

Enrolment and deregistration rules 2020–2021

Central Student Administration

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Introduction

The Central Student Administration (CSA) handles all student enrolment and deregistration matters. This document specifies the enrolment and deregistration rules for the 2020–2021 academic year, which were drawn up by the CSA to inform you about the enrolment and deregistration procedure at Inholland University of Applied Sciences. It contains extensive information about:

- enrolment
- prior education and admission requirements
- the Study Check
- tuition fees
- international students
- deregistration or switching
- the objection and appeal procedure.

The official rules and conditions are in the CSA guide. We have authored this document to provide a further explanation of these rules and conditions. The CSA guide can be found on Iris (Info & regulations for students).

If you have any further questions about applying and/or enrolling, feel free to contact the Central Student Administration.

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1. Enrolment

You can apply for enrolment in an Inholland University of Applied Sciences degree programme through [Studielink](#). You'll need a [DigiD](#) (Digital ID) to log into Studielink. You may only apply for a DigiD if you're officially registered in a Dutch municipality. If you have a home address outside the Netherlands, you can create a Studielink account using your email address.

It's possible to enrol as a student at more than one educational institution. You may also enrol in more than one degree programme at the same educational institution.

1.1 Brief overview of the enrolment procedure

1. Once you're logged in, you may submit an application for enrolment. Make sure that your contact details in Studielink are correct, so that you don't miss any messages from us.
2. A few days after you've applied, Inholland will send you a number of emails. This will tell you how to complete your application and how to use your Inholland account. See the information email for further details.
3. After creating your account, you can log into the Self-Service tool. The Self-Service tool contains an overview of the [enrolment requirements](#) that apply to you. The enrolment requirements that apply to you depend on your choice of degree programme and your personal situation.
4. In many cases, you must complete a [Study Check](#) as part of the application procedure. Your Study Check page in the Self-Service tool lists the various Study Check components that apply to you and the various deadlines.
5. You pay your tuition fees by setting up a [direct debit authorisation](#) in Studielink. If you apply early in the academic year, you'll be notified as soon as this is possible. In other cases, you can do this straight away.

Make sure that you've met all the enrolment requirements by 31 August (or 31 January for a February start). Once you've completed your enrolment, your student ID card will become available in the MijnInholland app and you can download your proof of enrolment through the Self-Service tool.

1.2 Application deadlines

- | | |
|--|--|
| <i>By 15 January 2020</i> | <ul style="list-style-type: none">• Degree programmes with an enrolment quota: Midwifery and Dental Hygiene |
| <i>By 1 March 2020</i> | <ul style="list-style-type: none">• Music degree programme, on account of the auditions |
| <i>By 1 May 2020</i> | <ul style="list-style-type: none">• Regular Bachelor's programmes or Associate degree programmes, on account of the right to admission/Study Check |
| <i>After 1 May, but by 31 August 2020</i> | <ul style="list-style-type: none">• See Paragraphs 3.4 (late binding study recommendation) and 3.5 (switching) |
| <i>After 1 August, but by 31 August 2020</i> | <ul style="list-style-type: none">• See Paragraphs 3.4 (late binding study recommendation), 3.5 (switching) and 3.6 (if the Study Check doesn't apply) |
| <i>By 15 January 2021</i> | <ul style="list-style-type: none">• Degree programmes starting in February 2021; see Paragraph 1.5 |

1.3 Applying for a higher year or a short-track programme

- [Applying for a higher year](#)

If you wish to enrol in the second or a higher year of a degree programme, you must indicate this in Studielink. A condition is that you've successfully completed the first year of the degree programme at Inholland University of Applied Sciences. If you haven't, you can submit a request for exemption from the first-year curriculum to the Examinations Board through [ECRS](#) after applying. Until we receive a copy of this exemption, we will treat your application as a first-year application. You can't enrol in a higher year for degree programmes starting in February.

- [Applying for a short-track programme](#)

A number of degree programmes allow you to enrol in a short-track variant. You can indicate your preference in Studielink. To enrol in a short-track programme, you must submit a copy of the Examinations Board's decision containing all the exemptions required for access to the programme.

Until it's clear that you meet the conditions, the CSA will treat your application as an application for enrolment in the first year of the full degree programme. In order to have the exemptions assessed, we would advise you to submit an application through Studielink as soon as possible and to submit the supporting documents to the Examinations Board promptly.

1.4 Applying for a degree programme with an enrolment quota

For the Dental Hygiene and Midwifery degree programmes, an enrolment quota applies. This means that only a limited number of students will gain admission to these degree programmes. This might be because of shortages on the labour market, a lack of suitable work placement opportunities or limited training facilities. In order to determine whether you qualify for admission, you must take part in the selection procedure. The degree programmes themselves will select a number of candidates that have demonstrated sufficient aptitude from among all the applicants. As you're therefore not assured of a place when you apply, you should have a plan B in case you're not offered a place.

To enrol and take part in the selection procedure for these degree programmes, you must submit an application through Studielink by 15 January 2020. You can read more about the selection procedure and criteria here:

- [Dental Hygiene](#)
- [Midwifery](#) (AVAG website)

1.5 Applying for the February intake

Under what circumstances can you start with your Inholland degree programme in February?

- If there is a February intake for the degree programme. From October, our [website](#) will state which degree programmes have a February intake.
- If you join the degree programme from the very beginning (i.e. the start of the first year).
- You may only start with a single degree programme in February (there is no limit in September).
- You may only start in February if you were not previously enrolled in the same degree programme (or a degree programme with the same first-year programme) at Inholland.
- You may switch to another Inholland degree programme in February, provided you were enrolled in another Inholland degree programme until 31 January inclusive (NB: this may not be a degree programme with the same first-year programme).

For degree programmes with a February intake, the final application date is 15 January 2021. The final date by which you must meet all the enrolment requirements is 31 January 2021 ([see Paragraph 1.7](#)).

1.6 Starting a degree programme during the year

In some instances, you may have had special reasons for failing to enrol on 1 September or 1 February and do not want to wait until the next regular enrolment opportunity. This is possible only in exceptional circumstances, such as illness or in the event you enrolled at another accredited educational institution on 1 September and would like to switch institutions. In such cases, you must submit an enrolment application through Studielink. The CSA will process your application. If you

were not enrolled at another accredited educational institution in that particular academic year, your enrolment is contingent on a positive recommendation issued in writing by a student counsellor. In all cases, written consent must be obtained from the faculty director responsible for the relevant degree programme. The available teaching capacity and curriculum should allow for an intake. If you are or were enrolled at another educational institution, the faculty director will also take the study results obtained at that institution into consideration.

If a recommendation from the student counsellor is required, you must first make an appointment with him or her. If the recommendation is positive, you should subsequently make an appointment with the degree programme. You should endeavour to consider the options carefully, given that there are also disadvantages to an interim enrolment.

Naturally, you must also meet all the admission and enrolment requirements that apply. In most cases, you must have received a positive recommendation in accordance with the regular Study Check rules. If you previously received a negative recommendation regarding your enrolment in the degree programme in the 2019–2020 academic year, this means that you may not enrol in the interim either, unless your study results achieved at another educational institution in the interim give grounds for reviewing the recommendation. Should a Study Check not be possible in view of interim enrolment, you won't be able to enrol.

If you're re-enrolled (on the first day of the month) in the course of the same academic year in which you deregistered, you must pay tuition fees again. The statutory tuition fees amount to one twelfth of the tuition fees for each month of enrolment, i.e. enrolment on 1 February means seven twelfths of the tuition fees. From the date on which you re-enrol in a full-time or work-study programme, you may again be entitled to student finance and a student travel product. You must request these personally from **DUO** in advance.

1.7 Enrolment requirements

The enrolment requirements are summarised below. The final date by which you must meet all the enrolment requirements is 31 August 2020. You'll be enrolled with effect from 1 September. If you wish to enrol in a degree programme as of 1 February 2021, you must meet all the enrolment requirements by 31 January 2021.

1. Prior education diploma

Before you can start with the degree programme of your choice, you must have obtained a diploma that grants access to it. In some cases, a positive result on an entrance exam organised by Inholland will suffice. **Chapter 2** contains extensive information about the prior education and admission requirements.

2. Positive recommendation

You may also start if you've received a 'no match' recommendation. If you submit your application on 1 May at the latest, you're entitled to admission. Turn to **Chapter 3** for more information on the Study Check and on whether this condition applies to you.

3. Direct debit authorisation

You can set this up in Studielink. Turn to **Chapter 4** for more information on the tuition fee amount and any right you may have to having this amount halved.

4. ID card

If your personal data in Studielink have not yet been verified, you must upload a copy of your ID card through the Self-Service tool.

5. Valid ID

If you weren't born in a country in the European Economic Area (EEA) or Switzerland, you may be required to upload a copy of the residence document that grants you leave to remain in the Netherlands. We need this information to determine whether you qualify for statutory tuition fees, for example. For more information on residence documents and how to apply for them, turn to **Chapter 5**.

6. Proof of sufficient command of the Dutch or English language

If you obtained your prior education diploma abroad, you must provide proof that you have a sufficient command of the language in which the degree programme is taught. For more information, turn to Paragraphs **2.12** and **2.13**.

7. Admission following selection

For the Dental Hygiene and Midwifery degree programmes, an enrolment quota applies. This means that only a limited number of students will gain admission to these degree programmes. For more information on selection and placement, turn to [Paragraph 1.4](#).

8. Compliance with additional and further specific prior education requirements

Additionally, specific requirements apply for the Midwifery, Music and Sport Studies degree programmes. These requirements are listed in [Paragraph 2.7](#).

9. Work requirement (part-time degree programmes) or work-study agreement (work-study programmes)

Some part-time degree programmes impose requirements with respect to the work that you do. In such cases, you must provide a statement that you meet the relevant requirements. Enrolment in a work-study programme also depends on whether a work-study agreement may be concluded; see [Paragraphs 2.8](#) and [2.10](#).

10. No payment arrears

If you want to start in September, you must not have any payment arrears on 1 August. If you want to start in February, you must not have any payment arrears on 1 January. See [Paragraph 4.10](#).

11. Recent passport photo for your student ID card

While not an official enrolment requirement, it's necessary in order for your photo to be shown on your student ID card in the MijnInholland app.

If you fail to meet the enrolment requirements that apply to you in time, you won't be enrolled. Be aware that you'll only be entitled to student finance if you're enrolled.

If you were unable to be enrolled, in most cases this means that you'll only be able to enrol again in September of the following academic year. The Central Student Administration is the only department at Inholland University of Applied Sciences that may process and make decisions on enrolment applications on behalf of the Executive Board.

1.8 Re-enrolment

Each year, you must re-enrol for the next academic year by 1 September. This date applies even if you only started with your degree programme in February. You can re-enrol through Studielink as early as the middle of May. Studielink will notify you as soon as it's possible to do this. In order to complete your re-enrolment, you must also have set up your direct debit authorisation before 1 September.

1.9 Enrolment refused

Clearly, you won't be enrolled if you fail to meet the enrolment requirements by the closing date. Your enrolment will also be refused if you applied through Studielink for a degree programme variant that will not start. In this case, you'll be informed of this as soon as possible. In addition, enrolment will be refused in some special cases, for instance if a student fails to respect the principles or the aim of Inholland, or if a student's conduct or remarks suggest a lack of suitability for practising the profession for which the degree programme prepares them.

2. Prior education and admission requirements

You're eligible for admission to a higher professional education (HBO) Bachelor's programme if you hold a senior general secondary education (HAVO) diploma, a pre-university education (VWO) diploma or a senior secondary vocational education (MBO) level 4 diploma.

You must have obtained your diploma in time, i.e. by the month in which you'll start with the degree programme. If you've completed your prior education in its entirety but won't receive your diploma until later, ask the Examinations Board for your prior education to provide you with a certified statement and upload it through the Self-Service tool as soon as possible. The statement must specify the following:

- Your full name and date of birth
- The name and crebo code of the degree programme (in the case of an MBO programme)
- Confirmation that you've met all educational requirements

- Confirmation that you've obtained the diploma
- The date on which you obtained the diploma
- The statement must be signed

If the date on the original diploma turns out to be after September or February, your enrolment will be terminated.

2.1 HAVO and VWO: subject cluster and/or subject requirements

If you hold a HAVO or VWO diploma, requirements may be imposed on the subject cluster and/or subjects. The Central Student Administration (CSA) checks whether your diploma meets the subject cluster and/or subject requirements that currently apply. If this is not the case, there is a deficiency (shortcoming). You may have already made up for the deficiency by taking additional courses. The CSA will only be able to provide you with this information after you've submitted an application for enrolment through Studielink and it has checked your diploma. Check the Self-Service tool to see if you need to upload something for this. You must do so before 1 June 2020 to give you time to sit a deficiency test if you do not meet the requirements. For more information, visit the [deficiency test web page](#). For more information on HAVO and VWO subject cluster and subject requirements, [click here](#).

If a Bachelor's programme offers a 'short-track VWO pathway', you'll only be admitted with a VWO diploma or a diploma deemed to be at least equivalent. All the usual admission requirements apply. At the moment, only the [primary education teacher training college \(Pabo\)](#) offers such a pathway.

2.2 MBO level 4 diploma

MBO level 4 diplomas provide admission to all Bachelor's programmes and Associate degree programmes, but certain degree programmes also require that prospective students meet the additional or further specific prior education requirements stated further on in this document. After all, a lack of specific knowledge or skills could adversely affect your study success in higher professional education. A number of degree programmes have therefore issued strong recommendations regarding admission:

If you still need to carry out one or more activities after 1 September 2020 to obtain your diploma, you won't be enrolled with effect from 1 September. This applies even if you only need to attend a final interview, for instance. You must therefore make sure that you've completed all the required activities to obtain your diploma by 1 September 2020. Should this not be possible, you may apply for the next intake after 1 October (in some cases this may be February, or again in September).

The MBO level 4 diploma is a diploma recognised by the Ministry of Education, Culture and Science based on the Adult and Vocational Education Act (*Wet Educatie en Beroepsopleiding*, WEB) for a middle management or specialist training programme (level 4).

2.3 MBO diploma (no level designation)

If you completed an MBO programme without a level designation, contact the CSA to find out whether you're eligible for admission. The CSA will only be able to provide you with this information after you've submitted an application for enrolment through Studielink and uploaded legible colour copies of your prior education diploma and list of marks through the Self-Service tool. You must do so before 1 May 2020 to give you time to sit the **entrance exam** if your diploma does not entitle you to admission..

2.4 HBO first-year or WO-first-year certificate, HBO or WO Bachelor's degree certificate or Associate degree certificate

You're eligible for admission if you hold an HBO or research-oriented higher education (WO) first-year certificate, an HBO or WO Bachelor's degree certificate or an Associate degree certificate, provided that there is no deficiency comparable with the subject cluster and/or subject requirements applicable to HAVO and VWO diplomas. The CSA will only be able to provide you with this information after you've submitted an application for enrolment through Studielink and uploaded legible colour copies of your prior education diploma and list of marks through the Self-Service tool. You must do so before 1 May 2020 to give you time to sit a **deficiency test** if your diploma does not entitle you to admission, or sit the **entrance exam** if the deficiency test does not suffice and there is still time to site the entrance exam.

2.5 Other Dutch diplomas

If you hold a Dutch diploma which is not stated above, a credential evaluation will need to be carried out to determine whether it's equivalent to a Dutch HAVO, VWO or MBO level 4 diploma. Credential evaluations are carried out by the CSA, which also takes any subject cluster and/or subject requirements into account. The CSA will only be able to validate diplomas after you've submitted an application for enrolment through Studielink and uploaded legible colour copies of your prior education diploma and list of marks through the Self-Service tool. You must do so before 1 May 2020 to give you time to sit a **deficiency test** if your diploma does not entitle you to admission, or sit the **entrance exam** if the deficiency test does not suffice and there is still time to site the entrance exam.

2.6 Diploma from abroad

If you hold a diploma from abroad, a credential evaluation will need to be carried out to determine whether it's equivalent to a Dutch HAVO, VWO or MBO level 4 diploma. Credential evaluations are carried out by the CSA. In some cases, advice will be sought from Nuffic. Any subject cluster and/or subject requirements are also taken into account during the validation of a diploma from abroad. The CSA will only assess diplomas after you've submitted an application for enrolment through Studielink and uploaded legible colour copies of your diploma and list of marks through the Self-Service tool. You must do so before 1 May 2020 to give you time to sit an **entrance exam** in June if you do not meet the requirements.

If you wish to gain admission on the basis of a diploma from abroad, you must also meet the language requirements and the additional and further specific prior education requirements for certain degree programmes stated further on in this document.

Our English-language website provides more information on **diplomas from abroad/admission requirements**. You'll also find a list of the most common accepted diplomas. If your diploma is listed, we will still need to validate your diploma, so you must still upload your diploma and list of marks through the Self-Service tool.

To view the conditions for pursuing the **Midwifery** programme on the basis of a diploma from abroad, visit the degree programme website.

2.7 Additional and further specific prior education requirements

Additional admission requirements apply for the Music, Sport Studies and Midwifery degree programmes:

- For **Music**, you must have sufficient technical and physical skill and artistic aptitude.
- For **Sport Studies**, you must display sufficient aptitude and suitability for the profession for which the programme prepares students with regard to developing the required practical proficiency in physical activities. You must also undergo a sports medical screening examination at the **Sport- en Bewegiekliniek** in Haarlem.
- For **Midwifery**, you must display sufficient aptitude and suitability for practising the profession with regard to the social and reflective skills and professional intellect you'll need to achieve the required level of responsibility. This will be assessed on the basis of the results of a social intelligence test (an SI test), a writing skills test and an interview to determine motivation during the selection procedure.

After submitting an application through Studielink, you'll receive information on this from the relevant degree programme.

Further specific prior education requirements apply to the **primary education teacher training college (Pabo)**:

- If you hold a senior general secondary education (HAVO) or senior secondary vocational education (MBO) level 4 diploma and want to go to attend the Pabo, additional admission requirements apply. You'll need to demonstrate that you're sufficiently knowledgeable about the subjects of geography, history, and science and technology. To this end, the teacher training college will organise tests. If you're in possession of a pre-university education (VWO) or higher professional education (HBO) diploma, you do not need to sit these tests. Visit www.goedvoorbereidnaardepabo.nl for information on the tests, when they will take place and how you can prepare. You'll be exempted from certain tests if you passed the senior general secondary education final examination for the relevant subject or have a modular certificate for the same. For the science and technology requirement, any of the following subjects will suffice: physics, biology, or nature, life and technology (NLT).

After you've sat the Pabo entrance exam, Cito will inform you of the result. If you've passed, you'll receive a certificate that you'll need to hand in to the CSA. If you're unable to demonstrate that you meet the admission requirements for all three subjects, you won't be admitted to the Pabo. In practice, this usually means that prospective students from senior secondary vocational education will have to sit three entrance exams, while prospective students from senior general secondary education will only have to sit one or two.

2.8 Work requirements for part-time degree programmes

If you wish to pursue a part-time degree programme while working, many degree programmes impose further requirements on the work you do. There are fewer classes to attend during part-time programmes and it's assumed that the degree programme and your work will complement each other. This means, for instance, that you'll be able to complete assignments for the degree programme while you're working. To find out more about the applicable requirements, contact your chosen degree programme.

2.9 Flexible part-time degree programmes

In order to enrol in a flexible part-time degree programme, you must have read and signed the study agreement. The study agreement will be presented to you after you've applied through the Self-Service Tool.

2.10 Work-study programmes

Some degree programmes are offered in a work-study format, in which learning and work are combined. For work-study programmes, an agreement must be concluded between the student,

Inholland and the employer. To find out more about the available options, contact the degree programme in question.

2.11 Admission to a Master's programme

To gain admission to a Master's programme, you must in any event hold a Bachelor's degree or have demonstrable knowledge, insight and skills at Bachelor's degree level. Moreover, additional requirements often apply.

For the Advanced Nursing Practice Master's programme and the Physician Assistant Master's programme, the number of places is set at the national level (by the government). Each university of applied sciences that offers these degree programmes is allocated a specific number of places. There is also a different enrolment procedure for these Master's programmes.

For more information, visit [the Master's programme web page](#).

2.12 Language requirement for degree programmes taught in Dutch

If you hold a valid diploma from abroad and wish to take a degree programme taught in Dutch, you must demonstrate that you have a sufficient command of the Dutch language. What matters is not your nationality, but whether you've successfully completed your prior education abroad.

As proof of your Dutch language proficiency, you can present the certificate awarded for passing the state examination in Dutch as a second language (NT2-II) or a certificate of at least an equivalent level, such as the Certificate of Dutch as a Foreign Language (CNaVT), *Educatief Startbekwaam* (STRT) (previously the Profile Language Proficiency in Higher Education (PTHO)) or *Educatief Professioneel* (EDUP) (previously the Profile Academic Language Proficiency (PTO)). The certificate awarded for the language and pre-Master's course at Inholland up until the 2013–2014 academic year also serves as proof of sufficient language proficiency.

You must have passed all four components of the NT2-II course.

If you wish to sit the NT2 state examination, please contact [DUO](#) (the Education Executive Agency). Bear in mind DUO's examination timetable and the marking period of around six weeks. DUO does not administer examinations from the end of July to the beginning of September and during the Christmas holiday period.

2.13 Language requirement for degree programmes taught in English

If you hold a valid diploma and wish to take a degree programme taught in English, you must demonstrate that you have a sufficient command of the English language. This does not apply if you've obtained a HAVO, VWO or MBO level 4 diploma (or equivalent certificate).

Given that language proficiency deteriorates rapidly, these language certificates may not be more than two years old. If you start your degree programme on 1 September 2020, this means that the certificate must not have been obtained prior to 1 September 2018, unless you can demonstrate that you've successfully completed education in English in the past two years.

The following are considered proof of a sufficient command of the English language:

- An IELTS test (academic level) with an average score of at least 6.0.
- A TOEFL internet-based test with a minimum score of 80 or a TOEFL paper-based test with a minimum score of 550 (institutional TOEFL certificates are not accepted).
- A Cambridge Certificate in Advanced English.
- A Cambridge Certificate Proficiency in English.
- A Cambridge First Certificate in English (FCE) with a minimum score of C (169–172).

Chinese students will only be able to meet the language requirement by submitting a certificate for the IELTS test or the TOEFL internet-based test. Chinese students for whom Inholland applies for a visa/temporary residence permit are required to submit the Nuffic certificate, among other documents, to demonstrate that they meet the language requirement.

The language requirement does not apply to international students who have completed all or part of their prior education in English, and who hold qualifications such as:

- the European Baccalaureate with English as the language of instruction and have been awarded a minimum score of 6 for the English language;
- the International Baccalaureate taught in English and have been awarded a minimum score of 4 for the English language;
- a General Certificate of Education (GCE) or a General Certificate of Secondary Education (GCSE) with an A, B or C for English, administered by British Examinations Boards such as Edexcel, Cambridge or OCR;
- a high school certificate awarded in the United States of America by a recognised high school, demonstrating that the applicant was educated at the relevant high school for at least the last three years;
- a diploma from one of the institutions abroad stated [in this list](#).

2.14 Entrance exam

If you do not hold a diploma entitling you to admission and are 21 years of age or older on 1 September (or on 1 February for the February intake), you may sit the entrance exam (previously the 21+ test).

However, in order to sit the exam, you must have applied through Studielink in good time and indicated in your application that you do not meet the prior education requirements.

If you pass the exam, you're eligible for admission to your chosen degree programme. You'll receive a confirmation of admission, which is institution and programme-specific. This means that the confirmation of admission only provides admission to a specific degree programme at Inholland University of Applied Sciences.

Should you interrupt your studies during your enrolment or later wish to switch to another degree programme without having obtained your first-year certificate, this may mean that you'll need to sit another entrance exam or another deficiency test to gain admission. Re-enrolling in an interrupted degree programme without sitting a new entrance exam is only possible if your study results over a period of at least six months convincingly confirms the results of the previously passed entrance exam and no negative binding study advice has been given.

A confirmation of admission for the 2020–2021 academic year is valid until 1 September 2021.

The [entrance exam info guide](#) contains extensive information about the entrance exam.

2.15 Deficiency test

In some cases, you may sit a deficiency test if you do not meet the subject cluster and/or subject requirements for your chosen degree programme to demonstrate that you have sufficient knowledge and skills to be able to pursue your chosen programme. This means that you'll also receive a confirmation of admission.

The [deficiency test info guide](#) contains extensive information about the deficiency test.

3. Study Check

3.1 Who needs to complete a Study Check?

You'll need to complete a Study Check for most full-time Bachelor's and Associate degree programmes, as well as some part-time and work-study programmes, even if you're already studying in higher education but are switching degree programmes. Exceptions:

- Degree programmes for which an entrance exam/selection based on additional requirements applies: Music
- Degree programmes with an enrolment quota: Dental Hygiene and Midwifery
- Master's programmes
- Part-time or work-study programmes (with the exception of primary education teacher training college, Horticulture and Agribusiness)
- Students who have either completed the relevant first-year programme or the first year of the Associate degree programme at Inholland University of Applied Sciences, or who have been granted an exemption by the Examinations Board

At Inholland, the Study Check is compulsory for both applicants living abroad and applicants living in the Netherlands. This means that you'll get acquainted with the teaching activities before you start your degree programme. The Study Check will give you a notion of your degree programme, so you can decide for yourself whether it's the right choice for you.

3.2 Mandatory components

If you're part of the group for which a Study Check is compulsory, you'll receive an email with a link to the Self-Service tool after you've applied. Depending on your home address (in the Netherlands or abroad), this will lead you to the mandatory components of the Study Check and additional information.

Do you live in the Netherlands?

- You start by completing an online questionnaire at home.
- Once you've completed the online questionnaire, you'll be invited to a meeting and/or interview with representatives of the degree programme. Depending on the degree programme, this is a one-day programme at Inholland.
- For a number of degree programmes, you'll be required to complete a homework assignment prior to the meeting.
- Once you've completed the Study Check, Inholland will send you its recommendation by email within two weeks.

Do you live abroad?

- You start by completing an online questionnaire at home.
- After completing the online questionnaire, you may, depending on the result, be contacted by the degree programme for a compulsory interview (via Skype or by telephone). After completing the questionnaire, you can read whether this interview applies to you on the Study Check page in the Self-Service tool.
- For a number of degree programmes, you'll be required to complete a homework assignment prior to the compulsory interview.
- If the interview doesn't apply to you, you'll receive a recommendation by email immediately after completing the online questionnaire. If the compulsory interview does apply to you, you'll receive a recommendation from the degree programme by email via the CSA within two weeks of the interview.

If the outcome of the online questionnaire is such that the interview (via Skype or by telephone) is unnecessary, the degree programme may nevertheless contact you to arrange an introductory interview (via Skype or by telephone).

3.3 The recommendation

The consequences of the recommendation you'll receive depend on the date of your first application for a higher education degree programme:

- If you made your first application for a higher education degree programme by 1 May, you'll receive one of the following two recommendations:
 - *positive (may be accompanied by points for attention)*
You may carry on completing your enrolment file for the degree programme that you applied for. Although it's not mandatory to follow up on any points for attention resulting from the Study Check, you should not underestimate their importance with regard to your study success.
 - *no match*
As you made your first application by 1 May, your enrolment in the degree programme that you applied for will not be refused. If you want, you may carry on completing your enrolment file. If you completed the Study Check voluntarily, the recommendation will have no effect on your enrolment. That does not alter the fact that the points of attention can be important for your study success.
- If you made your first application after 1 May, but by 1 August, you'll receive one of the following three recommendations:
 - *positive (may be accompanied by points for attention)*
You may carry on completing your enrolment file for the degree programme that you applied for. Although it's not mandatory to follow up on any points for attention resulting from the Study Check, you should not underestimate their importance with regard to their study success.
 - *no match*
If completing the Study Check was compulsory for you and your application is covered by one of the situations described in Paragraphs 3.4 and 3.5, or you completed the Study Check voluntarily, your enrolment in the degree programme that you applied for will not be refused. If you want, you may carry on completing your enrolment file.
 - *negative*
If completing the Study Check was compulsory, you **can't** enrol in the programme(s) that you applied for and that the recommendation relates to on 1 September.

3.4 Applying after 1 May due to a binding study recommendation

If you applied after 1 May, but by 31 August, and this is demonstrably the result of a recently received binding study recommendation for another degree programme, completing a Study Check is compulsory as well. You may carry on completing your enrolment file for the degree programme that you applied for, even if you receive a negative recommendation. If you received the binding study recommendation from another educational institution, you should send a copy of this to the CSA for assessment.

3.5 Switching after having applied by 1 May

If you applied for enrolment in a higher education programme by 1 May, you may switch to another programme after 1 May, provided you do so by 31 August. Completing a Study Check for the new application is compulsory as well. You may carry on completing your enrolment file for the degree programme that you applied for, even if you receive a negative recommendation.

3.6 Applying for the first time after 1 August, but by 31 August

In this case, you won't be able to complete a Study Check in time for an enrolment on 1 September. You can therefore not enrol, unless you wish to take a degree programme for which a Study Check isn't compulsory (such as many of our part-time and work-study programmes and our Master's programmes).

3.7 Applying in the interim and for the February intake

Any rights derived from a Study Check for an application by 1 May no longer apply. These rights only apply to applications until 31 August. If you apply in the interim (i.e. on or after 1 September) or apply for the February intake, you'll receive a message from the CSA asking you to complete a Study Check.

NB: you can't re-apply in the interim for a degree programme for which you received a negative recommendation earlier that same academic year. Your enrolment after 1 September will be refused. You can't complete a new Study Check for the same degree programme in the same academic year. If you completed a Study Check for the degree programme of your choice in the same academic year and received a positive recommendation, you may carry on completing your enrolment file for the degree programme that you applied for interim enrolment in.

If you want to apply for a degree programme in the interim, but not for the February intake, additional conditions apply on top of the Study Check and the regular admission and enrolment requirements (see [Paragraph 1.6](#)). If you apply in the interim for a degree programme for which you did not complete a Study Check earlier in the academic year, completing a Study Check is compulsory. Once you've completed the Study Check, the CSA will send you its recommendation by email or post within two weeks. The possible recommendations and their consequences:

- *positive (may be accompanied by points for attention)*
You may carry on completing your enrolment file for the degree programme that you applied for. Although it's not mandatory to follow up on any points for attention resulting from the Study Check, you should not underestimate their importance with regard to their study success.
- *no match*
If you completed the Study Check voluntarily, your enrolment will not be refused. If you want, you may carry on completing your enrolment file.
- *negative*
If completing the Study Check was compulsory, you can't enrol in the degree programme(s) that you applied for and that the recommendation relates to in the interim.

If you choose to study another degree programme due to a negative recommendation or for any other reason, you must complete a Study Check again, unless the same Study Check applies to that degree programme or one of the exceptions in [Paragraph 3.1](#) applies.

3.8 Failure to complete a compulsory Study Check

If you decline to complete a compulsory Study Check (or any component thereof), your enrolment in the degree programme that you applied for will be refused. The CSA will communicate this to you by email or post. If you believe these rules have not been applied correctly, you may lodge a notice of appeal subject to the conditions indicated in the CSA's message. Visit the [Study Check page](#) to find out for which degree programmes the Study Check is compulsory.

4. Tuition fees

Inholland charges two types of tuition fees: statutory tuition fees, which are set each year by the government, and institutional tuition fees, which are set by Inholland itself. The institutional tuition fees exclude any government contribution. The amount of the institutional tuition fees approximates the average amount of the statutory tuition fees per student, plus the average government contribution per student per year. The tuition fees you pay are determined by law and depend on the degree programme format (full-time, part-time, work-study), your nationality and previously obtained diplomas.

You pay your tuition fees by setting up a direct debit authorisation in Studielink (see Paragraph 4.8).

4.1 Statutory tuition fees

To be eligible for the statutory tuition fees, you must meet two conditions:

1. You must have Dutch, Surinamese or Swiss nationality, or the nationality of an EEA member state, or belong to one of the groups of people referred to Section 2.2(1) of the [Student Finance Act 2000](#).
2. You may not already hold a Bachelor's degree obtained after 1 September 1991 at a government-funded educational institution in the event of enrolment in a Bachelor's programme. You may not already hold a Master's degree in the event of enrolment in a Master's programme or registration for an equivalent examination. You may not already hold any higher education degree in the event of enrolment for an Associate degree programme. DUO will assess whether you meet these conditions.

Exceptions:

- Students who have already obtained a degree, but now wish to obtain a degree in teaching or health care for the first time. If you hold a certificate for a 'customised programme' awarded by the Examinations Board of a teacher training programme, you are deemed to have already obtained a degree in teaching (despite the absence of a teaching qualification).
- Students who are taking a second, uninterrupted degree programme, which they started before they obtained their first degree.

NB: if the certificate obtained earlier is equivalent to a Master's degree and the programme was a unified government-funded degree programme, this means that a Bachelor's degree has been obtained.

The statutory tuition fees for the 2020–2021 academic year starting on 1 September 2020 are as follows:

❖ Bachelor's/Associate degree programme full time/work-study	€2,143
❖ Bachelor's/Associate degree programme part time	€1,791
❖ Master's programme work-study/part time	€2,143

The statutory tuition fees for the 2020–2021 academic year starting on 1 February 2021 are as follows:

❖ Bachelor's/Associate degree programme full time/work-study	€1,250
❖ Bachelor's/Associate degree programme part time	€1,045
❖ Master's programme work-study/part time	€1,250

4.2 Institutional tuition fees

If you do not meet the eligibility conditions for the statutory tuition fees, you must pay the institutional tuition fees. Unlike the statutory tuition fees, students only have a right to a limited refund in the event of interim deregistration (see Paragraph 6.6).

The institutional tuition fees for the 2020–2021 academic year starting on 1 September 2020 are as follows:

❖ Bachelor's/Associate degree programme full time/work-study	€8,240
❖ Bachelor's/Associate degree programme part time	€7,931

❖ Master's programme in Educational Theory part-time	€7,931
❖ Master's programme in Learning and Innovation part-time	€7,388
❖ Master's programme work-study	€8,240

The institutional tuition fees for the 2020–2021 academic year starting on 1 February 2021 are as follows:

❖ Bachelor's/Associate degree programme full time/work-study	€4,807
❖ Bachelor's/Associate degree programme part time	€4,626
❖ Master's programme in Educational Theory part-time	€4,626
❖ Master's programme in Learning and Innovation part-time	€4,309
❖ Master's programme work-study	€4,807

4.3 Halving of tuition fees

By order of the government, the statutory tuition fees for anyone who is taking a higher education degree programme for the first time have been halved with effect from the 2018–2019 academic year for the first year of enrolment. If you choose to take a teacher training programme for the first time, the statutory tuition fees are halved for the second year as well. The following information has been derived from the website of the [central government](#).

The reduction applies to all students who:

- start with a degree programme at a government-funded university of applied sciences or research university for the first time;
- take a Bachelor's or an Associate degree programme;
- are due the statutory tuition fees.

The reduction for the second year applies to all students who:

- start with a teacher training programme at a government-funded university of applied sciences or research university for the first time in or after the 2018–2019 academic year and who were not enrolled at a government-funded university of applied sciences or research university prior to the 2018–2019 academic year;
- are due the statutory tuition fees.

The statutory tuition fees are not reduced for students who:

- had already started with a higher education degree programme (full time or part time) prior to the 2018–2019 academic year;
- are taking a Master's programme, unless this is their first degree in teaching;
- are due the institutional fees;
- take a degree programme at a non-government-funded higher education institution;
- take part in the [demand-funding experiment](#).

4.3.1 Exemption of tuition fee payment for board members

The Executive Board may exempt a student, once, at the student's request and for the period of one academic year, from payment of statutory tuition fees if the full-time student:

- is a member of the board of a student association of reasonable size with full legal capacity or the board of a representative advisory council;
- carries out administrative or social activities that the Executive Board deems to be in the interests of Inholland or its teaching activities.

The above is subject to the condition that the student must take no part in teaching activities or sit any interim or final examinations at Inholland or another government-funded institution during this period, and the membership/activities described are not commercial in nature.

Students can submit such requests to the secretary of the Executive Board. Requests must be justified in such a way that sufficient information is provided on the aspects relevant to evaluation. Students may also be asked to attach supporting statements from other board members or persons involved in the relevant activities to the request.

4.4 Teacher training programmes and Accountancy

Teacher training programmes and Accountancy students who only need to sit one national knowledge test for the examination pay €2,143.

4.5 Customised programme

If you earned a degree on the basis of a customised programme (also referred to as a flexible degree programme) in the past; were awarded a degree certificate by the Examinations Board of a teacher training or health care programme at one of Inholland University of Applied Sciences' legal predecessors; would now like to obtain a degree in teacher training or health care; and meet the nationality criterion, you're eligible for the rate stated below, provided you meet the following conditions:

- You did not exceed the nominal duration of the programme.
- Your enrolment was uninterrupted.

Those who obtained a Bachelor's degree in teacher training or health care by taking a customised programme at a legal predecessor pay €2,143.

4.6 Interim changes

If you don't meet the eligibility conditions for the statutory tuition fees until later in the year, you must pay the institutional tuition fees until that time. Conversely, if you no longer meet the eligibility conditions later in the academic year, the institutional tuition fees apply from that time onward. If we've been provided with incomplete data and we find in the course of the academic year that you've previously obtained a degree, you're required to pay the institutional tuition fees with retroactive effect.

4.7 Second degree programme

You meet the eligibility conditions for statutory tuition fees for a second degree programme if you:

- meet the eligibility conditions for statutory tuition fees for the first degree programme as well;
- started the second degree programme prior to completing the first one;
- do not interrupt your enrolment in the second degree programme.

NB:

- If your first degree programme is a part-time programme and your second one a full-time programme, you must pay a surcharge. This applies if your second degree programme is a part-time programme as well.
- If you pay the statutory tuition fees for your first degree programme based on the exception rule for teacher training or health care degree programmes, you must pay the full (higher) institutional tuition fees for the second degree programme.
- If you're studying at Inholland University of Applied Sciences, pay the institutional tuition fees and intend to pursue a second degree programme to which the institutional tuition fees apply, the fees for the second degree programme amount to half of the applicable institutional tuition fees.

If you enrol in a second degree programme at another educational institution, you must submit the receipt of payment from Inholland to the second institution. The next steps in the procedure are the same. Contact the CSA to obtain a receipt of payment.

4.8 Setting up a direct debit authorisation in Studielink

You pay your tuition fees by setting up a direct debit authorisation in Studielink. To authorise the direct debit payment of your tuition fees, you'll need to enter your payment details in Studielink. You can then confirm the authorisation straight away. You have a choice of paying the tuition fees either at once or in ten instalments. Students in the February intake can opt to pay their tuition fees for the remainder of the first year of enrolment (February–August 2021) at once or in five instalments. Payment in instalments is subject to a one-off administration charge of €24.

If you're not the party paying the tuition fees, you should enter the relevant payment details in Studielink. You'll then receive an email containing a link which you must send to the party paying the tuition fees. You remain personally responsible for your enrolment and payment of the tuition fees at all times. This applies even if a third party undertakes to pay the tuition fees.

If the definitive tuition fee amount hasn't yet been confirmed in Studielink, you can't confirm the authorisation straight away. As soon as you can confirm the authorisation, you'll receive an email from Studielink automatically. In most cases, this will be within 24 hours.

If your employer pays and wants to receive an invoice, upload a sponsorship form. This form is available in the Self-Service tool. We'll send an invoice to your employer upon receipt of the completed form.

The authorisation/sponsorship form must have been set up/submitted by 31 August 2020 (or 31 January 2021 for the February intake). Failure to do so will lead to enrolment being refused. If you switch to another programme after confirming the authorisation, it will remain valid.

Inholland will inform you by email of any deviation from the stated amounts (including instalment amounts) and/or collection dates. If the collected amount (or instalment amount) is reversed by you or your bank, another attempt will be made to collect the amount without prior notice. If it proves impossible to collect money from the International Bank Account Number (IBAN) you've supplied because the account is blocked, the IBAN is invalid or the name is incorrect, Inholland will contact you immediately to request that you solve this as soon as possible. Failure to comply will result in the direct debit process being terminated and Inholland initiating its regular reminder procedure (see [Paragraph 4.10](#)). The CSA must be notified of any changes to bank details as soon as possible.

4.9 Collection dates

The collection dates for both the September and February intakes are listed on [our website](#).

4.10 Non-payment

If Inholland is repeatedly unable to collect the funds from the IBAN supplied by the account holder who signed the direct debit authorisation for the payment of the tuition fees and the account holder fails to meet the payment obligations repeatedly, you must pay the outstanding amount at Inholland's first request.

This means that failure to collect an outstanding amount (or instalment amount) two or more times will cause the direct debit process to be terminated and Inholland to initiate its regular reminder procedure. Demands for payment will be issued through your Inholland account and other channels. This will rescind the arrangement to pay in instalments and cause the entire outstanding amount to become immediately due and payable. If this does not lead to payment of the entire tuition fee amount either, the outstanding amount will be increased by statutory collection charges and will be passed on for collection to Inholland's debt collection agency. If Inholland initiates a judicial or extrajudicial process to collect the outstanding amount, the statutory default interest and all collection charges (inclusive of VAT at 21%) pursuant to the Extrajudicial Collection Costs (Standards) Act will become immediately due and payable by you. Furthermore, Inholland will have the right to exclude you from taking part in teaching activities and sitting interim and final examinations and will not enrol you for another year of study until you've paid the outstanding amount.

If you want to continue your studies on 1 September or take another degree programme, all payment arrears, including collection charges, must have been made up by 1 August. If you want to continue your studies in February, all payment arrears must have been made up by 1 January.

4.11 Examination fees for external students

As an external student, also referred to as an examination student, you may only sit interim and final examinations. You may not take part in teaching activities and you have no right to study coaching, thesis supervision or to use the Inholland facilities. The examination fees markedly exceed the

statutory tuition fees. You don't have the option to pay in instalments and have no right to a refund upon interim deregistration.

- ❖ Examination fees for external students for the 2020–2021 academic year
€2,758

4.12 Determination of tuition fees

The government determines the amount of the statutory tuition fees for full-time programmes each year. The Executive Board determines the amount of the institutional and statutory tuition fees for work-study and part-time programmes each year. This forms the basis for the preceding information. Also see the Tuition Fees Overview 2020–2021 on our [website](#). This overview also recaps the main eligibility conditions for the tuition fee rates, which are pursuant to Sections 7.45 and further of the [Higher Education and Research Act \(WHW\)](#).

5. International students

The application process for international students is largely the same as the procedure for students living in the Netherlands. This chapter describes the procedures for EEA and non-EEA students. Any further questions? Send an email to admissions@inholland.nl.

5.1 EEA students

Students from the European Economic Area ([EEA](#)) do not need to apply for a residence permit. Studying is deemed a purpose for residence under the EU treaty and therefore students from the EEA may lawfully reside in the Netherlands. Although there is no requirement to register with the Immigration and Naturalisation Service (IND), it may be convenient to register nonetheless given that other bodies, such as banks, could ask for IND registration.

EEA students come from the following countries: Belgium, Bulgaria, Cyprus, Germany, Denmark, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Iceland, Croatia, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, the Czech Republic and Sweden. Students from Switzerland also fall under the EEA, even though Switzerland is not an EU member state.

United Kingdom

There will be no change to the tuition fees and entitlement to student finance for students from the United Kingdom (UK) in the Netherlands if they obtain residence permit for the Netherlands before the end of the transition period. This transition period runs until 31 December 2020.

UK citizens who settle and wish to study in the Netherlands after the transition period will be considered non-EU citizens. Their right to student finance and whether they are eligible for the statutory or institutional tuition fees depends on their residence permit.

For more information about the consequences of Brexit for British citizens who are studying or want to study in the Netherlands, visit the website of the [central government](#).

5.2 Non-EEA students

Students from Australia, Canada, Japan, New Zealand, Switzerland and the USA do not need a provisional residence permit (*machtiging voorlopig verblijf* or MVV) to enter the Netherlands. However, they are required to have a residence permit (*verblijfsvergunning* or VVR). Students are required to apply for a residence permit through the Central Student Administration (CSA) before travelling to the Netherlands. Students who do not come from an EEA country, nor from any of the countries stated above, require a provisional residence permit to enter and reside in the Netherlands on the basis of a full-time degree programme. The CSA will apply for the provisional residence permit and the residence permit for students based on a fast-track procedure at the IND. The total costs for a provisional residence permit (and a permanent one, if required) will be listed on the website as soon as they are made public.

A residence document must be valid on 1 September for the September intake (or 1 February for the February intake).

5.3 Conditions for a residence permit for study purposes

A residence permit for study purposes will be granted on the basis of a residence permit application for the full duration of the degree programme, which may not exceed four years and three months. If the student has not yet completed his or her degree programme upon expiry of this period, the residence permit may be extended for the remaining duration of the degree programme. If required, contact the CSA to extend your residence permit. This is subject to a charge (IND and administration charges). If your residence permit has expired and you come from a country where you were first required to apply for a provisional residence permit in order to enter the Netherlands, you'll need to return to this country to reapply for a provisional residence permit.

In order to retain a residence permit for study purposes, students must meet a number of conditions each year:

Before the end of the current academic year

- Sufficient study progress. Pursuant to the Modern Migration Policy Act (MoMi), you must meet the minimum study progress requirements (50% of the credits to be obtained) set by the IND.

Before the beginning of the new academic year

- You must demonstrate that you have sufficient funds (€10,770 for the 2020–2021 academic year) to cover your cost of living.
- You must demonstrate that you've taken out valid health insurance, such as the extension of your Aon insurance or Dutch basic health insurance.

5.4 Notification to IND of deregistration of students with a residence permit for study purposes

The IND will be notified upon the interim deregistration of students who have a residence permit for study purposes in the Netherlands (in the event of a binding study recommendation, for instance), as soon as they have obtained their degree certificate or if they fail to meet the study progress requirements*. This means that Inholland University of Applied Sciences notifies the IND that the relevant student is no longer enrolled as a student and that sponsorship of the relevant student has ended.

*Unless a student counsellor has determined that there is a defensible reason (see Paragraph 7.3).

5.5 Consequences for the residence permit in case of a transfer to another university of applied sciences

When students holding a residence permit for study purposes transfer to another university of applied sciences, their sponsorship must be assigned to the new educational institution (in this case Inholland). They should submit the relevant application to the CSA.

5.6 Registration in the Personal Records Database in the Netherlands

Anyone who comes to live in the Netherlands for more than four months is obliged to register as a resident in the Personal Records Database (BRP) within five days of arrival. When registering in the Personal Records Database in the Netherlands, you may be asked to present a 'source document'. This means an authenticated birth certificate. Make sure that you take your birth certificate, a certificate of marital/non-marital status, a marriage certificate or a divorce agreement with you or have these documents sent to the Netherlands.

It's important that you notify the Personal Records Database of any change of address within five days of moving to your new address. The data in the Personal Records Database are linked to IND data and are exchanged with DUO in connection with any entitlement to student finance.

5.7 Work permit for non-EU/EEA students

Students who do not come from EEA countries are only permitted to work sixteen hours a week or for three full summer months. The employer is required to apply for a work permit for a 'working student' for this purpose. The student must then take out Dutch basic health insurance.

5.8 International Office

The **International Offices at Inholland's locations** can answer any practical, non-study-related questions you may have before arriving or just after having arrived in the Netherlands. For instance, they can help with:

- finding a place to live;
- opening a bank account if you've not yet been assigned a citizen service number (*burgerservicenummer*, BSN);
- applying for a knowledge grant (see **Paragraph 5.10**);
- applying for a work permit (which you may need for your work placement).

5.9 Student finance/tuition fee loan

Depending on your age, degree programme and nationality, different qualifying conditions for student finance apply. You can find these conditions [on the DUO website](#).

Recognised refugee students (residence document type III or IV) can obtain information from DUO or the **University Assistance Fund/Foundation for Refugee Students (UAF)** regarding eligibility for student finance similar to the student finance system for higher education.

5.10 Knowledge grant

The **knowledge grant** is a form of financial assistance to promote the recruitment of high-quality students from non-EEA countries, Switzerland and Suriname. In principle, Inholland expects these students to successfully complete all course components each year. International students who are eligible include students who:

- have enrolled in a full-time degree programme for the first time and consecutively ensure re-enrolment;
- have non-EEA, Surinamese or Swiss nationality;
- reside in the Netherlands, Belgium, Luxembourg or in the German federal states of North-Rhine Westphalia, Lower Saxony or Bremen;
- and are due the institutional tuition fees.

The grant will be awarded to students retrospectively if they have successfully completed the academic year (earned 60 credits). The scheme forms part of Inholland's Profiling Fund and a limited budget has been earmarked for knowledge grants. Contact the **International Office** for more information.

When switching programmes (once only) or at the end of the first or second year of enrolment, you'll continue to fall under the scheme if you continue to meet the conditions. However, if you switch programmes you'll never receive more than five grants for the old and new programmes combined. That's why you need to apply for the grant annually as of the 2019–2020 academic year by completing the form on the [website](#).

5.11 Code of Conduct for International Students in Dutch Higher Education

The Code of Conduct is a joint initiative of the Government of the Netherlands and higher education institutions. It consists of agreements concluded by higher education institutions with regard to the treatment of international students, such as agreements on information for these students and the requirements (including language requirements) they must meet to enrol at an institution. The Code of Conduct is available on www.internationalstudy.nl and was last revised on 1 September 2017.

6. Deregistration or switching

The following paragraphs highlight several situations regarding deregistration or a switch of degree programme. Consider these points carefully at all times.

- From the date on which you were deregistered, you'll no longer be entitled to student finance and/or a **student travel product**. You need to apply for cancellation of these yourself in good time.
- Turn to Paragraph 6.6 to find out whether your tuition fees will be refunded and what the amount is.
- If you deregister due to personal circumstances, such as a serious illness, and expect to be able to resume your degree programme later in the academic year, you should always discuss your deregistration beforehand with a **student counsellor**. This is important as interim enrolments, i.e. enrolments that do not take effect on 1 September, are only possible in special cases.

6.1 Deregistration at the end of the academic year

All students enrolling at the beginning of an academic year at a university of applied sciences or research university enrol for the full academic year (the February intake enrolls for the remainder of the current academic year). Should you decide against continuing your studies at Inholland in the course of the academic year, you may indicate this through Studielink from May. We strongly recommend that you do not forget this, so as to prevent an unnecessary amount of correspondence from and with the Central Student Administration.

If you withdraw your enrolment or re-enrolment application for the new academic year through Studielink before 1 September, no tuition fees are payable for the coming academic year and any fees that you may have already paid will be refunded.

6.2 Deregistration on request in the course of the academic year

If you're enrolled on 1 September and would like to deregister in the course of the academic year, you'll be deregistered with effect from the month following your request. Deregistration always takes effect on the *first* day of the month. You must submit your request for interim deregistration through Studielink.

6.3 Deregistration by Inholland

Students are automatically deregistered by Inholland in the cases described below with effect from the first day of the month following the decision:

- Binding study recommendation (see Paragraph 6.4)
- Fraud
- Failure to respect the principles and aim of Inholland
- Misuse in respect of the intrinsic nature of Inholland
- Conduct or remarks that suggest a lack of suitability for practising the profession for which the programme prepares the student
- Violation of the rules relating to the proper course of events at Inholland

Furthermore, you may be deregistered if you fail to pay your tuition fees despite having received several reminders.

You'll be deregistered (retroactively) with immediate effect if your enrolment was based on an incorrect status relating to Dutch nationality or foreign national status.

6.4 Binding study recommendation

At the end of the first year of enrolment in a full-time, part-time or work-study programme, you receive a recommendation from the relevant degree programme on the continuation of your studies, i.e. continuing with the same programme or starting/switching to another one. A recommendation on the continuation of studies is also issued at the end of the first year of enrolment in an Associate degree

programme. If the study recommendation is negative because you've failed to meet the minimum academic performance standard, you must discontinue the degree programme. This is referred to as a binding study recommendation (*bindend studieadvies*, abbreviated to BSA). The full regulations relating to a binding study recommendation are included in the [Teaching and Examination Regulations](#) (OER) for your degree programme.

Prior to receiving a binding study recommendation, you'll receive a timely warning indicating that your study results are not up to standard. Moreover, the degree programme will give you an opportunity to be heard. A study delay incurred due to certain, relevant personal circumstances will be taken into consideration. However, you're required to report any such circumstances to a student counsellor promptly. If the circumstances are acknowledged, an appropriate, additional study period will be granted. This concerns matters such as illness or a disability, but also applies if you're an elite athlete and wish to combine sport and studying. Most personal circumstances that may be taken into account are described in the OER, including the reporting procedure.

What does a binding study recommendation mean in practice?

A binding study recommendation means that you may not continue your degree programme – or any degree programme with the same first-year programme – at Inholland. You'll be deregistered from Inholland and you'll lose your right to student finance and/or a student travel product. If you've received a binding study recommendation, you may pursue another degree programme at Inholland or at another institution, unless that degree programme has the same first-year programme. If you switch to another degree programme, you must be eligible for admission to that programme and you must start in the first year. This may mean that you could receive another binding study recommendation. If you definitely wish to pursue the degree programme for which you've received a binding study recommendation, you may only do so at a different university of applied sciences. If you believe that you've wrongly received a binding study recommendation, you may lodge an appeal to have the decision reviewed.

Can you still receive a binding study recommendation during the second year or later for the same degree programme?

Yes, if you still do not meet the academic performance standard for the first year after having been granted an additional study period. Should any personal circumstances arise once more, they will again be taken into consideration and an additional period may be granted again.

6.5 What rules apply to deregistration upon graduation?

When you graduate, you may remain enrolled until the end of the academic year (31 August). However, if you graduate in May or earlier, Inholland will deregister you with effect from the end of that month. In this case, you may qualify for a refund of the outstanding tuition fees, including for the months of July and August.

The deregistration date upon graduation is determined by the date on which you successfully participated in the last teaching activity or had your final interview. The Central Student Administration (CSA) will process your deregistration as soon as the Examinations Board determines that you've graduated.

When considering your graduation date, bear in mind that you no longer qualify for student finance and may no longer use your student travel product in the months during which you're no longer enrolled. If you graduate towards the end of a month, you may choose to be deregistered at the end of the next month. If the deregistration takes effect from July or August, no refund will be granted.

If you want to deregister at any other time, you can send a request by email to the CSA. Bear in mind that you should only submit a request to deregister if you're completely certain that you've graduated.

The Examinations Board will initiate the award of your degree certificate. Incidentally, a degree certificate will never be awarded without a statement from the CSA to the Examinations Board confirming that all enrolment requirements have been met and there are no payment arrears.

6.6 What is the amount of the tuition fee refund?

If you're due the statutory tuition fees

If you deregister or your enrolment is terminated in the course of an academic year, you're usually entitled to a refund of a portion of the statutory tuition fees you've paid. This does not apply if you're also still enrolled in another degree programme at Inholland and no separate payment has been made for enrolment in that particular programme. The refund amounts to one twelfth of the tuition fees paid for each month in which you're no longer enrolled, unless the deregistration takes effect from July or August. In this case, no refund will be granted.

If you're due the institutional tuition fees

If you deregister or your enrolment is terminated in the course of the academic year, you'll only receive a limited refund. You're no longer due any tuition fees for the remaining months after deregistration only if this takes effect from the seventh month of enrolment or later, unless you deregister with effect from July or August. As an example, students who enrolled in September will be deregistered at the end of February and will no longer be due any tuition fees for the months thereafter.

If you deregister due to personal circumstances acknowledged as substantial by Inholland (force majeure), a refund may be granted upon deregistration with effect from a month preceding the seventh month. In such an event, you should discuss your situation with a student counsellor and seek his or her advice.

Upon interim deregistration due to a binding study recommendation or deregistration due to graduation, tuition fees are no longer payable for the remaining months with effect from the first day of the next month, unless you're deregistered with effect from July or August.

Once again, a refund will not be granted if you're still enrolled in another degree programme at Inholland and have not (yet) paid for enrolment in that particular programme separately. If it's possible to obtain a refund, it will amount to one twelfth of the tuition fees paid for each month in which you're no longer enrolled, unless you're deregistered with effect from July or August. In this case, no refund will be granted.

In the event of death

If a student dies in the course of the academic year, one twelfth of the tuition fees paid will be refunded for each month following the date of death (to the legal heir or another third party, if they paid the tuition fees for the student) at the written request of the legal heir.

6.7 Consequences of deregistration

For your student finance

With effect from the first day of the month in which you've deregistered, you're no longer entitled to student finance. You're responsible for notifying DUO through the [DUO website](#) that you'd like to cancel your student finance arrangement.

For your student travel product

You're also required to cancel your student travel product no later than the fifth working day of the first month in which you're no longer entitled to student finance. During those five days, you may not use your student travel product when travelling on public transport. If you do use it, you could receive a penalty from the public transport company. The full regulations concerning activating and cancelling your student travel product are available on the [DUO website](#).

For your residence permit

Students who've been granted a residence permit entitling them to study in the Netherlands will no longer have any grounds for residing in the country upon deregistration (see also [Paragraph 5.3](#)).

After your deregistration, you're no longer entitled to:

- access to Inholland's facilities;
- attending lectures;
- access to your student account;
- software licenses.

6.8 Switching degree programmes

If you want to switch to another degree programme (or location) in the course of the academic year, you must again apply for enrolment through Studielink. The CSA will process your application. Written consent must be obtained from the team leader responsible for the relevant degree programme. Interim enrolment is also contingent on the available teaching capacity, curriculum and financial scope of the degree programme. The Service Point for the location of the new degree programme will be able to tell you who the team leader is.

Naturally, you must again meet all the admission and enrolment requirements that apply to the new degree programme. In most cases, you must have received a positive recommendation in accordance with the regular Study Check rules.

Don't forget:

- If you switch from a full-time to a part-time degree programme, you're no longer entitled to student finance and a student travel product from the date on which your first enrolment ends.
- If you switch from a part-time to a full-time degree programme, you must pay the difference in part-time and full-time tuition fees.
- You could incur a study delay as a result of the different structure of the degree programme or due to the unfavourable timing of switching.

7. Complaints and disputes

If you disagree with a decision relating to enrolment, deregistration or the tuition fees to be paid or refunded, you may lodge an objection and subsequently lodge an appeal, if necessary.

7.1 Objection procedure

The notice of objection must be addressed to the Executive Board of Inholland University of Applied Sciences and submitted to the Disputes department (geschillen@inholland.nl). The notice of objection will be processed by the Objections Advisory Committee. The notice of objection must be submitted within six weeks after the decision has been issued by the Central Student Administration. The relevant information will also be set out in detail in the letter containing the decision.

7.2 Appeal procedure

If you disagree with the decision made regarding your notice of objection, you may subsequently lodge an appeal with the Appeals Tribunal for Higher Education. The notice of appeal must similarly be submitted within six weeks of the Executive Board's decision.

7.3 Student counsellor

If you're enrolled as a student and considering an objection or appeal procedure, we recommend that you contact a student counsellor at your Inholland [location](#) first. Student counsellors offer assistance to students who have incurred a study delay due to personal circumstances, such as illness, family circumstances, [studying with a disability](#) or mental health issues. The student counsellor will discuss with you what you need to make the most of your studies. If any personal circumstances apply, it's important that you notify a student counsellor as soon as possible. Particularly in the first year, when you must meet the [BSA standard](#), it's vital that you don't delay reporting your circumstances.