

Permission form enrolment during the academic year Academic year 2023-2024

An application request other than as of September 1 will only be processed by the Central Student Administration (CSA) if you have received a written permission from the director of the domain of your study programme and - if necessary – the student counselor can declare that highly exceptional circumstances prevented you from enrolling and/or from taking up your studies immediately on the regular enrolment date. You arrange this by applying in Studielink. At the starting date you select the first of the next month. Within two working days you receive an email with a list of the enrolment conditions. One of the conditions is sending this form fully filled in and signed to the Central Student Administration (CSA) via csa@inholland.nl. You can find more information overleaf. However, such a recommendation and written permission do not mean your enrolment is complete. You first need to meet all enrolment conditions. Please see the information overleaf.

1. To be filled in by the student

Are you already enrolled at Inholland or another Dutch university (of applied sciences) in this academic year? Yes / No

Student number (when applicable) _____

First and last name _____

Date of birth _____

Telephone Number _____

E-mail address _____

Study programme _____

Variant Fulltime / Part time Fast track Yes / No

Location _____

Starting month (as indicated in Studielink) 1 October 1 November 1 December 1 January 1 February 1 March 1 April 1 May

Signature _____ Date signature _____

2. To be filled in by the student counselor (see overleaf; not necessary in case the student was enrolled at another university (of applied sciences) on 1 September or this will be his second enrolment for this academic year)

Name student counselor _____

It **has / has not** been established that highly exceptional circumstances prevented the student from enrolling and/or from taking up his/her studies immediately on the regular enrolment date. Explanation when necessary _____

Signature student counselor + stamp _____ Date signature _____

3. To be filled in by the domain director (see overleaf)

Name domain director _____

Hereby I give permission to start the study programme Yes / No Short explanation _____

Enrolment takes place as of the first of the month following the month of the enrolment request.

Peoplesoft: Studieplan _____ Code _____ Periode vereiste _____

Signature domain director _____ Date signature _____

Procedure enrolment during the academic year 2023-2024

Central Student Administration

➤ **What is an enrolment during the academic year?**

An enrolment that takes effect on the first of a month other than September during which you are currently enrolled for a study programme at Inholland University of Applied Sciences. The new enrolment is a change to a whole other study programme or a change of variant (fulltime / part-time) within the current programme (when applicable together with a change of location). Main rule is that next to the regular enrolment moment per 1 September (*and for a number of programmes an extra enrolment moment for new first year students per 1 February*) **no right** to enrolment exists.

➤ **Who assesses the right to an enrolment during the academic year?**

The Central Student Administration assesses a change of programme on behalf of the Executive Board.

➤ **Which EXTRA conditions does Inholland enforce with an enrolment during the academic year?**

Besides meeting the regular enrolment conditions is needed:

- **Written approval of the director of the domain of the study programme***
- **Written declaration from a student counselor ****

The servicedesk at the location of the study programme can inform you who the director of the domain / the student counselor is and how you can get in touch.

** The director of the domain assesses if the study choice is well-considered and if enrolment is possible taking in consideration the available teaching capacity, the stage of the educational programme and the financial consequences for the study programme (an interim enrolment is not eligible for government funding). If the student is or was enrolled for another programme (at another educational institution), then the study results of that enrolment will be taken in consideration as well.*

*** The student counselor will only provide a declaration on basis of a personal interview with the potential student. During this appointment the student should prove that (s)he could not enrol for the September intake due to special circumstances like illness or due to having just arrived in the Netherlands, and that waiting for the next regular enrolment possibility is not more practical.*

In case the student was enrolled at another government-funded institution earlier this academic year or if this will be her/his second enrolment the condition of a written declaration of a student counselor does not apply.

➤ **When does the enrolment take effect?**

You will be enrolled as of the first of the month following the month in which you placed your enrolment request. Before this date you are not allowed to take part in educational activities of the new programme. As long as you have not finished the propaedeutic phase or the first year of an Ad-programme the enrolment is for that phase or that first year. Due to the (binding) study recommendation the first month of the enrolment has to be chosen in such a way that you are able to complete 4 full educational periods within twelve months.

➤ **What is the amount of your tuition fees?**

Per month you are enrolled during the academic year you owe 1/12 of the total amount of the tuition fees for that academic year. The academic year starts on 1 September. With the tuition fee guide on www.inholland.nl/tuitionfeeguide you can find out which tuition fees you will be paying.

➤ **What should you do?**

1. You arrange this by applying in Studielink. At the starting date you select the first of the next month. Within two working days you receive an information email with an overview of the enrolment conditions. **Within two weeks** after you place the enrolment request in Studielink you have to meet all the conditions. Otherwise your request to change the programme will not be processed. Your enrolment request in Studielink will then be cancelled.
2. You send the filled in form 'Request for enrolment during the academic year (including the agreement of the domain director and (when applicable) the declaration of the student counselor) to csa@inholland.nl. The agreement form is one of the enrolment conditions.