

Regulations for enrolment and de-registration for government funded programmes 2023-2024

Chapter 1. General Provisions

Article 7.33 WHW

1.1 Basis for the regulations

These regulations elaborate on the statutory regulations (Chapter 7, titles 2 and 3 of the Higher Research and Education Act (WHW)) that apply to enrolment in a government funded study programme at The Hague University of Applied Sciences and set out the procedural guidelines in accordance with article 7.33(1) WHW.

1.2 Scope of the regulations

1. This regulation concerns the enrolment of students and external candidates in full-time, part-time and dual bachelor's, AD degree- and government funded master programmes at the university of applied sciences.
2. The regulations do not apply to the (not government funded) post-initial master's degree programmes and contract education.
3. Distinct regulations apply to external students who wish to enrol in a minor at the University via Kies op Maat. These regulations are laid down in chapter 6.

Article 7.32 en 15.2 WHW

1.3 General enrolment requirements

1. Anyone wishing to use the education, examination and other facilities is required to enrol as a student at the University.
2. Those who only wish to use the examination facilities may enrol as an external candidate, with due observance of article 2.2.
3. Enrolment in the foundation programme phase of the bachelor degree programme or the first period with a study load of 60 credits for an AD degree programme must occur according to the terms and provisions in article 3.2.
4. Enrolment for the first year of a government funded master's programme must take place in accordance with the terms and conditions that are mentioned on the website of The Hague University of Applied Sciences for the relevant master's programme.
5. Enrolment will only take place if a student meets all criteria mentioned in article 2.1.
6. Enrolment should be performed in a timely manner, namely:
 - a. enrolment should either take place before 1 September for a degree programme commencing on 1 September, or before 1 February for a degree programme commencing on 1 February;
 - b. contrary to the provisions set out under a above, enrolment after the above dates may only take place with the prior consent of the department manager.
7. Enrolment cannot take place with retroactive effect.
8. Enrolment takes place for a degree programme for the full academic year. If enrolment takes place during the academic year, it will apply for the remainder of the academic year.
9. Anyone participating in education or making use of the examination facilities without having enrolled will pay compensation amounting to the sum of the tuition fee he would have owed had he been enrolled, in addition to the usual tuition fee.
10. Enrolment will be performed by the Executive Board of the University via Studielink and will take place in accordance with the enrolment procedure set out in chapter 3.
11. Enrolment is only open to persons who can prove that they:
 - a. hold Dutch nationality or are treated as a Dutch citizen pursuant to a statutory provision, or

- b. are a non-Dutch national, have not reached the age of 18 on the first day on which the degree programme commences, for whom first-time enrolment is required, or
- c. are a non-Dutch national, have reached the age of 18 or above on the first day on which the degree programme commences, for whom first-time enrolment is required and are legally resident in the Netherlands within the meaning of article 8 of the Aliens Act 2000 (*Vreemdelingenwet 2000*), or
- d. are a non-Dutch national residing outside the Netherlands on the first day on which the degree programme commences, for whom first-time enrolment is required, or
- e. are a non-Dutch national, no longer meet the conditions referred to under b, c or d, and was previously enrolled in accordance with one of the above conditions on a degree programme at the University, which degree programme they are still pursuing and have not yet completed.

1.4 Provision of information

1. Information about the procedures concerning admission, enrolment, termination of enrolment, and tuition fees is available at www.thehagueuniversity.com/enrolment and is maintained by the Enrolment Centre.
2. The Enrolment Centre may communicate with the (prospective) student about his admission, enrolment, termination of enrolment, and tuition fees, either by letter or by email, via the email address provided by the University or via the personal email address that the student entered in Studielink upon his request for enrolment. The student is responsible for checking his University email and his personal email on a regular basis, for informing the University about any changes in his personal email address, for checking his Studielink account on a regular basis, and for following the directions that are given in messages from the University and from Studielink.

Chapter 2. Enrolment conditions

Article 7.37 WHW

2.1a Conditions for enrolment as a student in bachelor's or AD programmes

1. Before 1 September of the academic year in question, or before 1 February if the programme concerned starts on 1 February, anyone wishing to enrol as a student is required:
 - a. to meet the education entry requirements referred to in article 2.3, or have been granted exemption therefrom on the basis of article 2.7 or 2.8;
 - b. to meet any other educational entry requirements as stated in article 2.4, or have been granted exemption therefrom on the basis of article 2.9;
 - c. to meet any supplementary requirements as stated in article 2.5;
 - d. to meet any employment requirements as stated in article 2.6;
 - e. to have paid the tuition or examination fee owed, or to have guaranteed payment by granting a direct debit mandate for payment of the tuition or examination fees as stated in article 5.5;
 - f. to provide a written statement of agreement if the student is of age and if the tuition or examination fees are paid by a third party;
 - g. to submit the required documents referred to in the enrolment procedure as stated in articles 3.1 and 3.3;
 - h. has never received a negative binding study advice for the relevant degree programme or an associated programme based on the Education and Examination Regulations, or can prove that the negative binding study advice has expired;
 - i. if this concerns the first enrolment in the propaedeutic phase or the first period with a study load of 60 credits for a degree programme that involves a *numerus fixus* (limited number of students accepted), the student who is offered a position based on decentralised selection must accept the offered position within two weeks of notification via Studielink.
2. In case enrolment commences on another date than 1 September, according to the provisions in article 1.3(6), the conditions in paragraph 1 must be met before enrolment commences.

Article 7.37 WHW

2.1b Conditions for enrolment as a student in a government funded master's programme

1. Before 1 September of the academic year in question, or before 1 February if the programme concerned starts on 1 February, anyone wishing to enrol as a student is required:
 - a. to meet the admission requirements as referred to in article 2.3.b;
 - b. to have paid the tuition or examination fee owed, or to have guaranteed payment by granting a direct debit mandate for payment of the tuition or examination fees as stated in article 5.5;
 - c. to provide a written statement of agreement if the student is of age and if the tuition or examination fees are paid by a third party to submit the required documents referred to in the enrolment procedure as stated in articles 3.1 and 3.3;
2. In case enrolment commences on another date than 1 September, according to the provisions in article 1.3 (6), the conditions in paragraph 1 must be met before enrolment commences.

Article 7.37 WHW

2.2 Conditions for enrolment as an external candidate

Anyone wishing to enrol as an external candidate is required to meet the conditions set out in article 2.1 and to have been granted consent by the department manager of the Faculty providing the relevant degree programme. External candidates can only enrol in full-time and part-time programmes. Consent is only granted if this does not conflict with the nature and interests of the degree programme.

Article 7.9a; 7.24 WHW

2.3a Educational entry requirements for bachelor's or AD programmes

1. Anyone wishing to enrol as a student or external candidate in a degree programme must comply with the educational entry requirements as required by law. This implies that one must hold one of the following certificates, and must also meet the further educational entry requirements, the supplementary requirements, and the employment requirements as stated in articles 2.4 to 2.6:
 - a. a VWO diploma (new style, as of 2010);
 - b. a HAVO diploma (new style, as of 2009);
 - c. an MBO diploma at level 4;¹
 - d. a certificate upon successfully completing the propaedeutic examination at a Dutch university of applied sciences or at a Dutch research university;
 - e. a certificate upon successfully completing the final examination for a Bachelor's or Master's degree programme at a Dutch university of applied sciences or at a Dutch research university.
2. For enrolment in an accelerated three-year HBO track (180 credits) as stated in Article 7.9a, the prospective student must hold one of the following certificates, and must also meet the further educational entry requirements, the supplementary requirements, and the employment requirements as stated in articles 2.4 to 2.6:
 - a. a VWO diploma (new style, as of 2010);
 - b. a certificate upon successfully completing the propaedeutic examination at a Dutch research university;
 - c. a certificate upon successfully completing the final examination for a Bachelor's or Master's degree programme at a Dutch university of applied sciences or at a Dutch research university.
 - d. a diploma of the propaedeutic phase of a bachelor programme at a university of applied sciences within one year in the same (CROHO) programme or a related programme and with an average of at least 7.0, or
 - e. the concluding certificate of the entire International Foundation Programme (One Year Programme or Fast Track Programme) of The Hague Pathway College.
3. The University will treat old style HAVO (before 2009) and VWO (before 2010) diplomas as equivalent to new style HAVO and VWO diplomas, respectively, with due observance of the further educational entry requirements as stated in article 2.4 (2) and after assessment by the Admission Committee.
4. The Admission Committee may grant exemption of the entry requirements to anyone who does not possess a diploma as referred to in paragraph 1, 2, or 3, on the basis of article 2.7 or 2.8.

Art.7.30b WHW

2.3b Admission requirements for government funded master's programmes

1. The admission requirement for enrolment in a government funded master's programme is:
 - a. possession of a bachelor's degree in scientific or higher professional education; or
 - b. the possession of knowledge, insight and skills at the level of a bachelor degree in scientific or higher professional education.
2. The Executive Board may set qualitative admission requirements in addition to the requirements referred to in the first paragraph. These requirements are stated on the website of The Hague University of Applied Sciences, under the relevant master's programme.
3. If the Executive Board has set a maximum number of persons to be enrolled in the programme, an additional admission requirement is that this number may not be exceeded. The relevant procedural regulations are published on the website of The Hague University of Applied Sciences in the section for the relevant master programme.

Article 7.25 WHW

2.4 Further educational entry requirements for bachelor's or AD programmes

1. Requirements relating to subject cluster, subjects, and other programme components may be set for anyone who holds a new style HAVO or VWO diploma and wishes to enrol in a degree programme. These requirements are based on the Regulations Governing Registration for and Admission to Higher Education. An overview of requirements is available at the University's website (www.thehagueuniversity.com). This also states the manner in which the requirements should be met prior to enrolling in the degree programme.
2. Prospective students holding an old style HAVO (before 2009) or VWO (before 2010) diploma have met the further educational entry requirements if the content of the subjects for which they have taken an examination covers all subjects included in the further educational entry requirements relating to the relevant degree programme.
3. Prospective students holding a diploma issued outside The Netherlands as referred to in article 2.7(1) and (2) have met the further educational entry requirements if the content of the subjects for which they have taken an examination covers all subjects included in the further educational entry requirements relating to the relevant degree programme.
4. If the prospective student doesn't comply with the educational entry requirements, he must prove that he can still meet comparable requirements by presenting a certificate that indicates that the deficiency has been resolved, as referred to in article 2.9.

2.4a Special further educational entry requirements for the Education in Primary Schools (PABO) programme

The PABO programme has further prerequisite requirements for the subjects of geography, history and science & technology.. The procedure applicable is described on <http://goedvoorbereidnaardepabo.nl>.

Article 7.26 WHW

2.5 Supplementary requirements for bachelor's or AD programmes

Supplementary requirements apply for certain programmes. The University's website (www.hhs.nl, in Dutch) contains further information about the nature of these requirements, and on how to meet these requirements. Supplementary requirements apply for the following programmes:

- a. Teacher Education in Physical Education;
- b. Sport Studies.

Article 7.27 WHW

2.6 Employment requirements for bachelor's or AD-programmes

Supplementary requirements regarding professional activities that must be performed whilst pursuing the degree programme may be specified for part-time programmes, if the relevant activities are designated as units of study in the Education and Examination Regulations. The University's website (www.hhs.nl, in Dutch) contains further information about the nature of these requirements for the associated degree programmes. Supplementary requirements apply for the following programmes

Business Administration;
Facility Management (bachelor); Facility Management (Associate degree); Nursing (HBO); Social Work
Skin Therapy (Dutch).

Article 7.28 WHW

2.7 Exemption from the educational entry requirements on the basis of a diploma for bachelor's or AD programmes

1. The Admission Committee will grant exemption from the educational entry requirements stated in article 2.3(1) to prospective students who hold a diploma that was issued in the country of a signatory state that has ratified the Convention on the Recognition of qualifications concerning

higher education in the European region (Treaty Series 2002, 137), and gives access to research-oriented or higher professional education in the relevant country.² The Admission Committee may grant exemption from the educational entry requirements stated in article 2.3(1) to prospective students who hold a diploma that was issued in The Netherlands or abroad and that the Admission Committee deems at least equivalent to a diploma as referred to in article 2.3(1).

2. The Admission Committee will grant exemption from the educational entry requirements stated in article 2.3(2) to prospective students who hold a diploma that was issued in The Netherlands or abroad and that the Admission Committee deems at least equivalent to a diploma as referred to in article 2.3(2).
3. If exemption from the educational entry requirements is granted on the basis of paragraph 1 or 2, the prospective student must meet the further educational entry requirements, the supplementary requirements, and the employment requirements stated in articles 2.4 to 2.6, where applicable.
4. If exemption from the educational entry requirements is granted on the basis of a foreign diploma, the prospective students must meet the language requirements stated in article 2.10.

Article 7.29 WHW

2.8 Exemption from the educational entry requirements on the basis of an admissions test

1. The Admission Committee may grant exemption from the educational entry requirements stated in article 2.3(1) to prospective students who have reached the age of 21 or above at the time of enrolment and have successfully completed an admissions test at the University.
2. The Admission Committee may depart from the age limit of 21 years for those holding a non-Dutch diploma providing access to a higher education institution in their own country. The Admission Committee may also depart from said age limit if a prospective student is unable to submit a diploma due to special circumstances.
3. The weighting of the components of the admission test correspond to the Regulations Governing Registration for and Admission to Higher Education and was adopted by the Admission Committee. The University's website (www.hhs.nl/inschrijving, 'Admission requirements') states the form of the admission test and how the aspiring student can apply.

Article 7.25 WHW

2.9 Deficiency in further educational entry requirements for bachelor's or AD programmes

1. The Admission Committee may decide that a prospective student, who does not meet the further educational entry requirements stated in article 2.4, will be granted admission, provided that the prospective student is able to present a valid certificate to prove that the deficiency has been resolved.
2. The University's website (www.hhs.nl/inschrijving, 'Admission requirements') states which certificates can be used by the prospective student to prove that the deficiency has been resolved.

Article 7.28 WHW

2.10 Language requirements

1. He/she who possesses a non-Dutch diploma as referred to in article 2.7(1) and who wishes to be enrolled in a programme that is taught in the Dutch language must provide proof of sufficient proficiency in Dutch by one of the following means:
 - a. a NT2 Level II State Exam for Dutch as a second language;

²Without prejudice to the Admission Committee's power under Article IV.1 of the above convention to demonstrate a significant difference between access to higher education on the territory of the relevant country where the qualification was obtained and the general requirements laid down by or pursuant to the law.

- b. a diploma or certificate that the Admission Committee deems to be the equivalent of the diplomas and certificates stated in paragraph 1(a) and 1(b).
2. He/she who possesses a non-Dutch diploma as referred to in article 2.7(1) and who wishes to be enrolled in a programme that is taught in the English language needs not provide proof of sufficient proficiency in English if the diploma was issued in one of the following countries:
 - a. Australia;
 - b. Canada;
 - c. the Republic of Ireland;
 - d. Malta;
 - e. New Zealand;
 - f. the United Kingdom;
 - g. the United States of America.
 - h. South Africa;
 3. Anyone who does not meet the criteria stated in paragraph 2 and hold a diploma issued outside of the Netherlands as referred to in article 2.7(1), and wishes to be enrolled in a degree programme that is taught in the English language, must provide proof of sufficient proficiency in English by means of an IELTS, TOEFL or Cambridge ESOL certificate. The minimum scores are as follows:
 - a. for IELTS tests: 6.0 overall; additionally, the programme may stipulate that a minimum score of 6.0 must be obtained for each test component;
 - b. for TOEFL tests (internet based): 80 overall; additionally, the programme may stipulate that a minimum score of 20 must be obtained for each test component.
 - c. for a Cambridge ESOL (CPE/CAE/FCE) test: 169 and grade A, B or C; additionally, the programme may stipulate that a minimum score of 169 must be obtained for each test component.
 4. Anyone who is able to produce a certificate for one of the examinations that are referred to on the website of the university of applied sciences (www.hhs.nl/inschrijving, 'Admission requirements/language requirements') and has sat an examination for English will be eligible for an exemption from the obligation to do a language test.

Article 7.30 WHW

2.11 Admission to the main phase of a bachelor's or AD programme

1. In addition to the conditions set out in article 2.3, in order to gain admission to the main phase of a bachelor's degree programme, the student must hold a certificate demonstrating successful completion of the foundation programme examination of that degree programme at The Hague University of Applied Sciences, or evidence from the Examination Board for said degree programme granting the student exemption from all tests associated with the foundation programme stage of that degree programme.
2. The Examination Board may impose restrictions on sitting tests that form part of the main phase as long as the student is enrolled in the propaedeutic phase.

Article 7.8b WHW

2.12 Enrolment in a bachelor's or AD programme following negative binding study advice

1. Those who have received a negative binding study advice may at a later time still enrol in the same degree programme or a similar degree programme, if the negative binding advice has lapsed. The conditions for this are described in Chapter 7 of the Education and Examination Regulations.
2. He who has lodged an appeal against a decision to issue him binding negative study advice may nonetheless enrol in the same degree programme until the Examination Appeals Board has made a decision on the appeal. If the Examination Appeals Board has dismissed the appeal, has deemed the appeal inadmissible, or if the student withdraws the appeal, the student's enrolment will be terminated. Termination will take effect from the month following the month in which the

student has withdrawn the appeal or in which the Legal Protection Desk has informed the student that the Examination Appeals Board has taken a decision.

Chapter 3. Enrolment procedure

Article 7.33 WHW

3.1 Procedure for first-time enrolment

1. He who wishes to enrol as a first-time student in a degree programme is required to apply for enrolment via Studielink. If application via Studielink is not possible, the prospective student should apply for enrolment using the enrolment form which can be obtained from the Enrolment Centre.
2. Registration for the foundation programme stage of a Bachelor's degree programme the first period with a study load of 60 credits for an Associate degree programme, or for a government funded master's programme, must take place in a timely manner. The terms and other conditions are described in article 3.2.
3. The following documents must be submitted when applying for first-time enrolment:
 - a. a copy of the passport or ID card, if the prospective student's identity cannot be verified via Studielink;
 - b. in case of a diploma or certificate that was issued in The Netherlands: a certified copy of the diploma or certificate with a certified list of marks, if verification of the prospective student's prior education and diploma via Studielink is not possible;
 - c. in case of a diploma or certificate that was issued in The Netherlands: the original diploma or certificate, including the list of marks, must be presented to the Enrolment Centre;
 - d. the other documents listed on the website;
 - e. for citizens of non-EEA countries³ aged 18 years and over: proof (a residence permit or a written statement from the competent authorities) confirming legal residence in the Netherlands on the first day on which the degree programme commences.
 - f. for enrolment in the main phase without prior enrolment in the propaedeutic phase of the relevant degree programme at the University: a certificate evidencing that the Examination Board has granted exemption from taking the tests corresponding to the propaedeutic phase of the relevant degree programme.
4. In addition, the student must fulfil the payment conditions described in article 5.1.
5. After enrolment the student will receive digital proof of enrolment.

Article 7.31a, 7.31b, 7.31c ;7.31d WHW

3.2 Deadlines and conditions of registration for the foundation programme stage of a Bachelor's degree programme or the initial period with a study load of 60 credits for an Associate degree programme

1. An individual who applies for enrolment in the foundation programme stage of a bachelor's degree programme or the initial period with a study load of 60 credits of an Associate degree programme at The Hague University of Applied Sciences must have submitted this application no later than:
 - a. The deadlines as listed on the website of The Hague University of Applied Sciences: "[How to apply](#)";
 - b. Those who enrol in a timely manner will be invited for a Study Choice Check. The website of the university of applied sciences contains more information about the way in which the Hague University of Applied Sciences offers the Study Choice Check.
2. If attending The Hague Matching Days causes serious inconvenience because the aspiring student resides at a long distance from The Hague, the Study Choice Check may also be conducted digitally or by phone.
3. If the prospective student doesn't enrol in time, enrolment will be denied. If an application has been rejected on this basis, the prospective student may request the department manager to reconsider

³ Non-EEA means students holding a nationality other than the nationality of one of the EU member states, Norway, Iceland, Liechtenstein or Switzerland.

his application. The department manager assesses this request on the basis of at least the motivation of the prospective student, and the reason stated for exceeding the terms. The Executive Board may lay down further rules with regard to admissible reasons for exceeding the time limits for submitting an application. In addition to this, the department manager may decide that the prospective student must also successfully complete an interview, a test or an assignment. Upon the department manager's positive assessment, the application for enrolment will still be processed.

4. The stipulations in this article do not apply to:
 - a. external candidates;
 - b. external minor students.

Article 7.33 WHW

3.3 Procedure for subsequent enrolments

1. A student wishing to continue his degree programme at the end of the academic year must apply for re-enrolment via Studielink by 31 August. If it is not possible to re-enrol via Studielink, the student should re-enrol using the enrolment form which can be obtained from the Enrolment Centre.
2. In addition, the student must fulfil the payment conditions described in article 5.1 in a timely manner.

Chapter 4. Refusal, cancellation or termination of enrolment

4.1 Cancellation of enrolment before the start of the academic year

1. He who has enrolled in a degree programme at the University may cancel his enrolment before the first day of enrolment. If enrolment has taken place as of the start of the academic year, cancellation is only possible before 1 September. If enrolment has taken place as of another date, cancellation is only possible before this date.
2. A request to this end must be submitted via Studielink before the first day of enrolment.
3. In the event enrolment is cancelled in the manner described under paragraph 1, no tuition or examination fees or a portion thereof are payable by the student.

Article 7.42 WHW

4.2 Termination of enrolment at the request of the student and after graduation

1. The Executive Board will terminate enrolment upon the request via Studielink of an individual enrolled in a degree programme with effect from the month indicated by the student in his request for termination, on the understanding that enrolment cannot be terminated earlier than the first day of the month following the month in which the request was received.
2. If a student has passed the final examination, his enrolment will not be terminated automatically. In case the student wishes to terminate his enrolment after passing the final examination, he must submit a request to this end via Studielink. The Executive Board will terminate enrolment with effect from the month indicated by the student in his request of termination, on the understanding that enrolment cannot be terminated earlier than the first day of the month following the month in which the request was received.
3. The student is responsible at all times for the timely termination of any study grant and student travel card he might receive upon termination of enrolment.
4. After submitting a request of termination, the student cannot change the month as of which the termination will take effect.

Article 7.8b, 7.12b, 7.32, 7.37, 7.42, 7.42a ; 7.57h WHW

4.3 Refusal, cancellation or termination of enrolment by order of the Executive Board

1. The Executive Board will refuse to enrol a person if they have failed to comply with the requirements and conditions of enrolment set out in these regulations.
2. The Executive Board may refuse or cancel enrolment if there are well-founded fears that the individual concerned will abuse his enrolment and the attached rights by seriously undermining the special nature of the University.
3. The Executive Board may terminate or refuse the enrolment of the individual concerned if the student's conduct or remarks prove that the student is unsuitable for practising one or more professions for which the degree programme chosen or pursued trains the student, or for the practical preparation of professional practice.
4. The Executive Board may refuse a student's enrolment if the student wishes to enrol in a degree programme that is the same as or related to a degree programme offered by another institution for which the student has been refused pursuant to paragraph 3 of this article.
5. If the individual concerned, as referred to in paragraph 3 of this article, has enrolled in a degree programme other than that for which the individual was refused pursuant to paragraph 3 and is pursuing a specialisation within the other degree programme corresponding to, or the practical preparation for professional practice thereof is related to the degree programme for which the student has been refused pursuant to paragraph 3, the Executive Board may decide that the student is not permitted to pursue the specialisation or other components of that particular degree programme.

6. On the recommendation of the Examination Board of the degree programme in which the individual concerned is enrolled, the Executive Board may terminate the student's enrolment if the student has committed serious fraud.
7. If a student violates the regulations and house rules of the University of Applied Sciences, the Executive Board may deny the student access to the institution or parts thereof for the duration of one year at the most, or terminate the student's enrolment for the same period of time. In the event the student has caused serious disturbance inside the buildings and on the grounds by violating the rules and continues to cause disturbance despite a summons from or on behalf of the administration of the institution, the Executive Board may permanently deny the student access to the institution or terminate the student's enrolment.
8. The Executive Board may terminate enrolment if an enrolled student has failed to pay the statutory or institutional tuition fees, or the examination fees after having received a reminder for payment thereof. Enrolment will be terminated with effect from the second month following the demand for payment.
9. The Executive Board will deny or terminate enrolment if all (or part of) the tuition fees or collection fees for the previous academic year or the previous academic years have not been paid.
10. If after enrolment it emerges that enrolment has not taken place in accordance with article 1.3(11) for whatever reason, the Executive Board will terminate the enrolment of the student or external candidate with immediate effect.
11. The Executive Board will terminate enrolment if the student has received negative binding study advice in the course of the academic year. Termination will take place with effect from the second month following the month in which study advice was issued, unless the student requests termination of enrolment with effect from the month following the month in which study advice was issued.

Article 7.42 en 7.42a WHW

4.4 Procedure concerning refusal, cancellation or termination of enrolment

1. A student wishing to terminate enrolment during the academic year must submit a request to that end via Studielink. Upon termination of enrolment, the student is entitled to a refund of tuition fees in accordance with article 5.4.
2. Before implementing the measure referred to in article 4.3(2-7), the Executive Board will seek advice from the Examination Board or the department manager of the faculty responsible for the relevant degree programme and will offer the student the opportunity to be heard on the matter. The interests involved will be carefully weighed.
3. The Executive Board will inform the individual concerned and DUO, the Education Executive Agency, about the termination of enrolment.
4. If the university of applied sciences has issued the student a Proof of Payment of Tuition Fees (*Bewijs Betaald Collegegeld*), the tuition fees will only be refunded after the student has returned the original Proof of Payment of Tuition Fees to the university of applied sciences.

Article 7.37 WHW en 7.42 WHW

4.5 Temporary derogatory condition for enrolment and termination of enrolment related to COVID-19 *(this provision is not yet in effect and will only become effective if the legislature has decided to do so; in that case, the provision will not be in italics)*

1. *The Executive Board may, in derogation of section 7.37 WHW, enroll a person who, as a result of the outbreak of COVID-19, has not yet been able to meet the admission requirements, as of September 1, 2023, for a program at the university of applied sciences in accordance with the conditions set by law or ministerial regulation.*
2. *The Executive Board will terminate the enrollment of a person enrolled on the basis of the first paragraph as of December 31, 2023, if the admission requirements have not been met before January 1, 2024.*

3. *The Executive Board may decide not to terminate the enrollment due to failure to meet the deadline as described in paragraph 2 through no fault of the student, if termination would result in serious inequity. In such a case, the registration will be terminated on August 31, 2023 at the latest, if the admission requirements have not been met.*

Chapter 5. Tuition and examination fees

Article 7.43, 7.44; 7.45 WHW

5.1 Tuition and examination fees

1. Statutory or institutional tuition fees are payable by a student for every academic year of a degree programme in which the student has been enrolled by the Executive Board.
2. The amount of the tuition fees payable for each academic year is determined annually. The amount of statutory tuition fee is determined by or pursuant to the law; the amount of institutional tuition fee is determined by the Executive Board. The Executive Board may set distinct institutional tuition fees for each programme, group of programmes, or group of students.
3. Examination fees are payable by those who have enrolled as an external candidate.
4. The Executive Board determines the amount of the examination fee.

Article 7.45a WHW

5.2 Statutory tuition fees

1. The statutory tuition fee applies to students who on the first day of enrolment:
 - a. have not yet obtained a bachelor's degree⁴ in the case of a bachelor's degree programme, or have not yet obtained a bachelor's, associate or master's degree in the case of an Associate degree programme, or have not yet obtained a master's degree for a government funded master's programme, unless the prospective student has enrolled for the first time in a degree programme that is registered in the CROHO under Education or Health Care. This applies to the following degree programmes at The Hague University of Applied Sciences: Education in Primary Schools (PABO), Physical Education Teacher Training Programme (HALO), Nutrition and Dietetics, Skin Therapy, and Nursing, and
 - b. belong to one of the groups of people referred to in Section 2.2 of the Student Finance Act 2000⁵ or hold Suriname nationality.
2. The statutory tuition fee is also payable by the student who meets the criterion stated in paragraph 1(b), and who:
 - a. has followed a bachelor's, associate or master's degree programme for the first time at a university of applied sciences in the Netherlands for which he/she obtained a degree, and
 - b. is enrolled in a degree programme at the University, in which enrolment first took place before obtaining the degree for the programme mentioned in paragraph 2(a), and has since been enrolled uninterruptedly.
3. If it appears during the course of the academic year that a student who had not been awarded a Bachelor's degree upon enrolling for a Bachelor's degree programme, according to BRON HO on 1 September, actually has obtained a bachelor's degree, or a bachelor's, associate or master's degree upon enrolling for an Associate degree programme, or has obtained a master's degree when enrolling in a government funded master's programme and this student fails to meet the requirements stated in paragraph 2, this student will still be required to pay the institution's tuition fee.

⁴ A bachelor's degree is equivalent to passing the final examination of a degree programme in higher professional education with a study load of 168 credits or a '*kandidaats*' examination of a degree programme in research-oriented higher education under the WHW as applicable on 31 August 2002. A bachelor's and master's degree is equivalent to passing the final examination of a degree programme in research-oriented higher education under the WHW as applicable on 31 August 2002, or pursuant to Sections 18.14 and 18.15 of the WHW.

⁵ This group largely corresponds to the group of students holding the nationality of one of the EU or EEA member states, Turkey (subject to certain conditions), or Switzerland, and relatives of EU citizens residing in the Netherlands who are non-EEA nationals, non-Dutch citizens holding specific residence permits or non-Dutch citizens who are waiting on specific residence permits or extension thereof, and those who are already using a student grant or loan, and non-Dutch citizens who previously received a contribution under the Fees and Educational Expenses (Allowances) Act (WTOS).

5.3 Institutional tuition fees

The institutional tuition fee apply to students who do not meet the conditions relating to the statutory tuition fee referred to in article 5.2(1-2), and to students who comply with Article 5.2(3).

5.4 Lowering, exemption from and refund of tuition and examination fees

1. If a student enrolls during the academic year, a portion of the tuition fee will be payable by the student, i.e. one twelfth for every remaining month of the academic year in which he is enrolled.
2. A student whose enrolment has been terminated in the course of the academic year pursuant to articles 4.2 or 4.3 is entitled to a refund of one twelfth of the tuition fee for every month the academic year continues after termination of the student's enrolment. The student is not entitled to a refund if:
 - a. the enrolment is terminated as of July or August;
 - b. the student is enrolled in one or more other degree programmes at the University, or
 - c. the student was issued a Proof of Payment of Tuition Fee (*Bewijs Betaald Collegegeld*), and the student has not yet returned the original Proof of Payment of Tuition Fee to the University.
3. If a student dies in the course of the academic year, one twelfth of the tuition fee will be refunded for each consecutive month after the student's decease.
4. If a student is enrolled in a degree programme at The Hague University of Sciences or at another Dutch university of applied sciences or research university, and has paid the statutory tuition fee, and wishes to enrol in another degree programme for which he meets the criteria for the statutory tuition fee as stated in article 5.2(1-2), the student will not pay tuition fees for the latter degree programme, unless the amount for the latter degree programme exceeds that of the degree programme described first. In that case the difference between the lower and higher amount is payable by the student to the University. If the student passes the final examination of the degree programme that he first enrolled in, or if the student terminates his enrolment in this degree programme, he is not entitled to a refund of part of the tuition fee, unless he also terminates his enrolment in the other degree programme.
5. If a student is enrolled in a degree programme at another Dutch university of applied sciences or research university, and wishes to enrol in a degree programme at the University, and if the institutional tuition fee is payable for one or more of these programmes, no exemptions from tuition fees will be granted for enrolment at the University.
6. A student enrolled in a degree programme at the University who has paid the institutional tuition fee and wishes to enrol in a further degree programme at the University will pay the institutional tuition fee once only.
7. A student pursuing government-funded education other than higher education, for which course fees are payable, who in the same academic year either additionally or instead wishes to enrol in a degree programme at the University and meets the criteria for the statutory tuition fee for that programme, as stated in article 5.2(1-2), will pay tuition fee for the University amounting to the difference between the course fees already paid and the statutory tuition fee.
8. If tuition fees are paid in instalments, as stated in article 5.5(1)(b), refunds will only be made if the eventual amount due is less than the total amount paid. In that case, the difference between the total amount paid and the eventual amount due will be refunded.
9. Those seeking exemption from or lowering of tuition fees are required to submit the required proof of enrolment and tuition fee payment receipts together with their request to the Enrolment Centre.
10. The examination fee cannot be lowered or refunded, nor can external candidates be granted exemption from examination fees.

5.5 Payment of tuition and examination fees

1. Students should pay the tuition fee using one of the following payment options:
 - a. payment at once by means of a digital direct debit mandate via Studielink, by submitting a signed payment authorisation form, or in case of an international student who does not yet have a SEPA bank account, payment at once via bank transfer.
 - b. payment in instalments by means of a direct debit mandate via Studielink or by issuing a signed payment authorisation form. If enrolment takes place in the course of the academic year, the instalments will be determined on a pro rata basis. Payment in instalments involves an administrative charge of €24.
2. External candidates can only pay their examination fee at once.
3. The tuition or examination fees must be paid by or on behalf of the student. If payment is made by a third party on the student's behalf, the student who has reached the age of majority must agree to this payment in writing.
4. If it is not possible to pay the tuition fee owed by means of a direct debit mandate (because the account balance is insufficient, for instance), or if the payment is cancelled by counter-entry, and the student has still not paid the amount due within a term determined by the University, the student will lose his right to pay in instalments. The University will establish a term within which the student must pay the tuition fee owed. If the student does not pay the tuition fee in full within the specified term, enrolment may be terminated in accordance with article 4.3(8), collection of the tuition fee that has yet to be paid at that time will be transferred to a debt collection agency, and the amount payable will be increased with the debt collection costs together with statutory interest.
5. If the student has payment arrears, he may be denied access to the IT facilities.
6. As long as the payable tuition or examination fees remain unpaid, no certificate will be awarded to the student for passing an examination, and no statement of successfully completed tests will be issued. The student may be denied access to education, use of the educational facilities and the buildings.

5.6 Other contributions and costs

1. Enrolment is independent of any financial contribution other than the tuition or examination fees.
2. The Education and Examination Regulations relevant to every degree programme shall contain an indication of the costs of study material for students. A student may only be asked to purchase study material if required for the degree programme as set out in the Education and Examination Regulations.
3. The costs arising from the statutory obligations pertaining to the provision of education are not charged to students.
4. No financial fees are charged for providing additional opportunities to take tests outside the academic calendar, as set out in the Education and Examination Regulations.
5. No financial fees are charged for pursuing minors at the University or at another institution approved by the Examination Board, unless the costs for a minor pursued at another institution exceed the amount of € 70 per study credit, in which case the difference between the actual costs and the number of study credits times € 70 is payable by the student.

Chapter 6. Provisions for the enrolment of external minor students

6.1 Enrolment of external students in minors

A student who pursues a degree programme at another Dutch university of applied sciences or research university (hereinafter: 'partner university'), may apply for enrolment in a minor at the University. Additional conditions apply to enrolment in a minor as an external student (hereinafter: 'external minor student'). A different enrolment procedure also applies.

6.2 Additional conditions for enrolment as an external minor student

1. For enrolment as an external minor student, one has to meet the conditions as stated in article 2.1, as well as the following additional conditions:
 - a. one must provide an original education contract (*Leerovereenkomst*), signed by the partner university, in triplicate;
 - b. one must meet the admission criteria of said minor and must provide a statement to this end, drawn up by the relevant Examination Board at the University,
2. The external minor student is only entitled to attend classes and sit exams that form part of the minor in which the external minor student is enrolled.

6.3 Enrolment procedure for external minor students

1. The external minor student shall apply for enrolment in the minor of his choice via the Kies op Maat website (www.kiesopmaat.nl).
2. The external minor student shall submit the original education contract as referred to in article 6.2(1) in triplicate to the Enrolment Centre.
3. After receiving the education contract, the Enrolment Centre shall inform the external minor student about the relevant enrolment procedure. This procedure corresponds to the procedure as stated in article 3.1, with the following exceptions:
 - a. contrary to article 3.1(3)(b), the external minor student must submit a certified copy of the propaedeutic diploma and the corresponding list of marks of the degree programme that the student is enrolled in at the partner university; if the external minor student does not possess these documents, he must submit a certified copy of the diploma on the basis of which he was admitted to his degree programme at the partner university;
 - b. contrary to article 3.1(4), the external minor student must submit an original Proof of Payment of Tuition Fee (*Bewijs Betaald Collegegeld*) in order to be exempted from tuition fee payment.

Chapter 7. Final provisions

7.1 Legal protection

The individual concerned may file an objection against a decision taken by or on behalf of the Executive Board pursuant to these regulations with the Legal Protection Desk (An enrolled student must file their objection via OSIRIS Zaak. A student who is no longer (or not yet) enrolled should file an objection in writing or by email via the Legal Protection Desk (loketrechtsbescherming@hhs.nl). The objection period takes effect the day after the decision has been communicated to the student either in writing or by email.

7.2 Unforeseen cases

In cases requiring an immediate decision and where these regulations do not provide for any such decision, the Executive Board will take a decision. The decision will be communicated to the individual concerned directly.

7.3 Hardship clause

If the application of these regulations would result in unfairness, the Executive Board may take a decision that departs from the regulations.

7.4 Official title

These regulations may be cited as 'Enrolment and De-registration Regulations Funded Programmes 2023-2024'.

7.5 Evaluation

The Executive Board will ensure that these regulations are evaluated regularly. The evaluation will take place at least once a year.