / GENDER

A replacement diploma and diploma supplement may be issued by the Board of Examiners concerned if:

- the forename has changed (if this has also been changed in the birth certificate on the grounds of Section 1:4(4) of the Dutch Civil Code,
- the surname has changed (if this has also been changed in the birth certificate on the grounds of Section 1:7(1) of the Dutch Civil Code,
- the gender has changed (if this has also been changed in the birth certificate on the grounds of Section 1:28b(2) of the Dutch Civil Code.

This will be done on condition that the graduate submits the original certificate to the Board of Examiners concerned.

The graduate may obtain a replacement diploma only after the Head of CSa has established that the conditions for a replacement certificate have been met. Following receipt of the documentary evidence the Head of CSa will issue a certificate of no objection for the Board of Examiners concerning the issue of the replacement certificate. The Head of CSa will also pass on the changed details to BRON-HO.