

Registration and Tuition Fee Regulations 2016-2017

These Regulations are a further elaboration of Chapter 7 of the WHW (Higher Education and Research Act), in which the most important rules for the registration of students and external students are defined. The tables (see below) are part of this regulations.

Article 1 Terms and definitions

The following terms and definitions apply to these Regulations:

- a. *Termination*: formal termination of registration at Tilburg University, which involves the cancellation of all duties and rights relating to the program as per the termination date;
- b. *Dual degree*: multiple degrees awarded by various Dutch and/or foreign institutions for following a single joint program;
- c. *External student*: a student who may only sit the tests and exams of a program and the relevant units of study and who has no further entitlement to education, supervision (including thesis supervision) or facilities, with the exception of the use of the library (Article 7.36 of the WHW);
- d. *EEA*: agreement on the European Economic Area: Austria, Belgium, Bulgaria, Croatia, 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. *Institutional tuition fee or institutional tuition fee rate*: the tuition fees for students as described in Article 7.46 of the WHW, the amount of which fees is determined by the Executive Board of Tilburg University. The amount of the institutional tuition fees is determined per program and/or per group of students as defined in Annex 1 of these Regulations;
- f. *Weighted fee for a pre-Master's program*: weighted fee payable by a student who is in possession of a Dutch Bachelor's degree but who needs to eliminate a deficiency for a Master's program by taking one or more Bachelor's courses without the intention of obtaining a Bachelor's degree.
- g. *Joint degree*: joint degree awarded by multiple Dutch or foreign institutions for a single joint program (Article 7.3c of the WHW);
- h. *TER*: the Teaching and Examination Regulations per program or group of programs as described in Article 7.13 of the WHW;
- i. *Program*: a Bachelor's or Master's program as described in Article 7.3 WHW
- j. *Student*: a person registered at Tilburg University and subject to the rights ensuing from registration defined in Article 7.34 of the WHW;
- k. *Academic year*: the year which runs from September 1 through August 31 of the following year;
- l. *Statutory tuition fee or statutory tuition fee rate*: the tuition fees for students as defined in Article 7.45 of the WHW, the amount of which fees is determined by the Minister of Education.
- m. *Act, WHW*: the Higher Education and Research Act.

Article 2 Scope of these Regulations

These Regulations apply to all students (full-time, part-time and dual) and external students who are registered with one of the initial degree programs of Tilburg University during the 2016-2017 academic year. These Regulations do not apply to contract teaching.

PART 1 REGISTRATION

Article 3 General registration conditions

1. To be registered as a student, the following conditions must be met before the start of the academic year (1 September) or the starting date of the program as defined in the TER:
 - a. the student must meet the requirements for admission to the program for which they wish to register, i.e.:
 - 1) the student must meet all the previous education requirements and any other applicable admission requirements as described in the program TER; and
 - 2) the student must possess a personal 'Proof of Admission' issued by the Education Executive Agency ([DUO](#)) if they wish to register for a program for which a fixed quota applies;
 - b. the student must have submitted a registration or re-registration request via [Studielink](#) before the start of the academic year or before the start of the program, as defined in the TER.
 - c. students not in possession of the Dutch nationality must submit a copy of the student's passport or identity card
 - d. the student must prove that he meets Article 7.32 fifth paragraph of the WHW regarding his nationality and lawful stay.
 - e. the student must have submitted proof that the tuition fee has been paid
 - f. the student must have participated in a matching activity as referred to in Article 7.31b first paragraph of the WHW in accordance with the provisions of the Teaching and Examination Regulations (TER), to the extent that a matching activity is required by the TER governing the relevant program.
2.
 - a. a student may only register as an external student if the Board of the university deems this does not contravene with the nature or interests of the teaching program;
 - b. registration as an external student is effective as of the first day of the month in which the request for registration was submitted via Studielink and after the applicable tuition fee has been paid to the bank account of Tilburg University.

Article 4 Registration and registration dates

1. All persons who wish to use educational or examination facilities, or facilities of another nature that form part of the initial education of an institution, must be registered as a student or external student.
2. Registration as a student for all degree programs and pre-Master's programs opens as of 1 September or, if a starting date in February is defined in the TER, as of 1 February.
3. If a student submits a registration request to register on a later date than the official starting date of the program then they must receive permission to register from the Executive Board. Any registration on a later date will be valid as of the first day of the month of registration. If the conditions described in Article 3 of these Regulations are met only after 1 September, the permission of the Executive Board will be required to register the student and the registration will be effective as of the date defined in the Board's decision. A request for registration on a later date must be submitted in writing and with reasons to the Student Administration Office, with the proviso that registration requests for the 2016-2017 academic year as June 1, July 1 or August 1 will not be taken into consideration. The Executive Board shall in any case withhold permission to register if there are educational objections to starting the program on a later date than the official starting date. If the Executive Board withholds its permission, the student can only be registered as of the next official starting date of the program, as defined in the TER of the applicable program.

4. Requests to register on a later date with retroactive effect are only granted in extraordinary cases and at the Executive Board's discretion. A request for retroactive registration as of 1 September or 1 October can in any case not be granted after 1 December. The request must be made in writing and with reasons to the Student Administration Office.
5. External students can register at any time, undiminished what is specified in Article 3 sub 2.

Article 5 Proof of registration

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

Article 6 Student status and registration adjustments

The student's status, as meant in Article 9 in conjunction with Article 10 and Article 11 of these Regulations, determines whether the student is registered for the statutory tuition fee or the institutional tuition fee. The student's status at the start of his registration determines whether the student falls under the statutory fee or institutional fee at the start of the program. Status changes after this reference date can result in an adjustment of the registration and fee which will be effective as of the month following the status change. If a student has registered and has paid the statutory or institutional tuition fee based on incomplete or incorrect information about the student's previous education or nationality, the registration status will be adjusted with retroactive effect as soon as the correct information is made available.

Article 7 Refusal and termination of registration by the institution

1. If the university has been authorized to automatically debit the payment of the student's tuition fee or weighted fee and is unable to collect an installment payment, 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 Office will terminate the student's registration as of the second month following the reminder.
2. The Executive Board can refuse to register a student if they have outstanding debts with Tilburg University. The registration will not be reinstated (with the same or any other program) in that academic year until the complete overdue amount has been paid as a lump sum, and, if applicable, the tuition fee or weighted tuition fee for the entire current academic year has been paid in full. The applicable student will not be able to pay their tuition fee or weighted tuition fee in installments nor will they be able to use a direct debit authorization or payment agreement in their current year of study.
3. On the basis of Article 7.42a of the WHW, the Executive Board can refuse to register a student, or terminate the registration of a student effective as of the following month, if the student through their conduct or statements has shown that they are unfit to practice one or more professions for which the program for which they have requested registration provides training, or for the preparation for the practice of the profession. The Executive Board acts upon the recommendation of the Board of Examiners, the Dean, or a body with comparable powers to the Dean within the institution and after careful consideration of the interests.
4. A registration request for the 2016-2017 academic year that is received on or after 1 June 2017 will not be taken into consideration.
5. A registration can be terminated on the basis of Article 7.42, paragraph 3 of the WHW.
6. Article 8, paragraph 3 applies mutatis mutandis.

Article 8 Termination of registration at the student's request

1. Unless registration is terminated by the institution on the basis of Article 7 of these Regulations, or at the request of the student or external student, then all registrations terminate automatically as of 31 August.
2. After a student or external student has requested termination of their registration via Studielink, the registration with the program will be terminated by the Executive Board

effective as of the month following the month in which the Student Administration Office received the request.

3. The Student Administration Office will inform the student and the Education Executive Agency ([DUO](#)) that registration has been terminated. Non-EEA nationals in possession of a residence permit for the purposes of study will be reported to the Immigration and Naturalization Service (IND) within one month of cancellation or termination of their registration.

PART 2 TUITION FEES (rates)

Article 9 Statutory tuition fee

A student who requests to be registered as a full-time, part-time or dual student shall pay the statutory tuition fee of €1,984 if they:

1.
 - a.1. register for a Bachelor's program and have not been awarded a Dutch Bachelor's, Master's or PhD degree since 31 August 1991; or
 - a. 2. register for a Master's program and have not been awarded a Dutch Master's or PhD degree since 31 August 1991, and
 - b. belong to one of the categories as meant 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 they are a Surinamese national.
2. The restriction as meant in the first clause, does not apply to the student who registers for the first time a program falling under the [CROHO](#) labels 'Education' or 'Health'. This also means that a student, after obtaining a degree in the field of health respectively education, can still register for a program in the field of education respectively health for the statutory fee.

^{*} Under certain conditions, students who are Turkish nationals fall under the statutory tuition fee, as defined in the Association Council Decision 1/80.

Article 10 Weighted fee for a pre-Master's program

1. Students who need to eliminate deficiencies in order to be admissible for a Master's program will be required to pay a weighted fee.
2. The level of this weighted fee will depend on the course load, indicated as European credits (ec or ects). The level of the fee in the 2016-2017 academic year is set out in the Appendix (Table 2) of these Regulations. Any pre-Master's students who are simultaneously taking a program for which they are paying statutory tuition fees shall be exempted from paying a weighted fee for the pre-Master's program.
3. The level of this weighted fee in a subsequent academic year will be set based on the number of credits still to be earned as of 1 September 2016.
4. If pre-Master's students wish to take courses other than pre-Master's courses at the institution in question, then they must register for those courses as [contract students](#).
5. Students who, after completing the pre-Master's program, are eligible for admission to a Master's program, will pay tuition fees from their date of registration in the Master's program.

Article 11 Institutional tuition fees

1. Any person who fails to comply with the requirements defined in Article 9 and Article 10 of these Regulations must pay the institutional tuition fee.
2. The amount of the institutional tuition fee per program is defined in Table 1a of these Regulations.

Article 12 Fees for external students

1. Any student (both EEA nationals and non-EEA nationals) wishing to be registered as an external student must pay the examination fee. The examination fee is €1,984.
2. Article 7 applies mutatis mutandis.

Article 13 Additional provisions and exceptions to the amount of the tuition fees

1. The following additions or exceptions apply to EEA students:
 - a. EEA students who are registered with more than one program for which they pay the statutory tuition fee and who successfully complete one of the programs in the academic year 2016-2017 will still owe the statutory tuition fee for the remainder of that academic year.
 - b. EEA students who are registered for the statutory rate and who remain registered in their program in the 2016-2017 academic year even after completing the program, will owe an institutional tuition fee equaling the statutory tuition fee for the subsequent duration of the academic year as of the month following graduation.
 - c. EEA students who in a previous academic year successfully completed their first program will owe a statutory tuition fee for any subsequent program if they started such a subsequent program during their first program and have since followed that subsequent program without interruption.
2. The following additions or exceptions apply to non-EEA students: Clients of the UAF (the University Assistance Fund for Refugee Students) will be charged the same institutional tuition fee as nationals of the countries that are defined in Article 9b.

Article 14 Exceptions for joint or dual degree students

1. Students who register for a joint degree program at a foreign institution and who do not owe the statutory tuition fee to Tilburg University are charged an institutional tuition fee determined by the Executive Board in consultation with the participating institutions.
2. Students who register for a dual degree program at a foreign institution and who do not owe the statutory tuition fee to Tilburg University are charged an institutional tuition fee determined by the Executive Board in consultation with the participating institutions. The amount of this fee will not be lower than the statutory tuition fee.

Article 15 Waivers

1. A student can never pay less than the statutory fee as a result of a waiver provided by the school.
2. If a student registers for a Bachelor's, pre-Master's or Master's program and they are charged an institutional tuition fee that is higher than the statutory tuition fee, the applicable school may opt to offer the student a discounted tuition fee on the basis of quality criteria. The student must submit a request in writing to the school to register at a discounted tuition fee.
3. The waiver that is applied based on bilateral agreements with a scholarship-providing institution will only be issued in the case of registration at an institutional rate that is equal to or higher than the statutory rate.
4. Schools may grant a waiver to a non-EEA student registered with a double degree program.
5. A waiver that is granted after an academic year has commenced is calculated based on the remaining number of months in that academic year.
6. Students who have received a waiver previously and only need a couple of months to graduate due to limited study delay, are allowed to receive a waiver for those few months.

Article 16 Tuition fees in case of registration with multiple programs

1. If a student registers for multiple programs at Tilburg University or another Dutch institution of higher education for which the statutory tuition fees apply, then the student is charged the highest statutory tuition fee only once.
2. EEA students who register for multiple programs to which the statutory and institutional tuition fees apply are charged the highest statutory tuition fee only once for all programs for which the statutory fee applies; and are charged the institutional tuition fee *per program* for which the institutional fee applies.
3. EEA students who register for multiple programs to which only the institutional tuition fees apply are charged the institutional fee per program.
4. Contrary to the stipulations in Article 16.3, if a student who has not yet obtained their Bachelor's degree does have permission to start a Master's program, they will be charged the highest tuition fee due only once, as long as the student registers for a Master's program as of 1 September *as well* as the Bachelor's program they were registered with the previous academic year, in order to obtain their Bachelor's degree in that same academic year.

Article 17 Tuition fee reductions

If the student registers after 1 September, the tuition fee is reduced by 1/12th for every month that has elapsed.

PART 3 PAYMENT AND REIMBURSEMENT

Article 18 Payment of tuition fees

1. The tuition fee or weighted fee can be paid by or for the student either in the form of a lump sum or a direct debit authorization for eight installments via an official form approved by the university or digital through Studielink.
2. If the (weighted) tuition fee is paid in the form of a lump sum then no administrative costs will be charged.
3. Administrative costs of €24 are charged for payment in installments. If the student registers for a program starting in February then no administrative costs will be charged for the month of February. If the student chooses to pay in installments then the preferred method is via a direct debit authorization. A direct debit authorization for payment in installments can be submitted until 1 March 2017 to pay the remaining installments of that academic year. The preceding unpaid installments will be debited in the form of a lump sum. After 1 March 2017, the tuition fee for the 2016-2017 academic year can only be paid in the form of a lump sum.
4. A payment will always be used to compensate the student's oldest debt first.
5. Any debt collection costs will be at the student's expense.
6. Paragraphs 4 and 5 and Article 7, paragraph 1 of these Regulations apply *mutatis mutandis* to reversal of entry of received installments owing to a debt collection reversal by the student or the bank.

Article 19 Reimbursement of tuition fees

1. A student who has paid their tuition fee in the form of a lump sum and whose registration is terminated has the right to reimbursement of 1/12th of the tuition fee for each remaining month of the academic year. If the student pays in installments then any unpaid installments for the previous period will be subtracted before any applicable reimbursement is calculated. A reimbursement is based on the net tuition fee paid by the student and the amount claimable as of the date of termination of registration. If the registration is terminated effective as of July or August then the student will not be able to claim reimbursement of the tuition fee for the remaining months.

2. If a student passes away during the course of the academic year then their registration is terminated effective as of the following month. The stipulations in Paragraph 1 apply to the reimbursement of the tuition fee.
3. Any students who pay the weighted fee for a pre-Master's program will not be eligible for a refund of paid fee.

PART 4 FINAL PROVISIONS

Article 20 Hardship clause

In very special circumstances whereby the refusal of a request by virtue of these Regulations, or provisions contained in these Regulations, would lead to unfairness of an overriding nature, the Executive Board can deviate from these Regulations to the benefit of the student and at its own discretion.

Students can submit a claim under the hardship clause via studentendecaan@tilburguniversity.edu, including written proof of the circumstances in question. 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 examination committee and/or the Dean of Students to be consulted.

Article 21

The decision on a claim submitted under the hardship clause is made within six weeks of the claim being handled.

Article 22 Fines

Any person who is not registered and uses the educational and/or examination facilities of Tilburg University will be fined to the amount of the applicable institutional tuition fee (Article 15.2 of the WHW). These fees are defined in Annex 1. If this person then wishes to register with the University, they must meet the conditions defined in Article 3 of these Regulations.

Article 23 Objections and appeals

A notice of objection to decisions made based on these Regulations can be submitted to the Central Desk Disputes and Complaints of Tilburg University within six weeks after receipt of the decision via www.tilburguniversity.edu/objection.

Within six weeks after publication of the decision on the notice of objection, an appeal can be made to the [Appeals Tribunal for Higher Education](#), PO Box 16137, 2500 BC The Hague.