

# Registration and Tuition Fee Regulations 2011/2012

*These regulations are a further elaboration of Chapter 7 of the WHW (Higher Education and Research Act), in which the main rules for registration and tuition fees are given. When these regulations differ from the law, the law prevails.*

*These regulations are meant for full-time, part-time and dual students of Tilburg University and for external students. Separate regulations are made for contract students. See also Chapter 2 of the Student Statute.*

## **CHAPTER 1 GENERAL DEFINITIONS**

### **Article 1 Definitions**

In these regulations, the following definitions apply:

- a. *Academic year*: the year in which the student is registered which runs from 1 September up to and including 31 August of the following year.
- b. *Student*: he or she who registers for a full-time, a part-time or a dual course with the intention to graduate.
- c. *External student*: a student who can only take (preliminary) exams and who is not entitled to education and facilities, with the exception of the library.
- d. *EEA*: treaty concerning the European Economic Area ("Europese Economische Ruimte": Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Rumania, Slovenia, Slovakia, Spain and Sweden).
- e. *Student grant*: conditional loan or basic grant, sometimes complementary grant and allowances, and/or interest-carrying loan in accordance with the Student Finance Act 2000 ('Wet Studiefinanciering 2000', 29 June 2000, Staatsblad 2000, 286 or WSF 2000). A so-called "nullening" ("zero-loan"), in which case a loan is not paid out, and the loan for tuition fees are also considered a student grant.
- f. *Statutory fee*: the tuition fee per academic year determined by the legislator.
- g. *Institutional fee*: the tuition fee per academic year determined by Tilburg University for students who do not fall under the statutory fee.
- h. *Terminating*: terminating registration at Tilburg University, which implies the cancellation of all duties and rights (such as attending classes, taking exams, using facilities).
- i. *Joint degree*: one degree of different (foreign) institutions for one joint program (art. 7.3c WHW).
- j. *Dual degree (also double or multiple degree)*: more degrees of different (foreign) institutions for one joint program.
- k. *Het OER*: het onderwijs- en examenreglement dat voor elke opleiding of groep van opleidingen is vastgesteld en informatie bevat over die opleiding of groep van opleidingen.

### **Article 2 Scope of these regulations**

These regulations pertain to students and external students registered for initial programs at Tilburg University in the 2011/2012 academic year.

## **CHAPTER 2 REGISTRATION**

### **Article 3 Registration**

- 3.1 To be registered as a student, the following conditions must be met:
- a. - the tuition fee must have been paid into the bank account of Tilburg University;  
- alternatively, the Student Administration Office must have received a (digital) form authorizing installment payment of the tuition fee;  
- alternatively, the Student Administration Office must have received a declaration from another Dutch institution of higher education with respect to the paid statutory tuition fee.
  - b. the request for registration using the appropriate (digital) form with all the necessary appendices must have been received by Student Administration.
  - c. Students of 18 years of age and older who are not nationals of an EEA country must prove that their stay in the Netherlands is legitimate.

3.2 Except for programs where the intake occurs *after* 1 September as stated in the EER for the program concerned, registration is valid as from the first day of the academic year if the conditions in Article 3.1 have been met *before* 1 September. Later registrations take place as from the first day of the month in which the conditions in Article 3.1 have been met.

3.3 The registration for a Masters' program with several starting moments is valid from the first day of the month in which the program starts. Before that date, the conditions laid down in Article 3.1 must have been met. Later registrations take place as from the first of the month in which the conditions of Art. 3.1 are met.

3.4.1 Registration as an external student is valid as from the first of the month in which the request for registration in accordance with the digital or other form intended for this has been received by the Student Administration Office and after the examination fees owed have been paid into Tilburg University's bank account. Registration as an external student for a Master's program is not possible.

### **Article 4 Late registration**

4.1 A student who wish to register for the first time for a certain Bachelor- or Masters program at Tilburg University after the beginning of the academic year or the official start of the course, need to have permission of the Executive Board. A request must be made in writing with the Student Administration. This letter comprises the reasons for the request as well as a declaration of no objection by the School, based on the Education and Examination Regulations.

4.2 Only in special occasions, at the discretion of the Executive Board, registration can take place retroactively to 1 September or the start of the course on request of the student. A written request with evidence and reasons must be submitted to Student Administration.

### **Article 5 Proof of registration**

After registration is completed, the student will receive proof of registration for each program for which the student is registered.

### **Article 6 Refusal registration**

The Executive Board may refuse to register the student. The Executive Board will in any event deny registration if:

- a. through his conduct or statements, the student concerned has shown that he is unfit to practice one or more professions for which the program he has requested registration provides training, or for the practical preparation for the practice of the profession, after a recommendation by the Board of Examiners, the Dean, or a body comparable to the Dean within the institution and after a careful weighing of the interests;
- b. the student concerned is behind in the payment of tuition fees to Tilburg University.

## **CHAPTER 3 TUITION FEE RATES FOR EEA STUDENTS**

### **Article 7.1 Status student**

The student's status, as referred to in Article 7.2.1 in conjunction with Article 7.3 of these regulations, on the first day of the academic year concerned determines whether the student falls under the statutory or institute-specific fee at the start of the program. Status changes after this reference date will result in an adjustment of the registration and fee as from the month following the status change. If a student's registration turns out to be incorrect given his or her status, the registration will be corrected with retroactive effect in conformity with Article 10 of these regulations.

### **Article 7.2 Statutory fee**

#### **7.2.1 Main rule**

Students wishing to be registered as full-time, part-time or dual students pay the statutory tuition fee of €1,713 if the following requirements are met:

- a.
  1. the student is registering for a Bachelor's program *and has not previously obtained a Bachelor's or Master's degree\**; or
  2. the student is registering for a Master's program *and has not previously obtained a Master's degree\**, unless the program registered for is the first program within the Central Register of Higher Education Study Programs (CROHO) labels Education and Health; *and*
- b. the student is among the group of persons referred to in Article 2.2 of the Student Finance Act 2000 (WSF) (this in any event includes students who are nationals of EU or EEA Member States, Switzerland, or, under certain conditions, Turkey\*\*) or is a Surinamese national; *and*
- c. from the start of the academic year (1 September), the student has resided in the Netherlands, Belgium, Luxembourg, or one or the states North Rhineland-Westphalia, Lower Saxony or Bremen in the Federal Republic of Germany.

*\* Bachelor's or Master's degrees obtained before 1991 are not counted.*

*\*\* Under certain conditions, students who are Turkish nationals fall under the statutory fee, based on Association Council Decision 1/80. Only children of former or current workers (salaried employment) who reside in a Member State where they are working or have worked are registered at the statutory rate. (Children of Turkish nationals who are economically active in the Netherlands but do not reside in the Netherlands and children of self-employed Turkish nationals cannot therefore be registered at the statutory rate.) If a student meets these conditions and can therefore*

*be registered at the statutory rate under this Article, he or she must report this to the Student Administration Office, while submitting supporting documents.*

### **7.2.2 Deviation from the main rule in connection with certain part-time programs**

In deviation from Article 7.2.1, the statutory fee is €1150 for registration for the following part-time programs: the Bachelor's program in Religion in Society and Culture (code 50406); Master's program in Teacher Training for Secondary Education (teaching qualification, first level) in Religion in Society and Culture (code 60403); Bachelor's program in Theology (code 56109); Master's program in Theology (code 60257); and Master's program in Theology and Religious Studies (code 60824).

### **7.2.3 Deviation from the main rule in connection with students taking too long to graduate**

7.2.3.1 Any student who owes the statutory fee and who registers for the fifth year of a Bachelor's program of 180 credits (ECTS) will be registered as a student taking too long to graduate and will owe the statutory fee plus an amount of €0.

7.2.3.2 Any student who owes the statutory fee and who registers for the third year of a one-year Master's program of 60 credits will be registered as a student taking too long to graduate and will owe the statutory fee plus an amount of €0.

7.2.3.3 Any student who owes the statutory fee and who registers for the fourth year of a two-year Master's program or Research Master's program of 120 credits will be registered as a student taking too long to graduate and will owe the statutory fee plus an amount of €0.

7.2.3.4 Any student who owes the statutory fee and who registers for the fifth year of a three-year Master's program of 180 credits will be registered as a student taking too long to graduate and will owe the statutory fee plus an amount of €0.

7.2.3.5 The amounts referred to in the previous paragraphs may be reset based on statutory provisions which will come into force after these regulations take effect.

### **Article 7.3 Institutional fee EEA-students**

Any student not meeting the requirements mentioned in Article 7.2.1 will owe the institute-specific fee.

### **Article 7.4 Amount of the institute-specific tuition fee for EEA students**

7.4.1 The institute-specific tuition fee which EEA students owe for the 2011/2012 academic year has been set at €1,713 for all programs.

7.4.2 In deviation from Article 7.4.1, the institute-specific tuition fee is €1150 for registration for the following part-time programs: the Bachelor's program in Religion in Society and Culture (code 50406); Master's program in Teacher Training for Secondary Education (teaching qualification, first level) in Religion in Society and Culture (code 60403); Bachelor's program in Theology (code 56109); Master's program in Theology (code 60257); and Master's program in Theology and Religious Studies (code 60824).

7.4.3 For EEA students who register for a deficiency program (pre-Master's) after having completed a program at a university of applied sciences and who do not have a Master's

degree, the institute-specific tuition fee has been set at €1,713 for the 2011/2012 academic year.

7.4.4 For EEA students registering for a Bachelor's program (180 credits), the institute-specific tuition fee will be the indexed statutory tuition fee up to and including the 2014/2015 academic year. As from the 2015/2016 academic year, the increased institute-specific tuition fee also applicable to non-EEA students will be charged, with the amount being set for each program (see the annex for the specific fees for each program). These fees will be reset each academic year. As from that date, the school may make waivers available based on quality criteria in the same manner which they can make these available to non-EEA students under Article 9.

7.4.5 For EEA students registering for a one-year Master's program (60 credits), the institute-specific tuition fee will be the indexed statutory fee up to and including the 2012/2013 academic year. As from the 2013/2014 academic year, the increased institute-specific tuition fee also applicable to non-EEA students will be charged, with the amount being set for each program (see the annex for the specific fees for each program). These fees will be reset each academic year. As from that date, the school may make waivers available based on quality criteria in the same manner which they can make these available to non-EEA students under Article 9.

7.4.6 For EEA students registering for a two-year Master's program (120 credits), the institute-specific tuition fee will be the indexed statutory fee up to and including the 2013/2014 academic year. As from the 2014/2015 academic year, the increased institute-specific tuition fee also applicable to non-EEA students will be charged, with the amount being set for each program (see the annex for the specific fees for each program). These fees will be reset each academic year. As from that date, the school may make waivers available based on quality criteria in the same manner which they can make these available to non-EEA students under Article 9.

7.4.7 For EEA students registering for a three-year Master's program (180 credits), the institute-specific tuition fee will be the indexed statutory fee up to and including the 2014/2015 academic year. As from the 2015/2016 academic year, the increased institute-specific tuition fee also applicable to non-EEA students will be charged, with the amount being set for each program (see the annex for the specific fees for each program). These fees will be reset each academic year. As from that date, the school may make waivers available based on quality criteria in the same manner which they can make these available to non-EEA students under Article 9.

7.4.8 For EEA students registering for a Research Master's program (120 credits), the institute-specific tuition fee will be the indexed statutory fee up to and including the 2013/2014 academic year. As from the 2014/2015 academic year, the increased institute-specific tuition fee also applicable to non-EEA students will be charged, with the amount being set for each program (see the annex for the specific fees for each program). These fees will be reset each academic year. As from that date, the school may make waivers available based on quality criteria in the same manner which they can make these available to non-EEA students under Article 9.

7.4.9 For EEA students who register for a deficiency program (pre-Master's) and who already have a Master's degree, the institute-specific tuition fee will be the indexed statutory fee up to and including the 2013/2014 academic year. As from the 2014/2015 academic year, the increased institute-specific tuition fee also applicable to non-EEA students will be charged, with the amount being set for each program (see the annex for the specific fees for each program). These fees will be reset each academic year. As from that date, the school may make waivers available based on quality criteria in the same manner which they can make these available to non-EEA students under Article 9.

## **CHAPTER 4 TUITION FEE RATES FOR NON-EEA STUDENTS**

### **Article 8 Increased institutional fee**

8.1 Non-EEA students owe the increased institute-specific fee set for each program (see annex).

8.2 For purposes of the institute-specific tuition fees, clients of the UAF (the University Assistance Fund for Refugee Students) having a different nationality than those referred to in Article 7.2.1(b) will be put on a par with students with the nationalities referred to in Article 7.2.1(b).

8.3 Students who register for a joint degree or dual degree program at a foreign institution and who do not owe the statutory fee to Tilburg University pay the institute-specific fee set by the Executive Board, based on agreements with the participating institutions.

### **Article 9 Waiver for non EEA-students**

9.1 By virtue of a special regulation for Bachelor's or (Research)Master's programs, schools can make a tuition waiver available for quality reasons or based on bilateral agreements with a foreign institution to students who pay the high institutional fee (€ 6,546 or € 10,644 respectively) , in the form of a discount on the tuition fee. The discount on the fee is € 3,948 for a Bachelor's program or € 3,948 , €4,098 or € 8,046 for a Master's program. The request to be registered at the reduced rate must be submitted in writing to the School. The Executive Board will decide on the request within six weeks.

9.2 A waiver which is granted based on bilateral agreements with a foreign institution *will not exceed* €3,948 for a Bachelor's program or €8,046 for a Master's program.

9.3 Non EEA students with a Tilburg University Scholarship are entitled to a reduction for a Master's program up to the lowest institutional fee, so that only € 2,598 has to be paid.

## **CHAPTER 5 REGISTRATION ADJUSTMENT AND TUITION FEE REDUCTION**

### **Article 10 Adjustment registration**

If a student has registered at the statutory or institute-specific rate based on incomplete or incorrect information about the student's educational background, nationality or country of residence, the registration status will be adjusted with retroactive effect once the correct information becomes known.

### **Article 11 Reduction statutory fee**

If registration takes place after 1 September, the *statutory fee* is reduced by 1/12th for every month that has elapsed.

### **Article 12 Reduction institutional fee**

12.1 When registration takes place after 1 September, the student who has to pay the *institutional fee* must pay the full tuition fee.

12.2 When registration takes place after 1 September because of illness or special circumstances, at the discretion of the Executive Board, the institutional can be reduced by 1/12th for every month that has elapsed. The request to be registered later in the academic

year at a reduced rate must be made in writing on a form hereto designed, which is available from and has to be handed in to the Dean of Students (appointments to be made at the Student Desk). Written documentary evidence should be attached to the request. The Executive Board will decide on the request within six weeks.

12.3 A student who wants to register in a Master's program starting after September 1st pays 1/12th of the tuition fee for each remaining month of the academic year, counted from the first day of the month in which the program starts.

## **CHAPTER 6 FEES FOR EXTERNAL STUDENTS FOR THE 2011/2012 ACADEMIC YEAR**

### **Article 13 Fees for external students 2011/2012**

Any student (whether an EEA or non-EEA national) wishing to be registered as an external student pays the examination fees. The examination fees are €1,713.

## **CHAPTER 7 SIMULTANEOUS REGISTRATION OF EEA STUDENTS FOR MULTIPLE PROGRAMS**

### **Article 14 Multiple registrations**

14.1 If a student registers for multiple programs at Tilburg University or another Dutch university of applied sciences at the statutory rate, the student pays the highest statutory fee only once, plus, if applicable, at most the additional fee for students "taking too long to graduate" described in Article 7.2.3 (with this additional fee also only being paid once).

14.2 If a student simultaneously registers for multiple programs for which EEA students owe the statutory and institute-specific fee, the students pays the highest statutory fee once.

14.3 If EEA students simultaneously register for multiple programs for which they owe the institute-specific tuition fee, they pay the institute-specific tuition fee once, up to and including the academic years referred to in Article 7.4. After the latest date of the programs which the student is taking for which the increased institute-specific fee applies as stated in Article 7.4 expires, this student pays the institute-specific fee for each program.

14.4 If a student is registered at another Dutch university of applied sciences at the statutory rate, then, upon registration at Tilburg University, he or she will be exempted from the payment of tuition fees for taking minor subjects if the student is also eligible for the statutory fee at Tilburg University. Upon registration at Tilburg University, the student must submit a statement from the Board of Examiners for the program for which he or she is registered at the other Dutch institution. This statement must indicate the subjects which he or she wishes to take as a minor subject at Tilburg University. Covenant students do not need to submit this statement.

14.5 The external student pays the external student fee (Art. 13) per study program.

## **CHAPTER 8 SIMULTANEOUS REGISTRATION OF NON-EEA STUDENTS FOR MULTIPLE PROGRAMS**

### **Article 15**

15.1 If a student registers for one or more programs at Tilburg University or another Dutch university of applied sciences at the institute-specific rate, the student pays the institute-specific tuition fee for each program.

15.2 In deviation from Article 15.1, non-EEA students who have not received their Bachelor's degree yet, but who have permission to start a Master's program, only pay the highest institute-specific fee once if they are registered as of 1 September in a Master's program and simultaneously in the Bachelor's program for which they were also registered in the previous academic year, in order to obtain their Bachelor's degree in that same academic year. For registration in other Bachelor's and/or Master's programs, the student pays, for each program, the highest institute-specific fee owed.

## **CHAPTER 9 PAYMENT OF TUITION FEES**

### **Article 16 Payment of tuition fees**

16.1 The tuition fees are paid by or for the student through a lump-sum payment or through payment in six installments.

16.2 No administration costs are charged for payment of the entire tuition fees.

16.3 If tuition fees are paid in six installments, the student should authorize direct debiting and € 24 will be charged for administration costs.  
The direct debit authorization for payment installments may be used for the 2011/2012 academic year until 1 March 2012; after this, the tuition fee for the 2011/2012 academic year can only be paid through a single direct debit mandate. Installments and installment dates can be found at <http://www.tilburguniversity.edu/students/administration/tuitionfees/payment/>

### **Article 17 Consequences of failure to pay tuition fees**

17.1 If the university has been authorized to automatically debit the payment of the student's tuition fees, and should the university, on occasion, not be able to cash an installment, a reminder letter requesting payment of the outstanding installment will be sent. If the student fails to make full payment of the installment before the deadline of this reminder expires, the Head of the Student Administration will terminate the student's registration as of the second month following on the reminder

17.2 A payment will be assigned to the oldest claim.

17.3 Possible collection costs are at the student's expense.

17.4 In case of overdue installments the student cannot register again before overdue tuition fees have been paid and payment of tuition fees in installments for the following academic year is not possible.

17.5 Paragraphs 17.1 to 17.5 also apply if reversal of entry of installments already received has taken place owing to the reversal of the collection by the student or bank.

17.6 The Student Administration will inform the student and the Education Implementation Department (DUO) that registration has been terminated.

## **CHAPTER 10 TERMINATION OF REGISTRATION AND RESTITUTION OF TUITION FEES**

### **Article 18 Termination of registration and restitution of statutory and institutional fees**

18.1 Upon a written request by the student, registration will be terminated by the Executive Board as from the month following the month in which the request was received by the Student Administration Office.

18.2 If the student himself has not submitted a request to terminate registration, the student will remain registered until 31 August, and he will owe the tuition fee for the entire academic year, unless Article 17.1 is applicable.

18.3 Registration may be terminated by the Executive Board pursuant to Article 7.42 (3) WHW.

18.4 Students whose registration has been terminated pursuant to this Article will be entitled to a refund of one-twelfth of the tuition fee paid by them for each month that the academic year continues after termination of the student's registration. If registration is terminated with effect from July or August, the student will not be entitled to restitution of the tuition fee for the remaining months. If the tuition fee is paid in installments, there will be a set-off against the installments still outstanding.

18.5 If a student passes away in the course of the academic year, a twelfth of the tuition fees paid is refunded for each following month of the academic year after his death.

## **CHAPTER 11 FINAL DEFINITIONS**

### **Article 19 Hardship clause**

In very special circumstances, at the discretion of the Executive Board, in which the refusal of a request by virtue of this regulation or provisions in this regulation would lead to unfairness of an overriding nature, the Executive Board can deviate from this regulation to the benefit of the student.

A request with an appeal to the hardship clause must be made in writing to the Dean of Students (appointments to be made at the Student Desk). Written documentary evidence should be attached to the request. The Executive Board decides on the request within eight weeks. Before the Executive Board makes a decision, there is an opportunity for the student who is making the request to be heard and for the exam committee and/or the Dean of Students to be consulted.

### **Article 20 Fines**

A person who is not registered and makes use of educational and/or examination facilities at Tilburg University has to pay a maximum of the highest institutional fee in fines. To be registered, the student must meet the conditions listed under Art. 3 of this regulation.

### **Article 21 Possibility of objection and appeal**

A notice of objection against decisions made on the basis of this regulation can be submitted to the Central Complaints and Appeal Desk, within six weeks after receipt of the decision. Within six weeks after publication of the decision on the notice of objection, an appeal can be made to the Appeals Committee for Higher Education, PO Box 636, 2501 CN The Hague.