



# **Enrolment and deregistration rules 2022–2023**

Central Student Administration

Version 22 April 2022

Adopted by the Executive Board on 30 June 2022, following approval by the HMR on 24 June 2022

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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 2022–2023 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 the enrolment and deregistration rules to provide a further explanation of these rules and conditions. The CSA guide can be found on Iris (Info & regulations > Education > Central Student Administration > Enrolment and re-enrolment).

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

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## 1. Applying

You can apply for enrolment in an Inholland University of Applied Sciences degree programme through **Studielink**. You will need a **DigiD** (Digital ID) to log into Studielink. You may only apply for a DigiD if you are officially registered in a Dutch municipality. If you have a home address outside the Netherlands, you can create a Studielink account with your email address by scanning your identity document.

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 are logged into Studielink, 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 have 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 2022</i>                    | <ul style="list-style-type: none"><li>• Degree programmes with an enrolment quota: <b>Midwifery</b> and <b>Dental Hygiene</b></li></ul>   |
| <i>By 23 February 2022</i>                   | <ul style="list-style-type: none"><li>• <b>Music</b> degree programme and <b>Electronic Music</b> Associate degree programme, on account of the auditions</li></ul>                       |
| <i>By 01 May 2022</i>                        | <ul style="list-style-type: none"><li>• Regular Bachelor's programmes or Associate degree programmes, on account of the right to admission/<b>Study Check</b></li></ul>                   |
| <i>After 1 May, but by 31 August 2022</i>    | <ul style="list-style-type: none"><li>• See Paragraphs <b>3.4</b> (late binding study recommendation) and <b>3.5</b> (switching)</li></ul>  |
| <i>After 1 August, but by 31 August 2022</i> | <ul style="list-style-type: none"><li>• See Paragraphs <b>3.4</b> (late binding study recommendation), <b>3.5</b> (switching) and <b>3.6</b> (if the Study Check doesn't apply)</li></ul> |
| <i>By 15 January 2023</i>                    | <ul style="list-style-type: none"><li>• Degree programmes starting in February 2023; see Paragraph <b>1.5</b></li></ul>   |

### 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 [Iris](#) after applying. Until we receive a copy of this exemption, we will treat your application as a first-year application. You cannot enrol in a higher year for degree programmes starting in February.

- **Applying for a short-track programme**

In some cases you can enrol in a short-track variant. At the moment this only applies to certain variants of the primary education teacher training programme (PABO). 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. If you already hold a Bachelor's degree from a university of applied sciences, the CSA will assess your qualifications.

Please note: Until it is clear that you meet the above 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 as soon as possible via Studielink and to submit the supporting documents to the Examination 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 back-up plan 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 2022. 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 2023. The final date by which you must meet all the enrolment requirements is 31 January 2023 (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 and would like to switch institutions. In such cases, you must submit an enrolment application through Studielink. You can only submit this application if the relevant departments give you permission to start. The CSA will then process your application.

If you are not enrolled at another accredited institution in the relevant academic year, you will need the following permissions:

- a positive recommendation issued in writing by a student counsellor, **and**
- written consent from the faculty director of the new degree programme.

The faculty director determines whether enrolment is still possible at that time.

If you are or were enrolled at another institution during the relevant academic year, you will only need permission from the faculty director. The director will take any academic results obtained into consideration when deciding whether or not you can start in the interim.

If a recommendation from the **student counsellor** is required, you must first make an appointment with him or her. If the indication is positive, you should subsequently make an appointment with the degree programme.

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

If you are re-enrolled in the course of the same academic year in which your enrolment was terminated (on the first day of the month), you must again pay tuition fees. 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 2022. You will be enrolled with effect from 1 September. If you wish to enrol in a degree programme commencing on 1 February 2023, you must meet all the enrolment requirements by 31 January 2023.

### 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 test organised by Inholland will suffice. **Chapter 2** contains extensive information about the prior education and admission requirements.

### 2. Positive Study Check 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.

### 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. If you log into Studielink using your DigiD or if you created your Studielink account by scanning your ID card and have not made any changes to the scanned details, your identity will be verified automatically.

#### 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. Meeting additional (admission) requirements

Additionally, specific requirements apply for the Midwifery, Music and Sport Studies degree programmes, the primary education teacher-training college and the Electronic Music Associate degree programme. 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 will not be enrolled. You are only entitled to student grants and loans if you are enrolled. If you were unable to be enrolled, in most cases this means that you will 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 is possible to do this. In order to complete your re-enrolment, you must also have set up your direct debit authorisation before 1 September and you may not have any payment arrears.

### 1.9 Enrolment refused

Clearly, you will not 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 are eligible for admission to a higher professional education (HBO) Bachelor's programme or Associate degree 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. no later than the month in which you will 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 of 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 certificate must be signed by the educational institution.

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 May 2022 to give you time to potentially 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 will 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 applicants 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.

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 Beroepsonderwijs*, 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 have 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 2022 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 are 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 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 have 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 2022 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 sit the entrance exam.

## 2.5 Other Dutch diplomas

If you hold a Dutch diploma not mentioned above, a credential evaluation will need to be carried out to determine whether it is equivalent to a Dutch HAVO, VWO or MBO level 4 diploma. Credential evaluations are carried out by the CSA, which also takes any subject clusters and/or subject requirements into account. The CSA will only be able to validate diplomas after you have 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 2022 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 sit the entrance exam.

## 2.6 Diploma from abroad

If you hold a diploma from outside the Netherlands, a credential evaluation will need to be carried out to determine whether it is 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 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, list of marks and, if needed, a certified translation, through the Self-Service tool. You must do so before 1 May 2022 to give you time to sit the **entrance exam** if you do not meet the requirements and there is still time to sit the entrance exam.

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 lists of marks through the Self-Service tool.

## 2.7 Specific prior education requirements and other requirements

Additional admission requirements apply for the Music, Sport Studies and Midwifery degree programmes, the primary education teacher-training college and the Electronic Music Associate degree programme.

- For **Music** and Electronic Music, you must have sufficient technical and physical skill and artistic aptitude.
- 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. You can find more information on this in the **selection procedure**.
- In the primary education teacher-training college, you will need to demonstrate that you are sufficiently knowledgeable about the subjects of geography, history, and science and technology. To this end, the teacher-training degree programme will organise tests. This applies if you have

an MBO-4 or HAVO diploma. If you have a VWO or HBO diploma, you do not need to sit these tests. Visit [www.goedvoorbereidnaardepabo.nl](http://www.goedvoorbereidnaardepabo.nl) for information on the tests, when they will take place and how you can prepare. If you have passed, you will receive a certificate that you will need to scan and upload via the Self-Service tool. For more information, see Article 1.2.3 in the CSA guide. If you cannot demonstrate that you meet the admission requirements for all three subjects, you will not be admitted to the primary education teacher-training college.

For the following degree programmes, additional requirements apply:

- For Sport Studies, a sports medical screening examination is carried out to assess whether students have sufficient aptitude and suitability for the profession. Before the start of the programme, you will be expected to undergo a sports medical screening examination at the [Sport- en Bewegingskliniek](#) in Haarlem;

## 2.8 Work requirements for part-time degree programmes

If you wish to pursue a part-time study programme while working, many degree programmes impose requirements on the work you do. There are fewer classes to attend during part-time programmes and it is assumed that the programme and your work will complement each other. This means, for instance, that you'll be able to complete assignments for the programme while you are 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. Before you can start a dual programme, a three-way work-study agreement must be made between you, the university and your employer. The [programme-specific section of the Teaching and Examination Regulations \(OER\)](#) sets out the topics which must, at a minimum, be covered by a work-study agreement.

You are responsible for finding your own employer or trainer. If an agreement can't be entered into or if the agreement is terminated prematurely and no agreement with another employer can be made, you can switch to the full-time version of the programme. If no full-time version is available, you will need to suspend your studies (temporarily or permanently) and/or deregister. 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 (see Article 1.7 in the CSA guide).

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). 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. An NT2 state examination certificate remains valid indefinitely.

It is also possible to submit 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));
- Educatief Professioneel (EDUP) (previously the Profile Academic Language Proficiency (PTO)).
- Completion of a language and pre-Master's course at another higher education institution also serves as proof of sufficient language proficiency.

All components of the above-mentioned certificates/diplomas demonstrating your Dutch language proficiency will be evaluated by the CSA and must have been completed with a passing mark.

## 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 have obtained a HAVO, VWO or MBO level 4 diploma (or equivalent certificate), as your diploma already serves to demonstrate your English language level.

Given that language proficiency rapidly deteriorates, these language certificates may not be older than two years. If you start your degree programme on 1 September 2022, this means that the certificate must not have been obtained prior to 1 September 2020, 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 EP-Nuffic certificate, among other documents, to demonstrate that they meet the language requirement.

This language requirement does not apply if you have completed all or part of your prior education in English and you hold qualifications such as:

- the European Baccalaureate with English as the language of instruction and a minimum score of 6 for the English language;
- the International Baccalaureate taught in English and 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 National Senior Certificate obtained in South Africa with a minimum score of 5 for the English language.

## 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).

The institution's executive board may waive the minimum age requirement of 21 in special cases. This applies if you hold a recognised refugee status, have obtained a diploma outside the Netherlands that qualifies you for admission to a higher education institution in your home country, or if you wish to enrol in an arts-related degree programme.

However, in order to sit the exam, you must have applied through Studielink by 8 June and indicated in your application that you do not meet the prior education requirements.

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

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 2022–2023 academic year is valid until 01 September 2023.

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 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 will also receive a confirmation of admission. For more information on HAVO and VWO subject cluster and subject requirements, [click here](#).

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

### 3. Study Check

The Study Check will give you a better notion of your degree programme, so you can decide for yourself whether it's the right choice for you. The detailed regulations on the Study Check can be found in Chapter 2 of the CSA guide. Below is an overview of the key points of these regulations.

#### 3.1 Who needs to complete a Study Check?

At Inholland, participating in the Study Check is a **mandatory enrolment requirement** for most full-time Bachelor's and Associate degree programmes, as well as some part-time and work-study programmes. This applies to all applicants, regardless of which country you live in. Visit the [Study Check](#) page on the website for a list of participating degree programmes. The following are exempt from the Study Check:

- Most part-time and work-study programmes;
- Degree programmes for which an entrance exam/selection based on additional requirements applies;
- Degree programmes with an enrolment quota;
- Master's programmes;
- Students who start their programme in a higher year with approval from the Examinations Board.

#### 3.2 Mandatory components of the Study Check

If you are required to take part in the Study Check, after you have submitted your application you will receive an email with a link to the Self-Service tool where you can see which mandatory components of the Study Check you must complete. This depends on where you live.

If you live in the Netherlands

- *Online questionnaire*;
- Programme-specific *Study Check activity*: you will take part in this activity after completing the online questionnaire. You schedule an appointment for this yourself using the Self-Service tool;
- Depending on the programme, a *homework assignment*: For a number of degree programmes, you'll be required to complete a homework assignment prior to the activity;
- *Study Check recommendation*: Once you've completed all components of the Study Check, the CSA will send you its recommendation by email or post.

If you live abroad

- *Online questionnaire*;
- *Compulsory online interview* with the degree programme: after completing the online questionnaire, you may, depending on the result, be invited for an online interview. Consult the Study Check page in the Self-Service tool to see whether the interview requirement applies to you;
- Depending on the programme, a *homework assignment*: For a number of degree programmes, you'll be required to complete a homework assignment prior to the activity;
- *Study Check recommendation*: If the compulsory 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.

The Study Check concludes with a Study Check recommendation. The recommendation is only valid for the academic year for which you have applied. The validity period within an academic year may differ for each mandatory Study Check component. For more information, see Paragraph 2.8 of the CSA guide.

### 3.3 Higher education application date vs. Study Check recommendation and possible enrolment

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

**If you applied by 1 May**, you'll receive one of the following recommendations:

- *Match - Positive recommendation (may be accompanied by points for attention)*  
If you receive this recommendation (possibly with points requiring attention), you can start the degree programme in September. You may carry on completing your enrolment file.
- *No match - Negative recommendation*  
If you receive this recommendation, you can start the degree programme of your choice in September. We do, however, recommend you consider your choice carefully and why you are not a match. If you are certain about the programme you have chosen, you may carry on completing your enrolment file.

**If you applied between 1 May and 1 August**, you will receive one of the following recommendations:

- *Match - Positive recommendation (may be accompanied by points for attention)*  
If you receive this recommendation (possibly with points requiring attention), you can start the degree programme in September. You may carry on completing your enrolment file.
- *No match - Negative recommendation*  
This recommendation can only be issued if the Study Check was mandatory for you and your application falls under the exceptions mentioned in Paragraph 3.4. You can start the degree programme of your choice in September. We do, however, recommend you consider your choice carefully and why you are not a match. If you are certain about the programme you have chosen, you may carry on completing your enrolment file.
- *No match - Negative binding recommendation*  
This recommendation is issued if the Study Check indicates that you and the degree programme you have chosen are not a match. Because you submitted your first application after 1 May, this recommendation is binding and you cannot start this degree programme. Your enrolment will be cancelled by the CSA.

#### **Between 1 August and 31 August**

You won't be able to complete a Study Check in time for an enrolment on 1 September. You cannot enrol in a degree programme that requires a Study Check (see 3.4 for exceptions).

### 3.4 Exceptions to Paragraph 3.3

#### **Applying after 1 May due to a binding study recommendation**

If you received a binding study recommendation for the current academic year, you can still apply to a new degree programme between 1 May and 31 August. You will have to complete a Study Check in this case, but will not receive a negative binding study recommendation. If you received the binding study recommendation from another educational institution, you should send a copy of this to the CSA for assessment.

#### **Switching after having applied for enrolment in a higher education degree programme by 1 May**

If you applied for a higher education degree programme by 1 May, you may switch to another degree programme after 1 May but must do so by 31 August. You will have to complete a Study Check for this application, but you will not receive a negative binding study recommendation.

### 3.5 Applying in the interim and for the February intake

The rights mentioned in Paragraphs 3.3 and 3.4 only apply to applications for the September intake. If you apply in the interim (i.e. on or after 1 September) or apply for the February intake and the Study Check is compulsory for you, you'll receive a message from the CSA asking you to complete a Study Check. See Chapter 2 of the CSA guide for additional requirements regarding the Study Check for students who apply in the interim and for the February intake.



If you apply **for the February intake on or after 1 September**, you will receive one of the following recommendations (after completing your Study Check):

- *Match - Positive recommendation (may be accompanied by points for attention)*  
If you receive this recommendation (possibly with points requiring attention), you can start the degree programme. You may carry on completing your enrolment file.
- *No match - Negative recommendation*  
Only applies to voluntary participation in the Study Check. We do, however, recommend you consider your choice carefully and why you are not a match. If you are certain about the programme you have chosen, you may carry on completing your enrolment file.
- *No match - Negative binding recommendation*  
This recommendation is issued after a compulsory Study Check if the Study Check indicates that you and the degree programme you have chosen are not a match. A negative recommendation is binding and means you will not be able to start the degree programme. Your enrolment will be cancelled by the CSA.

If you choose to take another degree programme due to a negative recommendation or for any other reason, always consult the [Study Check](#) page to see whether you must complete another Study Check for that programme.

### 3.6 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.

## 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 an online 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 in 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 pursuing a second, uninterrupted degree programme, which commenced before they obtained their first degree.

Please note: If the certificate obtained earlier is equivalent to a Master's degree and the programme was a unified government-funded degree programme (i.e. a programme that pre-dates the introduction of the so-called Bachelor's-Master's system in higher education in the 2002-2003 academic year), this means that a Bachelor's degree has also been obtained.

The statutory tuition fees for the 2022–2023 academic year starting on 1 September 2022 are as follows:

- Bachelor's/Associate degree programme full-time/work-study € 2,209
- Bachelor's/Associate degree programme part-time € 1,846
- Master's programme work-study/part-time € 2,209

The statutory tuition fees for the 2022–2023 academic year starting on 1 February 2023 are as follows:

- Bachelor's/Associate degree programme full time/work-study €632
- Bachelor's/Associate degree programme part-time €425
- Master's programme work-study/part-time €632

### First-time students

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. More information is available on the website of the [central government](#).

### 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 2022–2023 academic year starting on 01 September 2022 are as follows:

- Bachelor's/Associate degree programme full-time/work-study € 8,495
- Bachelor's/Associate degree programme part time € 8,176
- Master's programme in Educational Theory part-time € 8,176
- Master's programme in Learning and Innovation part-time € 7,617
- Master's programme work-study € 8,495

The institutional tuition fees for the 2022–2023 academic year starting on 1 February 2023 are as follows:

- Bachelor's/Associate degree programme full-time/work-study € 4,864
- Bachelor's/Associate degree programme part time € 4,681
- Master's programme in Educational Theory part-time € 4,683
- Master's programme in Learning and Innovation part-time € 4,361
- Master's programme work-study € 4,864

### 4.3 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 the statutory tuition fee if the 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 € 2,209.

### 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 € 2,209.

This programme is subject to the regulations regarding institutional tuition fees (see [here](#) for more information).

#### 4.6 Interim changes

If you will only meet the eligibility conditions for the statutory tuition fees 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 have been provided with incomplete data and we find in the course of the academic year that you have previously obtained a degree, you are 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.

Please note:

- If you are enrolled in two or more degree programmes subject to the statutory tuition fees, you will always pay the full-time tuition fee, regardless of the programme type.
- 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 2023) at once or in five instalments. Payment in instalments is subject to a one-off administration charge of €24.

If someone else is paying on your behalf, you must indicate this when entering the payment details in Studielink. You will then receive an email with instructions that you should forward to the person who will be making the payments. 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 has not yet been confirmed in Studielink, you cannot 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. You do not have to do anything else in Studielink.

The authorisation/sponsorship form must have been set up/submitted by 31 August 2022 (or 31 January 2023 for the February intake). Failure to do so will lead to enrolment being refused. If you switch to another degree programme after confirming the authorisation, it will remain in force.

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 student email address. 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. If the monies owed are not paid, Inholland may decide to deregister the student as of the second month following the initial notice of default. The decision may precede this moment, in which case the student's rights will be suspended until the actual deregistration. The above also constitutes grounds for refusing a new enrolment until the payment arrears have been made up.

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 do not have the option to pay in instalments and have no right to a refund upon interim deregistration

- Examination fees for external students for the 2022–2023 academic year € 2,842

#### 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 2022–2023 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](mailto: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. Students from Switzerland also fall under the EU treaty, even though Switzerland is not an EU member state.

#### United Kingdom (UK)

UK citizens who (re)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 valid residence permit (*verblijfsvergunning* or VVR). 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. If a residence permit for the purposes of studying is required, the student must contact the Central Student Administration (CSA) to start the visa application procedure before coming to the Netherlands. Provided that all requirements are met on time, 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). Detailed information on the student resident permit application, including requirements and deadlines, can be found on our [website](#).

### 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 fees 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 will 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 (€11,055 for the 2022–2022 academic year) to cover your cost of living.
- You must demonstrate that you've taken out valid health insurance, such as the proof of extension of your Aon insurance or other student insurance, or proof of 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 Inholland

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. Detailed information on the required application, including requirements and deadlines, can be found on our **website**.

#### 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 within five days of arrival. You must do this in the municipality where you live. When registering in the Personal Records Database in the Netherlands (*Basisregistratie Personen*, BRP), 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 tell you more about:

- finding a place to live;
- opening a bank account if you have 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 an allowance designed to increase the influx of high-quality international students. The term 'high-quality' refers to students who are set to complete their degree programme within the nominal duration of the programme (meaning that they obtain 60 credits per year, excluding any exemptions). International students who are eligible include students who:

- have enrolled for a full-time degree programme at Inholland University of Applied Sciences for the first time and who consecutively ensure re-enrolment;
- do not hold the nationality of an EEA country, nor Surinamese nor Swiss nationality;
- reside in the Netherlands, Belgium, Luxembourg or in the German federal states of North-Rhine Westphalia, Lower Saxony or Bremen;
- are required to pay tuition fees, and
- are not entitled to student finance.

Students who receive a Holland Scholarship are not eligible for a knowledge grant.

The scheme forms part of Inholland's Profiling Fund and a limited budget has been earmarked for knowledge grants. Send an email to [knowledgegrant@inholland.nl](mailto:knowledgegrant@inholland.nl) for more information.

When switching programmes (once only) or at the end of the first or second year of enrolment, you will continue to fall under the scheme if you continue to meet the conditions. However, if you switch programmes you will 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. More information about the application is available [here](#).

### 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 published on [www.internationalstudy.nl](http://www.internationalstudy.nl).



## 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 enrolment, i.e. enrolment that does not take effect on 1 September, is 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. See the chapter on **Tuition fees** for details on how this could affect a possible refund of your tuition fees. If the deregistration takes effect from July or August, you will be deregistered with effect from 31 August.

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 regarding:

- a binding study recommendation ([see 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 (you'll need to log in using your Inholland account to view them).

### *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 will 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.

More information about the binding study recommendation is available on [Iris](#).

## 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.

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 the academic year, you'll need to pay one twelfth of the tuition fees less for each month that you're no longer enrolled, unless you're deregistered with effect from July or August.

If you paid the entire tuition fees in one go or if the total amount collected so far exceeds the revised amount due, the amount paid in excess will be refunded within three weeks of the deregistration being processed. The money will always be refunded to the account from which it had been collected or transferred. The email to confirm your deregistration will state the total amount due for the term of your enrolment. If you're still enrolled in another Inholland programme and you didn't pay or have not yet paid separately for that enrolment, you won't receive a refund.

### *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 receive a limited refund or no refund at all. 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 are 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 are also required to cancel your student travel product no later than the tenth day of the first month in which you're no longer entitled to student finance. During those ten 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).

#### *At Inholland*

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

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

\* You'll no longer have access to your emails. You should therefore make sure to save important documents to your own PC/laptop in time.

### 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 first obtain written consent from the team leader responsible for the relevant degree programme. Once you have approval from the new programme, the CSA will contact you to submit an enrolment application via Studielink. Interim enrolment is also contingent on the available teaching capacity, curriculum and financial scope of the degree programme. The [Service Desk](#) 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 Study Check 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](mailto: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 or email 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 first contact a student counsellor at your Inholland [location](#) ([go to Contact > Student counsellor](#)). 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. De 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.