

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 September 1st. They will then have to (re-)register via Studielink.
2. A full-time student who meets the nationality principle pays the statutory tuition fees each year.
3. If the nationality principle is not met, the student has to pay an institutional tuition fee, regardless of the form of education.
4. Students who have already completed a Master's programme and subsequently wish to register for a second government-funded Master's programme have to pay an institutional tuition fee.
5. The statutory tuition fee for 2022-2023 is €2,209, the institutional tuition fee is €7,676.

Article B: Deregistration

A student can be deregistered based on the following four reasons:

- 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 in 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 paid back, starting the month following the month in which the registration was terminated, unless the student is still registered for one or more other programmes.
- 3. Voluntary deregistration during the course year:**
If a student wishes to deregister at any moment after March 30th in the current academic year, 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.

4. Termination of agreement with company at which the thesis project is conducted:

In case the agreement, either internship- or paid employment-, is terminated the student will be deregistered from the master programme. This is in line with Dutch Higher Education Act requiring an agreement for the duration of a dual course.

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). At the same time, the student must submit a request for termination via Studielink. The date on which the request was 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.

In case the student has died, 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 September 1st 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 vilentum.studielink.nl.

In the event of deregistration, the special 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.