

## Immigration Fee Terms and Conditions

Tilburg University applies for the Dutch entry visa and/or residence permit for study purposes on behalf of all incoming non-EEA students (as appropriate). The Dutch Immigration Service (IND) requires a processing fee to be paid for each application, which the student must pay to Tilburg University; Tilburg University will then pay the fee directly to the IND. Tilburg University does not charge students for the assistance given to them by the Immigration Office at Tilburg University.

The Terms and Conditions as mentioned below are applicable to the payment of this fee to Tilburg University.

### 1. **These Terms and Conditions are applicable to:**

- a. Students applying for an entry visa (MVV) and residence permit (in Dutch: *TEV* procedure) for a study program that will start in the upcoming academic year.
- b. Students applying for a residence permit (in Dutch: *VVR* procedure) for a study program that will start in the upcoming academic year.
- c. Students applying for a change of purpose of stay of their current Dutch residence permit for a study program that will start in the upcoming academic year.
- d. Students applying for a renewal of their current residence permit.

'Student' refers to:

- Exchange students: coming for a period of study at Tilburg University from a partner university
- Degree-seeking students: (un)conditionally admitted to a study program at Tilburg University resulting in the award of a Tilburg University degree

These Terms and Conditions are not applicable to students applying for a residence permit through the Working Holiday Program or Working Holiday Scheme (WHS/WHP).

### 2. **Immigration fee**

The respective immigration fees are set by the Dutch Ministry of Security and Justice and are revised each year. When submitting the application, the immigration fee is automatically deducted from Tilburg University's bank account by the Dutch Immigration Service (IND).

### 3. Payment of immigration fee to Tilburg University

- a. The student can pay the applicable immigration fee by credit card. Credit card fees will be charged in addition to the immigration fee; these fees must be paid at the same time as the immigration fee.
- b. The student can pay the applicable immigration fee via bank transfer (IDEAL) if the fee is paid from a Dutch bank account.
- c. Partial payments are not accepted.

### 4. Deadline for completion of payment

- a. Payment to Tilburg University must be completed within two weeks. It is strongly recommended that students pay this fee as soon as possible after having received the e-mail invitation to avoid any delay to the processing of their immigration application.
- b. Students who have received the email invitation but have not paid the fee within 7 days of receipt of the invitation, will receive an automatically generated reminder email.
- c. The final deadline for the payment of the immigration fee to Tilburg University is:

→ Enrolment 1<sup>st</sup> semester (September):

Degree-seeking students:	June 1
Exchange students:	June 15

→ Enrolment 2<sup>nd</sup> semester (February):

Degree-seeking students:	November 1
Exchange students:	November 15

### 5. Consequences of missing the deadline (see 4.a and 4.c above)

- a. The immigration process will not be started automatically if payment is received by Tilburg University after the above deadlines. The processing of an application after the deadline will be decided on a case-by-case basis.
- b. Students requiring a visa (MVV) to enter the Netherlands may not be able to arrive at Tilburg University on time to start their studies. Tilburg University cannot be held responsible for students who cannot arrive in a timely manner.
- c. Students requiring a residence permit only may not be able to collect their residence permit card within the specified time limit set by the Dutch Immigration and Naturalization Service (IND); if not collected within this timeframe, the residence permit is no longer valid. Tilburg University cannot be held responsible for students who are not able to collect their residence permit card within the specified timeframe. For details of the timeframe, the student should refer to the IND.

### 6. Start immigration procedure (TEV or VVR)

Tilburg University's Immigration Team will start the immigration procedure only *after* payment has been received by Tilburg University, unless the payment to Tilburg University was made after the deadline (see 4.a, 4.c and 5. above). It is not possible for the Immigration Team to start the immigration procedure without having first received the complete immigration fee. If the immigration fee is paid after the deadline, a decision about processing the application will be made on a case-by-case basis.

## 7. Cancellation of the immigration procedure (TEV1, TEV2, REF, CPS and EXT)

- a. If, after the immigration fee has been paid to Tilburg University, the student (or Tilburg University) cancels the immigration procedure, the immigration fee will not be reimbursed. If a student decides to defer the start of his/her studies to the next semester, the information in section 10 'Deferral of Study' applies.
- b. Reimbursement is only possible in exceptional circumstances and upon request. Exceptional circumstances are:
  - The student cannot start his/her study program at Tilburg University due to the death of the student (or a first-degree family member).
  - The student cannot start her/his study program at Tilburg University due to a serious illness of the student (or a first-degree family member) which the student (or his/her first-degree family member) either developed or which became more severe after the date the immigration fee was paid.

## 8. Request for reimbursement

If requesting reimbursement of the immigration fee due to the circumstances listed above in 7.b, the following procedure must be followed:

- a. Request a reimbursement form via [immigration@tilburguniversity.edu](mailto:immigration@tilburguniversity.edu).
- b. Complete the form and return it via email to [immigration@tilburguniversity.edu](mailto:immigration@tilburguniversity.edu), together with proof of exceptional circumstances (detailed in 7.b above). Proof is either a medical statement or a death certificate, which must not be older than one month. The medical statement, if applicable, must confirm that the illness developed or became severe after the date the immigration fee was paid. Proof of the date of payment of the immigration fee must also be submitted. All documents must either be in English or translated into English by a certified translator.
- c. Upon receipt of the completed form and proof of exceptional circumstances, the reimbursement request will be assessed and the student will be informed about the outcome.
- d. Only forms received before August 31 (for enrolment for 1<sup>st</sup> semester: September) or before January 31 (for enrolment for 2<sup>nd</sup> semester: February) will be taken into consideration.

Further instructions can be found on the reimbursement form.

## 9. Reimbursement of immigration fee

The immigration fee will be reimbursed minus transfer costs, if applicable.

## 10. Deferral of Study

If a student pays the immigration fee and afterwards decides to defer their studies:

1. To the February intake of the same academic year: the immigration fee will be allocated to the immigration procedure for arrival in the February intake.
2. To the next academic year: the information in section 7 'Cancellation of immigration procedure' applies.