

24 OER Aeres University of Applied Sciences Registration and deregistration

All of the regulations for registration and deregistration of Higher Education are mentioned in Articles 7.32 to 7.59 of the Higher Education and Research Act (*WHW*). A recent copy is available for inspection at the media centre. A number of practical aspects for Aeres UAS will be explained in more detail below.

Article A: Registration for Bachelor's, Associates or Master's Degree

1. Each year, students must (re-)register by signing and properly completing the authorisation forms for payment of the tuition fees and return this to the Education Office (*Bureau Onderwijs*) (De Drieslag 4, 8251 JZ Dronten, the Netherlands) before 1 September. They will then have to (re-)register via Studielink.
2. A full-time or part-time student who meets the nationality principle pays the statutory tuition fees each year. The amount for 2022-2023 is €2209. If it concerns a student who is enrolled for a Bachelor or AD for the first time, he will pay the reduced statutory tuition fees of € 1105 in his first year of study.
3. If the nationality principle is not met, the student has to pay an increased institutional tuition fee, regardless of the form of education.
4. Students who have already completed a Bachelor's programme and subsequently wish to register for a second government-funded Bachelor's programme, have to pay an increased institutional tuition fee. The institutional tuition fee for 2022-2023 is €7676.
5. The statutory tuition fee for MA students who comply with the funding requirements is €2209 for the course year 2022-2023.
6. If a student does not comply with the funding requirements, the tuition fee amounts to €7676.

In addition, any government measures as a result of Corona/Covid-19 may lead to an adjustment of the legally established amounts. Check the website of the university.

Article B: Deregistration

A student can be deregistered based on the following three categories:

1. **Termination of the registration on account of passing the final examination**
At the student's request, registration of the programme is ended following the month in which the final examination was passed and in which this has been certified by the Board of Examiners. Starting the month following the month in which the student was deregistered, at his/her Studielink request, he/she will receive one twelfth of the paid tuition fee for each month still remaining in that programme year (see also below under Reimbursement of Tuition Fees and Article 7.48 of the Higher Education and Research Act), unless the student is still registered for one or more other programmes. For the purpose of this paragraph of this Article, the last two months of the programme year do not count.
2. **Termination of the registration at the student's written request**
At the request of the student, the faculty management will terminate the registration of the relevant student on behalf of the Executive Board. If the registration of the student at whose written request during the course of the programme year is ended by or on behalf of the institution's Board, one twelfth of the paid tuition fee for each month still remaining in that programme year will be reimbursed, starting the month following the month in which the

registration was terminated, unless the student is still registered for one or more other programmes.

Voluntary deregistration during the course year:

If a student wishes to deregister at any moment after 31 March of the first year of study and the student has not received a final assessment of the statutory Binding Programme Recommendation, the Board of Examiners, having received a deregistration request, will determine a Binding Programme Recommendation based on the study achievements until then. In case of a negative Binding Programme Recommendation, it is no longer possible to re-register for this programme of Aeres UAS at a later stage.

3. Termination of registration due to a negative Binding Programme Recommendation (BSA)

The programme will be terminated in the month in which the Binding Programme Recommendation is set. If the registration is ended by or on behalf of the institution's Board, one twelfth of the paid tuition fee for each month still remaining in that programme year will be reimbursed, starting the month following the month in which the registration was terminated, unless the student is still registered for one or more other programmes.

In all cases, the student must submit a written request for deregistration! The relevant forms can be obtained from the Education Office (*Bureau Onderwijs*) (Dronten/Almere). The student must also submit a request for termination of registration via Studielink. The date on which the request is made via Studielink will be used as the date of deregistration.

In case a Proof of Tuition Fee Payment (*Bewijs Betaald Collegegeld*) was provided to the student, no tuition fee will be refunded for the remaining months of study until the original Proof of Tuition Fee Payment is returned.

4. Enrollment termination due to non-compliance with payment obligation (WHW 7.42)

1. If an authorization has been given for the collection of the tuition fees and the full amount or an installment cannot be collected, the following will be charged:

- a. after one cancellation or blocking, a reminder is sent to the student, in which the possible consequences of non-payment are also explained; see point b-d.
- b. after two consecutive reversals or blockages, a first reminder is sent and a further period of one month is set, within which the overdue amount must be paid.
- c. after three consecutive cancellations or blockages, a second reminder is sent and the student account is blocked, as a result of which the student has temporary no access to various systems and cannot register for taking examinations.
- d. if the amount is not paid one month after the 2nd reminder, the registration can be terminated with effect from the following month.

2. A payment is allocated to the longest outstanding receivable.

3. Any collection costs, consisting of judicial and extrajudicial costs, as well as overdue interest, will be borne by the student (possibly on the order of the court).

4. If there is a delay with regard to the payment of the tuition fees due, a request for enrollment for the following academic year can only be granted and an authorization for collecting the tuition fees can only be accepted if the amount due is paid by 15 September at the latest, whether the amounts due have been received in full by Aeres University of Applied Sciences. A backlog with regard to the payment of the tuition fees or examination fees due may concern an undue payment of the tuition fees or the administration costs that must be paid to Aeres University of Applied Sciences, as well as an undue payment of the tuition fees or extrajudicial costs that are claimed by the collection agency engaged by Aeres University of Applied Sciences

5. If a student has deceased, deregistration will take place at the initiative of the school.

Reimbursement of Tuition Fees

Reimbursement of all or part of the tuition fee is linked to the deregistration. The student will receive a written notice of the decision on the deregistration request. Any restitution will take place automatically. The amount of restitution is equal to the remaining months until 1 September x 1/12 of the tuition fee. In case registration is ended in July or August, the student is not entitled to any restitution of the tuition fee or termination of the payments in instalments. (See also Article 7.48 of the Higher Education and Research Act)

It is, however, important that in all cases the student notifies the Education Executive Agency (DUO) of the changed situation himself/herself. The student must withdraw his or her registration via Studielink.

In the event of deregistration, the student public transport card (OV chip card) must also be changed. The student can cancel his or her student travel product by logging in on the personal data section on www.duo.nl.