



Leaving University College Utrecht

If you are leaving the college because of graduation, leave of absence, quit or expulsion, you have to consider the following:

1. Studielink enrolment
 - 1.1 Graduating before 31 August
 - 1.2 Graduating after 31 August
 - 1.3 Graduating in January (Commencement Ceremony in December)
 - 1.4 Leave of Absence / Quit / Expulsion
2. Residence permit - validity
3. Finances
 - 3.1 Tuition fee
 - 3.2 College campus fees
 - 3.3 Student grant and student OV chip card
 - 3.4 Housing deposit
4. Housing / Leaving your room
 - 4.1 Address at the municipality
 - 4.2 Forwarding your mail
 - 4.3 Notifying others
 - 4.4 Leaving the Netherlands
 - 4.5 Checking out of your room

1. Studielink enrolment

1.1 Graduating before 31 August

The academic year runs until 31 August each year. All graduation requirements must therefore be met before 31 August in order to be entitled to graduate in this current academic year. Your enrolment will terminate automatically on 31 August. **Please do not actively de-enrol until you have officially graduated!**

1.2 Graduating after 31 August

If your grades are not in Osiris before 31 August, you will officially graduate later and you must re-enrol for the next academic year. In this instance, please ensure that you **re-enrol before 1 September**.

Please note that your enrolment will **not** terminate automatically when you graduate after August 31, but you will need to arrange this yourself, via [Studielink](#). **This is your own responsibility.**

For more information on re-enrolment or termination of enrolment, please go to [enrolment](#).



1.3 Graduating in January (Commencement Ceremony in December)

The grades will not be in until the end of January, therefore your graduation date will be in January. **Make sure you stay enrolled until all grades have been entered.** Once you have officially graduated, you can [terminate your enrolment](#) via Studielink. It is NOT possible to terminate retroactively. If you are going to continue studying at Utrecht University (for instance on a Master's programme), you still need to terminate your enrolment at University College Utrecht in Studielink also. You need to enrol separately for any other programme you wish to take. If you have any questions concerning the termination of your enrolment, please contact the college's [Registrar's Office](#) or the university's [Student Services](#). Once you have terminated your enrolment, the rest of your tuition fee will be automatically reimbursed by the university.

Please note! If you are a non-EU/EEA student and you terminate your enrolment while your residence permit is valid, it becomes void and you will be required to leave the country within 28 days. *See 2 Residence permit - validity.*

1.4 Leave of Absence / Quit / Expulsion

If you leave University College in any other way than graduation you have to contact your tutor. Together you will complete a form that must be submitted to the college's [Registrar's Office](#) so that all involved can be notified. Termination of enrolment in Studielink is your own responsibility. Make sure you stay enrolled until all grades have been entered.

2. Residence permit - validity

- A. If you are a non-EU/EEA student and you terminate your enrolment while your residence permit is valid, it becomes void and you will be required to leave the country within 28 days.
- B. If you want to pursue a career in the Netherlands after graduation you can apply for an 'orientation year' residence permit.

For more information click [here](#).

3. Finances

3.1 Tuition fee

If you are not going to continue your studies at Utrecht University or any other Dutch University you are entitled to a partial restitution of the tuition fee only for the period you are no longer registered (for more information see [termination of enrolment](#)).

Please be aware that in some cases it may benefit you to stay registered as a student (for instance in case you receive 'Studiefinanciering' and for the use of your OV travel card). You will then need to continue to pay tuition fees though.



3.2 College campus fees

Nearly all terminations of enrolment have financial consequences for you as a student. The deadlines below apply to the requirement to pay campus fees:

Before 1 September	Before 1 October	After 1 October
No charges	<ul style="list-style-type: none"> • 50% campus fees for Fall semester • 50% UCSA contribution 	<ul style="list-style-type: none"> • 100% campus fees for Fall semester • 50% UCSA contribution
Before 1 February	Before 1 March	After 1 March
No charges for Spring semester	<ul style="list-style-type: none"> • 50% campus fees for Spring semester • 100% UCSA contribution 	<ul style="list-style-type: none"> • 100% campus fees for Spring semester • 100% UCSA contribution

You might be entitled to a campus fee refund. If that is the case, please contact the [University College Finance department](#).

3.3 Student grant and student OV chip card

You must terminate your student grant from the date on which your enrolment at the university is terminated and remove your student subscription from your OV chip card when you are no longer entitled to it. Visit the [DUO website](#) for more information or check the [Student grant DUO page](#) for latest updates.

3.4 Housing deposit

Upon arrival at University College Utrecht you were required to pay a €100 housing deposit towards repair costs of any unreasonable damage which may occur to your room/unit or other property during your stay on campus. This is to safeguard fairness in the event of collective responsibility, and ensure that the minority of residents who actually cause damage can be held individually accountable without impacting others. The campus deposit is not intended for standard maintenance costs, and the landlord is expected to cover any reasonable 'wear and tear' to property, or items that need replacing due to their age.

Your deposit will be returned to you after a final room and unit-check when you leave the college and campus for the last time. Students leaving campus in December will receive their deposit back in the summer, after their unit has been checked. See the [check-out procedure](#) in 4.5 *Checking out of your room*.

Procedure for refunding the deposit: If, after the final check, the damage exceeds €100, you will be charged for the remainder. If there is no damage, or if the damage amounts to less than €100, please fill out the following [form](#). In the event of deposits being withheld there will always be an opportunity for discussion, which may include other students, the landlord, Housemaster, Student Life Officer and/or others.



4. Housing / Leaving your room

4.1 Address at the municipality

As you are moving off-campus, you need to change your registration at the municipality of Utrecht.

Please note that **by Dutch law** you are required to de-register from Utrecht municipality **within 5 days after the day you move out**. Different rules apply to different people so read the following carefully to see which applies to you. Please note that any change of address not made, may lead to a fine or problems with the DUO Group.

- A. Students who have a new address in Utrecht, have to inform the municipality of their new address. You can do this with your DigiD, [here](#).
- B. Students who will live elsewhere in the Netherlands after graduation will have to register (online, in writing or in person) in the new municipality they plan to take residence after leaving the campus. By doing so, you will automatically be de-registered in Utrecht. Please check the website of your new municipality for relevant details. Change your correspondence address in [Studielink](#) as well if you are still following a study programme that requires enrolment via Studielink. Utrecht University by default sends (electronic) mail to the correspondence address that you have entered in Studielink.
- C. Students who are going to leave the Netherlands after graduation to live abroad will have to de-register (online, in writing or in person) at the municipality in Utrecht. You can do so [online](#) using your DigiD or fill out [this form](#) and send or bring it to [`Burgerzaken`](#) in Utrecht. The address to send it to can be found at the bottom of the form.

4.2 Forwarding your mail

University College Utrecht will forward your mail for a limited period of 1,5 months after graduation. Make sure you inform the College's Reception Desk of your new address. Also inform your contacts about leaving the college since after this limited forward period, your mail will be returned to sender.

4.3 Notifying others

Inform family and friends of your new address, as well as organisations and people you regularly receive mail from. If you are moving to another city, please notify your doctor and dentist in Utrecht (you can ask them to forward your file to your new doctor/dentist). Please realise that if you do not inform such organisations of your new address, important correspondence will not reach you.

4.4 Leaving the Netherlands

If you are leaving the Netherlands, in addition to the above points, please also make sure to:

- ... close your Dutch bank account
- ... cancel your (health) insurance if you have this in the Netherlands
- ... cancel any subscriptions (cell phone, magazines, clubs, etc.)

4.5 Checking out of your room

Please follow the [check-out procedure](#). You can contact the [landlady](#) if you have any questions about this procedure.