

## **CSA guide 2026–2027**

### **Additional implementation regulations | Inholland enrolment and deregistration rules**

Central Student Administration

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## **Introduction**

The Central Student Administration (CSA) handles all student enrolment and deregistration matters. This guide describes the additional enrolment and deregistration process at Inholland University of Applied Sciences. The first chapter contains the rules on enrolment, admission and deregistration. Chapter 2 contains the detailed regulations on the Intake. The third chapter sets out the Payment and Tuition Fee Conditions for digital authorisation. The CSA Guide can be found in [Iris](#) and on the Inholland [website](#).

## 1 Enrolment, admission and deregistration

The sections below set out the regulations on enrolment, admission and deregistration.

### 1.1 General prior education requirements and credential evaluation

Those who wish to enrol in a Bachelor's or Associate degree programme must meet at least one of the following prior education requirements (as stipulated in the Higher Education and Research Act):

- a. a pre-university education (VWO) diploma;
- b. a senior general secondary education (HAVO) diploma;
- c. an MBO level 4 diploma, which is a diploma recognised by the Ministry of Education, Culture and Science based on the *Adult and Vocational Education Act (Wet Educatie en Beroepsonderwijs)* for a middle management or specialist training programme (level 4).
- d. a first-year certificate, an Associate degree certificate or a final examination certificate from a research university or university of applied sciences;
- e. a certificate granting access to a research university or university of applied sciences in a country that has signed the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (the Lisbon Recognition Convention, Treaty Series 2002, 137), unless the Central Student Administration has decided on behalf of the Executive Board that there are significant differences;
- f. a certificate issued by the Minister (in the Netherlands or otherwise) that is at least equivalent to the diplomas named under a, b or c (currently does not exist);
- g. a diploma issued in the Netherlands or elsewhere that the Central Student Administration (on behalf of the Executive Board) deems at least equivalent to a diploma listed under a, b or c. The university of applied sciences may charge a fee for credential evaluation. An evaluation by Nuffic will always take the form of a recommendation, from which no rights may be derived.

Sections 1.2 and 1.3 also apply.

#### 1.1.1 MBO diploma without a level designation

Applicants seeking admission based on an MBO programme without a level designation may contact the CSA to find out whether they are eligible for admission. The CSA will only be able to make a decision once an application for enrolment has been submitted through Studielink and legible colour copies of the prior education diploma and list of marks have been uploaded. If they have been supplied and assessed by 1 June 2026, the applicant may still be able to sit the entrance exam, if it turns out that the applicant is not eligible for admission with the diploma supplied. See also Section 1.4.

### 1.2 Specific prior education requirements and other requirements

#### 1.2.1 Subject cluster and/or subject requirements at HAVO and VWO level

- a. Enrolment in certain Bachelor's or Associate degree programmes requires a HAVO or VWO diploma with the correct subject cluster, and occasionally specific subjects and other programme components.

These are listed in the [Regulations governing the Application and Admission to Higher Education \(Regeling aanmelding en toelating hoger onderwijs\)](#).

HAVO/VWO applicants without an allocated subject cluster (older diplomas) or with a cluster that was offered until 1 August 2007 (HAVO diplomas issued up to 2008 and VWO diplomas up to 2009) may be admitted (exempted from the statutory prior education requirements), provided the diploma — potentially in combination with additional education — sufficiently matches the applicable cluster and subject requirements at the time of enrolment. The Central Student Administration will assess applications on behalf of the Executive Board and, on approval, will issue a confirmation of admission.

Applicants seeking admission based on first-year or Associate degree certificates (see Section 1.1(d)) will be considered to have rectified any missing cluster subjects or programme components and will be eligible to enrol in the programme to which the certificate pertains, in derogation from the stipulations under d below.

- b. If the requirements under a. are not met, admission (and subsequent enrolment) will only be possible after the applicant has demonstrated that they meet substantive requirements comparable to those further prior education requirements: the deficiencies must have been eliminated at HAVO final examination level. Applicants can also participate in the so-called deficiency test to this end, which is administered by the Entrance Examinations Office. Applicants who pass will receive a confirmation of admission. Inholland charges an administration fee for this.
- c. The specific requirements given here also apply to applicants with diplomas listed under Section 1.1(d–g), which will be evaluated by the Central Student Administration. If the documentation reveals any deficiencies, applicants may complete a deficiency test as described under b. For any deficiencies regarding proficiency in Dutch or English, please see Section 1.3.
- d. In the event that programmes are combined, the specific prior education requirements will remain applicable until new ones have been established for the combined programmes, subject to a transition period for those who had already chosen a subject cluster.

### **1.2.2 Further prior education requirements for post-MBO students**

The [Regulations governing the Application and Admission to Higher Education \(Regeling aanmelding en toelating hoger onderwijs\)](#) set out the enrolment requirements for certain programmes or programme groups as they relate to the desired MBO diploma or the diploma of a vocational training course designated by the Minister. The Minister may also make certain prior education requirements compulsory or allocate admission rights to equivalent or related qualifications. Applicants who do not meet the criteria can sit a deficiency test administered by the Entrance Examinations Office, which will assess whether you meet the requirements that are comparable to the further prior education requirements. Any deficiencies must have been rectified at a level to be indicated by Inholland. Applicants who pass will receive a confirmation of admission. Fees may be charged for the test.

Inholland acknowledges the specific prior education requirements, but for the time being won't administer the deficiency test (this won't affect the remaining admission and enrolment criteria in this chapter, including the Intake Regulations listed in Section 1.9).

### 1.2.3 Special prior education requirements for the primary school teacher training

Applicants without a VWO diploma or a completed university of applied sciences or research university degree wishing to enrol in primary teacher training programmes will be subject to special prior education requirements. Section 1.2.1(a) (concerning the designated subjects and programme components) and Section 1.2.2 won't apply in this case.

The requirements concern components or knowledge areas as listed under Article 9(1) and (2) of the [Primary Education Act \(Wet op het primair onderwijs\)](#): geography, history and science & technology (in HAVO final examinations, science & technology may be replaced by physics, biology or nature, life & technology). The relevant level is set out in the [Regulations governing the Application and Admission to Higher Education](#) (HAVO-3 or VMBO-t4). Based on this, applicants can demonstrate sufficient knowledge to be able to take part in the programme.

Applicants can demonstrate this by:

- a. presenting a HAVO diploma and accompanying list of marks that demonstrate the required knowledge;
- b. presenting one or more certificates as listed in Section 7.4.11(5) of the [Adult and Vocational Education Act \(Wet educatie en beroepsonderwijs\)](#) that demonstrate the relevant knowledge; or
- c. if the requirements cannot be met by producing these documents: passing a deficiency test (conducted by Cito). Procedural regulations (to be set by the director and approved by the Executive Board) will apply to this test. See also the website [www.goedvoorbereidnaardepabo.nl](http://www.goedvoorbereidnaardepabo.nl) (in Dutch).

An exception will be made if, as of 1 September 2026 and 1 February 2027 respectively, an applicant does not yet fully meet the aforementioned special prior education requirements for primary education teacher-training programmes in the fields of geography, history and science (including biology), as described on the website [www.goedvoorbereidnaardepabo.nl](http://www.goedvoorbereidnaardepabo.nl) (in Dutch). If the further enrolment conditions are met, enrolment as a student will follow with effect from 1 September 2026 and 1 February 2027 respectively – subject to the above conditions. Based on the 'Experimental prior education requirements for primary teacher-training programmes Decree' (*Besluit experiment vooropleidingseisen opleiding tot leraar basisonderwijs*), applicants are given the opportunity in the first year of enrolment at the primary education teacher-training college (Pabo) to demonstrate that they do in fact meet those prior education and entry requirements. If they fail to do so, they will be deregistered by 31 August 2027 and 31 January 2028 respectively, unless such deregistration would result in a case of extreme unfairness. Passing the tests is thus a prerequisite for continuing the programme beyond the first year. In addition, it is worth noting that the test for the further specific prior education requirements is extracurricular. This means that passing the tests is separate from the credits that need to be earned to achieve the standard associated with the binding study advice and/or progression to the main phase of the programme.

Procedural regulations have been set for the test and may be found in the Teaching and Examination Regulations of the primary education teacher-training college.

#### **1.2.4 Additional requirements for Music, Electronic Music, Sport Studies, Midwifery and the primary education teacher-training college (Pabo)**

Admission to these degree programmes is subject to additional requirements to be set by the director of the relevant faculty. The requirements relate exclusively to the reasons listed in the [Regulations governing the Application and Admission to Higher Education](#). They are specific requirements concerning the practice of the profession or professions for which the degree programme prepares students with respect to:

- knowledge or skills that are not taught or not taught to a sufficient level as part of the prior education; or
- the student's personal traits.

In connection with the test, registration via Studielink well before 1 May is necessary in most cases. Application dates will be listed with the relevant programme information on the Inholland website.

The additional requirements are based on the following:

- *Music and Electronic Music*: sufficient technical and physical skill and artistic aptitude (for a more detailed description, visit the Inholland website).
- *Sport Studies*: sufficient aptitude and suitability for the profession for which the programme prepares students in terms of developing the required practical proficiency in physical activities. Applicants must also pass a medical examination by a physician (for further details, see the regulations and the Inholland website).
- *Midwifery*: sufficient aptitude and suitability for practising the profession. This concerns the required social and reflective skills and professional intellect with a view to achieving the required level of responsibility. See the regulations and the separate [website](#) of the degree programme.
- *Primary education teacher-training college*: applicants wishing to pursue the degree programme and, in particular, undertake practice-based learning in a school must be able to provide a Certificate of Good Conduct (VOG). This is a certificate showing that any judicial antecedents an applicant may have will not be an obstacle to performing a specific task or function in society. The application for a VOG goes through the Ministry of Justice and Security ([Justis](#)).

These requirements will be assessed by or on behalf of the director of the relevant programme by means of an admissions test. All applicants will receive a notification of their admission or rejection, along with the reasons why.

The admissions test for prospective Music students will be administered by a committee instituted by the director, which will present the director with a substantiated recommendation. The director will decide on admissions and issue a confirmation of admission to successful applicants. Unsuccessful applicants will receive a substantiated letter of rejection.

The admission tests described in this section may be subject to a fee.

## 1.3 Dutch and English language requirements

### 1.3.1 Foreign qualifications and the Dutch language

If any of the diplomas listed under Section 1.1(e), (f) or (g) were obtained abroad, the applicant may only enrol in a programme taught in Dutch after demonstrating B2-level proficiency in the Dutch language under the Common European Framework of Reference. This can be demonstrated by supplying, among other things, the following documentation:

- an NT2 (Nederlands als Tweede Taal) programme II diploma;
- a Dutch as a Foreign Language certificate (CNaVT) at Educatief Startbekwaam (formerly Taalvaardigheid Hoger Onderwijs) level;
- a Dutch as a Foreign Language certificate (CNaVT) at Educatief Professioneel (formerly Academische Taalvaardigheid) level;
- a language and transition course from another higher education institution counts as proof of sufficient language proficiency.

### 1.3.2 English language proficiency

Applicants wishing to enrol in programmes taught in English must have sufficient proficiency in the English language. Applicants with Dutch nationality who have completed prior education outside the Netherlands, as well as international students,<sup>1</sup> must meet the minimum requirements in accordance with the Code of Conduct for International Students in Dutch Higher Education (see Section 1.3.4). The [website](#) contains an up-to-date overview of the English language qualifications accepted by Inholland based on the latest version of the Code of Conduct.

The English language requirement does not apply if the student has received prior education in the English language in a country and/or at an institution, on the basis of which at least an equivalent language level is assumed by Inholland. Simply having completed all or part of their prior education in English is not sufficient to demonstrate proficiency in the language. The [website](#) lists the degrees and/or certificates a student can provide as grounds for being exempted from the language requirement.

The English-language proficiency or comparable requirement listed above shall not apply to applicants with an MBO-4, HAVO or VWO (or comparable) diploma that was obtained in the Netherlands. Inholland does advise delaying the enrolment of candidates with an MBO-4 diploma until they have completed additional language training and have achieved a level of English comparable to the HAVO final examination.

For exchanges in programmes taught in English, the contract between the relevant institutions will include agreements regarding the minimum English language proficiency of the international student.

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<sup>1</sup>A student as referred to in the Code of Conduct for International Students in Dutch Higher Education, i.e. a non-Dutch national who – to the extent that the student concerned is subject to residence permit requirements and has been issued with such a residence permit – will pursue, is currently pursuing or has pursued a full-time programme of study at an educational institution established in the Netherlands.

### **1.3.2 Language test more than two years old**

Purely language-related certificates and diplomas obtained (other than in Dutch) must not be more than two years old, counting from the date of enrolment. If the documents are older, the available information on the level, content and results of the teaching environment during the two years prior to the anticipated enrolment date will be examined to determine whether admission is possible. If the examination is negative, another language test will be necessary.

### **1.3.3 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 [international study](#) and was last revised on 1 January 2024.

## **1.4 Entrance exam (21+)**

### **1.4.1 Insufficient prior education**

If the set prior education requirement is not met, exemption from it can be obtained by participating in and successfully completing an entrance exam, also called the 21+ test. Exemptions are issued on behalf of the Admissions Board by the Entrance Examinations Office, which also administers the entrance exam. Participants who pass the entrance exam will receive a confirmation of admission. It is not possible to gain admission on the basis of an entrance exam passed at another institution. The first part of the entrance exam consists of the cognitive ability test. This test was developed by [NOA](#). The cognitive ability test is used to assess whether applicants have the knowledge and skills required for a degree programme at Inholland. This is done on the basis of a Multicultural Cognitive Ability Test – Higher Level (MCT-H): Participants' results are compared with a control group to determine whether they have the right level for the new degree programme.

Upon successful completion of the cognitive ability test, participants will receive an email invitation to sit the subject-specific test. The duration and content of the subject test may vary from one programme to another. The level of these tests is comparable with the HAVO final examination. Inholland charges an administration fee for this test.

The requirements and other regulations for taking the exam are explained in greater detail in the Entrance Exam Info Guide, which is drawn up by the Admissions Board on behalf of the Executive Board.

### **1.4.2 Eligibility requirements for the entrance exam**

In order to gain admission to a programme through an entrance exam, applicants must be able to present the exemption described in Section 1.4.1 above no later than the deadline for all enrolment criteria applicable to the programme in question (see Section 1.10.1) and be at least 21 years old. The institution's executive board may waive the minimum age requirement of 21 in special cases. This applies to applicants who hold a recognised refugee status, are in possession of a diploma issued outside the Netherlands that qualifies them for admission to a higher education institution in their home country or wish to enrol in an arts-related degree programme.

### **1.4.3 Admissibility and validity**

Exemptions from prior education requirements only grant admission to the programme for which they were issued and are valid until 1 September of the subsequent academic year, unless the Admissions Board stipulates another date. If enrolment is interrupted before completion of the first year (of either a Bachelor's or Associate degree programme, and before a binding study advice has been issued), students must again supply confirmation of admission in order to re-enrol once the validity period has expired. This requirement may be waived if the enrolment is for the same programme and if the student's performance over at least six months during the two years prior to the intended enrolment date convincingly confirm the results of the previously passed entrance exam.

## **1.5 Work requirement (part-time) and work-study agreement (work-study)**

### **1.5.1 Part-time programmes**

Supplementary to the admission criteria, part-time programmes may also set additional requirements concerning work activities that must be carried out over the course of the degree programme. This is the case if such activities have been designated as units of study in the programme-specific section of the Teaching and Examination Regulations. Students who no longer have a job that facilitates the required work activities will either need to switch to the full-time version of the programme (if this is offered by Inholland) or temporarily suspend their studies.

### **1.5.2 Work-study degree programmes**

Enrolment in work-study degree programmes is based on the principle that students complete part of the programme under a work-study agreement drawn up between themselves, an employer and Inholland. If no agreement is possible, students can switch to the full-time version of the programme. If the agreement ends prematurely, students are personally responsible for finding a new job (and employer). If no agreement can be concluded with another employer, students must switch to the full-time version of the programme. If the full-time form is not offered, the student must (provisionally) suspend their studies, and the student may deregister.

## **1.6 Admission to an accelerated pathway for VWO graduates**

### **1.6.1 Open to**

Any accelerated pathways offered by Inholland are open to individuals with a VWO diploma, or with a qualification deemed to be at least equivalent by the Minister or the Executive Board (subject to Section 1.1(g)). Applicants who meet this requirement and all other entry and enrolment requirements will be enrolled in the accelerated pathway on their request.

### **1.6.2 If the diploma requirement is not met**

The director of the faculty offering the accelerated pathway can also admit applicants who do not meet the aforementioned diploma requirement if they can provide evidence of their suitability for the programme by demonstrating the same knowledge and skills. In such cases, applicants must have either a HAVO or MBO-4 diploma or equivalent (subject to Section 1.1(g)), with marks providing evidence of an outstanding applicant. Applicants must also demonstrate:

- proficiency in Dutch and English at VWO final examination level, either by completing a deficiency

test (at level F4 of the Dutch Literacy and Numeracy Reference Framework and level B2 of the Common European Framework of Reference, respectively); and

- that they have rectified any deficiencies at HAVO final examination level under Sections 1.2.1 and 1.2.2 (by means of the test described in those sections, where appropriate).

The average mark of all components taken together (final examination marks, marks from supplementary diplomas/certificates and results of deficiency tests) must be at least 8 (without rounding). Assessments given in words on MBO or other diplomas are converted to numbers as follows: excellent – 10, very good – 9, good – 8, very satisfactory – 7, satisfactory – 6, weak – 5, unsatisfactory – 4, very unsatisfactory – 3, poor – 2, very poor – 1. The regular entry and enrolment requirements remain in force.

### **1.7 Master's programmes entry requirements**

The following entry requirements apply to Master's programmes:

- a. possession of a Bachelor's degree in higher professional education or of knowledge, understanding and skills at a comparable level (in the case of non-standard diplomas, this is determined by means of the credential evaluation process described in Section 1.1(g); and
- b. meeting qualitative requirements as stated in the programme-specific section of the programme's Teaching and Examination Regulations (OER). There are at least two types of entry requirements.

The director of the relevant faculty will issue a substantiated statement for enrolment purposes to applicants who demonstrate that they are in possession of Bachelor-level knowledge, understanding and skills and meet any applicable qualitative requirements. If these requirements are not met, applicants will receive a substantiated letter of rejection.

If the Executive Board has capped enrolment numbers, this limit will apply as an additional entry requirement. The enrolment procedure to be followed if this limit is exceeded will be announced in a timely fashion. The Executive Board will introduce regulations for this purpose.

For a number of Master's programmes, the number of places available is set at the national level. Each university of applied sciences that offers such a Master's programme is allocated a specific number of places for it. The enrolment method is set out in the programme-specific section of the Teaching and Examination Regulations.

Any person who has access to a research university or university of applied sciences in a country as described in Section 1.1(e) has the right to admission, unless the director of the relevant faculty concludes that there are significant shortfalls with regard to the knowledge, understanding and skills that ought to have been obtained by the end of a Bachelor's programme and that the applicant does not meet the requirement under b of this section.

Applicants must also demonstrate Dutch language proficiency at level B2 of the Common European Framework of Reference as described in Section 1.3.1, for example by presenting an NT2 Programme II diploma, or a Dutch as a Foreign Language certificate (CNaVT) at either Taalvaardigheid Hoger Onderwijs or Academische Taalvaardigheid level.

## **1.8 General terms and conditions of admission**

Sections 1.9 and 1.10 below set out the general terms and conditions. Most of the actual enrolment process takes place via [Studielink](#).

When enrolling in double or joint degree programmes that involve another institution, the Dutch institution where students first enrol will ensure that they are also enrolled at the other relevant Dutch institution(s). Students who study at another participating institution as part of a double or joint degree programme may not interrupt their enrolment at Inholland for the course of the programme.

## **1.9 Registration by 1 May and later, and Intake**

*Note:* the regulations below also apply to students who wish to enrol after 1 September, including those who start in February.

### **1.9.1 Applying for enrolment by 1 May at the latest**

If a student wants to enrol in one or more Bachelor's or Associate degree programmes, they should apply for at least one programme via [Studielink](#) no later than 1 May prior to the academic year concerned. Due to the selection process, applications for programmes with enrolment quotas must be submitted no later than 15 January. Programmes with additional prior education requirements often set application deadlines prior to 1 May for the same reason; these dates will be listed with the relevant programme information on the Inholland website.

### **1.9.2 Intake upon registration on 1 May at the latest**

Those who apply by the 1 May deadline are entitled to a Study Check for the relevant programme. At Inholland University of Applied Sciences, this activity is called Intake, at the conclusion of which Inholland will issue an Intake recommendation. Inholland may also set Intake participation as a requirement, or decide merely to send an invitation. This will be evident in the detailed procedures described in Section 2.3 below and the accompanying overview. If the Study Check is made compulsory and an applicant fails to participate without a valid reason, the CSA will refuse enrolment if such follows from the stipulations in Sections 2.3 and 2.7. Applicants are not required to follow the Intake recommendations. However, in

cases of enrolment later than 1 September, the CSA will refuse enrolment in the event of a negative recommendation if dictated by the stipulations in Section 2.4 (in accordance with refusal based on a negative recommendation if the initial enrolment was after 1 May).

The foregoing shall not apply to selective Bachelor's programmes due to additional requirements, nor to programmes with enrolment quotas if selection takes place based on the maximum number of available places. Applicants wishing to switch programmes due to a binding study advice that was issued at a time that rendered application by 1 May impossible are also exempted. The latter exception category falls under Section 2.4.3.

### **1.9.3 Application after 1 May for a different programme**

Applicants who apply for at least one programme by 1 May via Studielink and who then apply for a different programme at Inholland must take part in the Intake for the programme. A negative recommendation will not result in denial of enrolment by the CSA.

If the rules in Chapter 2 and the corresponding overview do not require the completion of an Intake for the application, voluntary completion of the Intake is possible and will be accompanied by an Intake recommendation. A negative recommendation will not result in denial of enrolment by the CSA. However, if enrolment takes place later than 1 September, enrolment will be refused if dictated by the stipulations in Section 2.4.4 (in accordance with refusal based on a negative recommendation if the initial enrolment was after 1 May). If an applicant fails to participate in the Study Check without a valid reason, the CSA will refuse enrolment if such follows from the stipulations in Section 2.4.4. The provisions of Section 2.4.4 also apply to students who receive a binding study advice too late.

### **1.9.4 Initial application after 1 May**

Enrolments pertaining to applications received after 1 May that were subject to the 1 May deadline will be refused by the Central Student Administration (CSA) unless, according to the overview accompanying the detailed regulations in Chapter 2, compulsory or voluntary participation in the Intake is still possible:

A negative Intake recommendation or a refusal to take part without a valid reason will result in the CSA refusing enrolment (including interim enrolments and the February intake), if dictated by the regulations in Chapter 2. This also applies to the exempted candidates referred to in Section 2.4.3.

**1.9.5 Further implementing Intake rules** To implement the Intake, the Executive Board has adopted the *'Intake Rules'* (see [Chapter 2](#)). Among other things, these regulations set out the content of the Intakes, when they take place, when and how the recommendations are issued, the consequences of failing to participate without a valid reason and the list of reasons that are considered valid. They also state that applicants can take part remotely, in the event that traversing the distance between their place of residence and the location of the Intake leads to considerable objection. Within the Netherlands, this will only apply in special circumstances (e.g. a physical disability).

## 1.10 Enrolment regulations

### 1.10.1 Enrolment dates and conditions

#### *September intake*

The conditions for enrolment in a programme by 1 September must be met before this date by both internal and external applicants. Applicants may only enrol in one format or track of each programme.

#### *February intake*

In addition to the early September intake, some programmes offer an early February intake for new first-year students (not for external students). The conditions for enrolment in a programme starting in early February must be met before 1 February. For programmes with a February intake, the final application date is 15 January. Section 1.9 also applies. The conditions for re-enrolment must be met by 1 September at the latest. Enrolments on 1 February:

are one-off enrolment opportunities subject to payment of the statutory tuition fees, provided the candidate did not already enrol at Inholland in September (with the exception of the circumstances described at the end of this section; for transfers, see Section 1.10.3).

#### *Interim enrolment*

No enrolment dates are available to internal or external students other than the regular 1 September enrolment date (or the additional 1 February enrolment opportunity for some programmes). In exceptional cases, there may be an opportunity to enrol as of the first of the month, but only if enrolment at the regular times is not feasible or possible, or if the student is enrolled at another government-funded institution and wishes to transfer or complete a second programme. The Central Student Administration (CSA) may then grant enrolment on behalf of the Executive Board, taking into consideration:

- (if the student was not enrolled at another government-funded institution earlier that year and is not enrolling for the second time) a written recommendation from a student counsellor to the CSA, issued following a personal interview with the student. The recommendation must clearly state that the student was unable to complete enrolment by 1 September or was temporarily unable to start the programme due to special circumstances (e.g. illness) or that the student only recently came to live in the Netherlands, and waiting for the next enrolment opportunity is no longer a viable option;
- (in all cases) written consent from the director responsible for the relevant degree programme, who will assess whether admission is possible based on the available teaching capacity, the current stage of the programme and the financial consequences for the programme. Results from any previous enrolment at another institution will also be taken into consideration.

There must also be a positive Intake recommendation if an applicant has participated in an Intake for that year of study for the programme previously or on the basis of an Intake to be carried out if participation is compulsory according to the [Overview List](#) accompanying the Intake rules. A negative recommendation or failure to participate if participation is compulsory will result in refusal of enrolment. If no check is possible due to the moment of admission, interim enrolment won't be possible.

### **1.10.2 Enrolment documents and use of the personal identification number.**

Following a request for enrolment, the student will be given access to the student portal in Selfservice. In it, the student can upload registration documents. The CSA is the only body that accepts enrolments for processing on behalf of the Executive Board. No rights may be derived from notifications, statements, invitations or information issued by other units (or their employees) and/or faculties.

Inholland may use the personal identification number where permitted under [Section 7.52 of the Higher Education and Research Act \(WHW\)](#), must use it in the cases provided for in that Section and will not use it where forbidden in the Section.

### **1.10.3 Enrolment period and transfer**

Enrolments are valid for one academic year and may be prematurely terminated in the cases described in Section 1.13.

Changing your degree programme, type of programme or location at a time other than 1 September is only possible: (when transferring to another programme) if the student has a positive recommendation from an Intake already completed for the programme earlier that academic year or from an Intake yet to be carried out if participation is compulsory according to the [overview](#) accompanying the Intake Regulations. A negative recommendation or failure to participate if participation is compulsory will result in refusal of enrolment. If no check is possible due to the timing of switching, interim enrolment will not be possible:

- if all regular and additional entry and enrolment requirements applicable to the new programme or programme form are met, as required for all enrolments; and
- subject to the approval of the team leader where the new programme, programme form or location is based. In all cases, the director will assess whether students can reasonably be expected to take part in the current curriculum and complete a sufficient number of units of study, given the programme's organisational capabilities.

Switching programmes means enrolling in a second degree programme, unless students explicitly request to deregister from the first degree programme. When switching programme formats or locations, however, the initial enrolment will be terminated.

Please note that, just like switching to another programme, switching to another version of or location for the same programme may also lead to a study delay. This is because the programme may have been organised differently. We recommend that students obtain information in advance.

### **1.10.4 Proof of enrolment**

The Central Student Administration will issue a proof of enrolment to all enrolled students on behalf of the Executive Board. Students can download this proof using the Self-Service tool as soon as their enrolment is complete. In addition to proof of enrolment, their student ID card will also be available in the Inholland Iris app.

#### **1.10.5 Change of address**

It is important to notify the Personal Records Database at all times of any change of address within five days of moving to a new address. The data in the Personal Records Database are linked to Immigration and Naturalisation Service (IND) data and are exchanged with the Education Executive Agency (DUO) in connection with any entitlement to student finance. Enrolled students must submit changes of address to the Central Student Administration via [Studielink](#).

#### **1.10.6 Nationality and registration with DUO**

Enrolments are open only to those with Dutch nationality, those who are regarded as Dutch citizens under a statutory provision and those who are aliens under [Section 7.32 of the Higher Education and Research Act](#).

Aliens who no longer meet the conditions of [Section 7.32 of the Higher Education and Research Act](#), but who were previously enrolled in accordance with it, may enrol again if they continue the same programme and have not yet completed it.

If it transpires that an enrolment is not in compliance with the above for whatever reason, the enrolment shall be terminated immediately.

International students from countries other than Member States of the EU or the EEA or Switzerland will be asked when they enrol to agree to the procedure used by Inholland to alert the Immigration and Naturalisation Service in the event of deregistration or a lack of sufficient study progress.

#### **1.10.7 Payment of tuition and examination fees**

Enrolment is not complete until all relevant requirements have been met, including proof that tuition/examination fees have been paid, either by bank transfer (as a lump sum) or through the direct debit mandate used by Inholland. Inholland has direct debit mandates for entire lump sum payments or, if the student is enrolled for an entire year, payments in instalments. Administrative fees apply to the latter mandates. Generally, students will be expected to use the digital direct debit mandate option in [Studielink](#). If this option is demonstrably not working, students may immediately request a written direct debit mandate form (even if the digital mandate is issued by a third party). The same applies if the Foundation for Refugee Students (UAF) is paying an asylum seeker's tuition fees. The amount of the tuition and examination fees and the conditions of payment of tuition fees are explained in more detail in [Chapter 3](#).

### **1.10.8 Special cases: refusal or withdrawal of enrolment**

Enrolment as an external student is only possible if the Executive Board believes there can be no objections due to the nature or the interests of the curriculum.

Enrolment as an internal or external student can be refused or withdrawn if the Executive Board believes that the student does not respect the principles or aims of Inholland University of Applied Sciences as set out in Inholland University of Applied Sciences' charter, or if there is a valid concern that the student will compromise, or has severely compromised, the nature of Inholland.

Enrolment cannot be withdrawn based on the aforementioned lack of respect if students are unable to complete the programme at another institution.

In special cases — following a recommendation by the Examinations Board or the director of the relevant faculty, and after careful consideration of the interests at hand — the Executive Board may deregister a student or refuse enrolment in a certain programme if an individual's conduct and/or remarks suggest a lack of suitability for one or more professions for which the programme prepares students, or of suitability for the practical preparations leading up to professional practice (work placements, practical classes). The Executive Board may decide to refuse enrolment to students whose enrolment in a programme has been refused or withdrawn by another institution for the same reason, or to refuse admission to a specialisation of another related programme.

*NB:* this provision does not concern mere unsatisfactory performance in a certain area or certain actions (e.g. behaviour during classes or professional conduct), nor does it concern students whose academic performance or effort is lacking. Refusal or withdrawal of enrolment will take place subject to written notification and substantiation.

### **1.10.9 Programme cancellation**

Inholland may decide to cancel the full-time, part-time or work-study format(s) or tracks/graduation tracks of a programme in any academic year or at any location, for example if there are too few applications. Applicants will be informed of such in writing as soon as possible, at the latest by 1 June preceding the academic year in question (or by 1 December prior to the first-year February intake). In such cases, applicants won't be enrolled.

Students who were enrolled in the relevant programme format, specialisation or graduation track in the previous academic year may still complete it, provided their enrolment is not interrupted. If a certain programme is phased out at one location, but not at another, the applicable principle (if feasible) will be that students can study the programme at the location where the programme is being phased out for a period of five years, counting from the start of the last academic year for which enrolment in that location was still possible. To find out more about the consequences for current students in programmes being phased out, please see Section 1.12.3.

## **1.11 Placement and enrolment quotas**

### **1.11.1 Setting enrolment quotas**

Based on the available teaching capacity, the Executive Board may set a maximum number of students who can enrol for the first time in the first year (or other initial phase worth 60 credits) of any programme in any academic year. The Minister may also set a maximum enrolment quota based on the situation on the labour market. The Executive Board will publish the qualitative selection criteria and selection procedure

governing admissions that will apply in the event that enrolments exceed the maximum limit in good time by means of a set of regulations. There are at least two types of selection criteria. The regulations will consider the interests of applicants from Bonaire, Sint Eustatius, Saba, Aruba, Curaçao and Sint Maarten.

### **1.11.2 Refusing enrolment after Year 1 for programmes with enrolment quotas**

Enrolment in the main phase (or otherwise after the initial period worth 60 credits) of programmes with an enrolment quota may be refused if:

- the teaching capacity for that period of the programme is not sufficient for unlimited enrolment; and
- the applicant was not already enrolled in the programme with an enrolment quota at Inholland.

This refusal does not apply to students who have previously been enrolled at Inholland University of Applied Sciences for the same programme with an enrolment quota and have met the binding study advice standard.

## **1.12 Rights and responsibilities of internal and external students**

### **1.12.1 Enrolment as an internal student grants the following rights**

Enrolment as a student shall always grant the following rights, unless the student has been exempted from payment of the statutory tuition fees due to administrative activities as described in Section 1.15.1:

- a. participation in the teaching activities in the degree programme, and in principle in all initial education throughout the university of applied sciences, except where enrolment quotas apply (due to teaching capacity or the labour market);
- b. completion of degree programme examinations and assessments (see the Teaching and Examination Regulations of the relevant programme);
- c. access to the areas of Inholland buildings, unless the director of the faculty in question believes that the nature or interests of teaching or research activities dictate otherwise;
- d. use of other student facilities, such as libraries, computer facilities, etc., with due consideration of the conditions governing the use of these facilities;
- e. use of student services, including the services of student counsellors; and
- f. study coaching. In this context, Inholland pays particular attention to the coaching of students who belong to an ethnic or cultural minority and whose participation in higher education lags significantly behind that of Dutch citizens who do not belong to such a minority. Study coaching is tailored to the various stages of the degree programme;
- g. the right to vote in central representative advisory council and faculty representative advisory council elections, as set out in the Regulations for Participation in Decision-Making.

### **1.12.2 Enrolment as an external student grants the following rights**

- a. completion of programme exams and assessments. As external students have no right to supervision, such assessments may not include the completion of a final thesis;
- b. access to the areas of Inholland buildings, unless the director of the faculty in question believes that the nature or interests of teaching or research activities dictate otherwise.

### **1.12.3 In cases where Inholland discontinues a degree programme**

If the Executive Board decides to phase out a programme, the students currently enrolled will be given the opportunity to continue the programme at Inholland uninterrupted. A deadline will apply, which will be no later than the remaining programme duration for the enrolled students (based on the relevant study load) plus one year.

If the Minister decides to withdraw funding and degree conferral, the Minister will also decide when the decision enters into force. From that time on, accreditation will also cease to apply. In such cases, and once the accreditation period has expired or if accreditation is not renewed, Inholland will ensure that the students already enrolled in the programme are given the opportunity to complete the programme at another institution. For students for whom this is not possible, the programme will continue at Inholland on the condition that their enrolment is uninterrupted.

In all cases, the remaining length of the programme (to be determined by the Executive Board) will be no longer than that required by the relevant students to complete it based on the remaining study load, plus one year. The corresponding final date on which the students may be enrolled in the programme will be entered in the **RIO** database managed by DUO (the 'programme cancellation date'), except in cases concerning an additional track of a registered programme.

### **1.12.4 Enrolment as a student confers the following responsibilities**

Students also have the following responsibilities, unless stated otherwise in any of the listed regulations:

- a. In each academic year, students must do all that can reasonably be expected of them in order to successfully complete the degree programme in which they are enrolled.
- b. Students must regularly check their Inholland email inbox.
- c. They must follow the code of conduct when on the grounds and in buildings of Inholland University of Applied Sciences, in accordance with the provisions set by the Executive Board or the faculty director, and any other provisions and regulations, such as the house rules.
- d. Students must pay their tuition fees.

## **1.13 Deregistration**

### **1.13.1 By request**

At the request of a student enrolled in a degree programme, that student will be deregistered at the start of the month following submission of the request.

Any such request must be submitted via Studielink or, if this is not possible, in a manner to be specified by the Central Student Administration (CSA). Along with the relevant request, students must also return their proof of enrolment, any duplicate issued and confirmation of payment to the CSA.

No rights may be derived from notifications, statements or information issued by other units or their employees and/or by faculties regarding voluntary deregistration.

### **1.13.2 By Inholland**

Enrolment will be legally terminated as of the start of the month following notification by Inholland in cases dictated by:

- a binding study advice;
- serious fraud;
- failure to respect the principles and aims of Inholland;
- misuse in respect of the intrinsic nature of Inholland;
- undesirable behaviour in the context of professional practice; and
- violation of the rules relating to the smooth running of Inholland.

Students will be immediately deregistered by Inholland if they do not have the required residency status. Following a demand for payment, Inholland may deregister enrolled students who have not paid their tuition or examination fees effective at the start of the second month following the first demand for payment.

### **1.13.3 Enrolment in two programmes**

Students' enrolment will also be terminated as stated in Section 1.13.1 above if they are found to be enrolled in another programme at Inholland or another university of applied sciences or research university in the same academic year. If the other enrolment continues and is based on exemption from/reduction of tuition fees as described in Section 1.15, the exemption/reduction will cease to apply upon deregistration if it was subject to the statutory tuition fee amount. Immediately upon requesting deregistration, students must return the original confirmation of payment issued by Inholland to the Central Student Administration.

Students who enrolled subject to the statutory tuition fees, who deregistered due to having obtained the degree and who had enrolled in a second programme at Inholland shall remain liable from the moment of deregistration for the remaining statutory tuition fees for the other programme for the remainder of the academic year (possibly discounted by any paid tuition fee amount for the terminated enrolment). If the other enrolment is at another institution, students shall remain liable for the statutory tuition fees at that institution.

### **1.13.4 Registration with DUO and IND**

The student and the Education Executive Agency (DUO) will be notified of the deregistration date.

If Inholland becomes aware that an international student from outside the EU, EEA or Switzerland (i.e. one who requires a residence permit) has deregistered, Inholland will notify the Immigration and Naturalisation Service (IND).

If Inholland notices that students requiring a residence permit do not study or do not study enough, or cannot cope with the required level, they will be deregistered with the IND.

## **1.14 Tuition and examination fee amounts**

**1.14.1** Internal students must pay tuition fees for each academic year in which they are enrolled at Inholland. External students must pay examination fees. The fee amounts are announced annually and well in advance of the start of the new academic year, either by or on behalf of the Executive Board, via Iris and the Inholland website.

The examination fee is payable in full even in cases of interim enrolment and won't be refunded in cases of early deregistration.

#### **1.14.2 Statutory tuition fees**

The full statutory tuition fee amount is payable for the full-time format of a degree programme.

The Executive Board has set the fee amount for work-study forms as equal to the full-time amount.

The Executive Board may decide to set a lower amount for part-time statutory tuition fees.

Subject to the Minister's approval, the Executive Board may set the statutory tuition fee amount for programmes evaluated as 'excellent' at a maximum of five times the full statutory amount. Along with any such decision, the Executive Board will also issue regulations for the applicable criteria and the procedure governing exemption from payment of the higher tuition fees.

The minimum amount under the Higher Education and Research Act shall apply as the minimum payable fee when establishing the tuition fee amounts for work-study or part-time forms. The same minimum shall not apply to double or joint degree programmes based on an agreement between Inholland and another institution if the student is also enrolled in an international higher education institution. The Education Executive Agency (DUO) will be informed of the set amounts.

To be eligible for the statutory tuition fees, students must:

- a. when enrolling in an Associate degree programme, not have obtained a previous Associate degree certificate since 1 September 1991 according to the basic education registration database (ROD). Enrolment in an Associate degree programme is subject to the additional condition that, according to the basic education registration database, students must not have previously obtained an Associate, Bachelor's or Master's degree at a government-funded institution in the context of initial education (after 1 September 1991). Students enrolling in Bachelor's programmes must not have previously obtained a Bachelor's degree and those enrolling in Master's programmes must not have previously obtained a Master's degree at a government-funded institution. This condition does not apply to students enrolling in Associate, Bachelor's or Master's degree programmes in education or health care who do not yet have a degree in one of these two fields, or to students who re-enrol in a second degree programme that they had already started during an initial programme subject to payment of the statutory tuition fee, having not interrupted the second enrolment.

In this context, a 'degree' shall also be defined as a final examination equivalent to a degree, as they existed prior to the introduction of the degree system. In cases of a government-funded Bachelor's-Master's programme, equivalence to a Master's degree also entails a Bachelor's degree having been obtained. Applicants must inform Inholland of all degrees obtained/to be obtained prior to the enrolment date (or at least all completed programmes at research universities and universities of applied sciences), so that it can assess whether a degree has already been obtained. If it transpires that a student was incorrectly deemed to not have completed a degree, they will become liable for the institutional tuition fees with retroactive effect;

- b. attend education at Inholland in the Netherlands; and
- c. belong to one of the groups described in Section 2.2 of the Student Finance Act 2000 (WSF 2000) or be of Surinamese nationality.

If the criteria are met during the course of the academic year, the statutory tuition fee rate shall apply (instead of the institutional rate) proportionately to the rest of the year, at the student's request and commencing on the first of the month after the month in which the criteria were met. Any excess paid will be reimbursed. Such requests must be submitted no later than August of the relevant academic year. Students who pay statutory tuition fees, are enrolled in more than one programme and successfully complete the programme that they initially enrolled in must pay the statutory tuition fees for the remainder of the academic year for the other programme.

### **1.14.3 Institutional tuition fees**

Students who do not meet the requirements in Section 1.14.2 must pay the institutional tuition fees, which are set by the Executive Board

and are equal to at least the full statutory tuition fee amount. The same minimum shall not apply to double or joint degree programmes based on an agreement between Inholland and another institution, where this concerns students who are also enrolled at an international higher education institution.

If, during the course of the academic year, the conditions for the statutory tuition fees in Section 1.14.2 are no longer met, this must be reported by students no later than August of the relevant academic year.

Starting from the month after which the conditions were no longer met, the institutional fee amount (instead of the statutory amount) will apply proportionately for the remainder of the academic year.

Tuition fees may vary by programme or group of programmes, or for specific groups of students. DUO will be notified of the fee amounts charged.

## **1.15 Reduction of and exemption from tuition fees**

### **1.15.1 Enrolment at the statutory rate**

Enrolled students who are entitled to pay the statutory tuition fee rate who enrol in a second programme subject to the statutory rate at Inholland or at another government-funded institution do not need to pay tuition fees for the second programme (they are exempt). Only if the fees for the initial programme are lower (which may be the case for part-time or work-study programmes) do such students need to pay the difference between the lower fees and the full statutory tuition fees.

Students are not entitled to an exemption or fee reduction for a second programme under the exception given in Section 1.14.2(a) if they are enrolled in a teacher-training or health care programme at the statutory tuition fee rate.

The right to exemption or reduction expires on the last day of enrolment in the first programme. In such cases, students must pay tuition fees for the second programme proportionately for the remaining months of the academic year, unless they deregister from both programmes at the same time. Section 1.10.7 shall apply accordingly. Students who enrol in a full-time programme and must pay school or course fees under the School and Course Fees Act are only liable for the difference between the amount already paid for that year and the tuition fees for the entire year.

The tuition fees for students who are allowed to enrol during the course of the academic year will be calculated according to the number of remaining months in the academic year.

### *Exemption from tuition fee payment for board members*

The Executive Board may set tuition fees that are lower than the statutory tuition fee rate for enrolled students completing double or joint degree programmes under an agreement between Inholland and an international institution.

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 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 must not be 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.

### *Degrees earned on the basis of a customised programme*

Prospective students who have earned a degree on the basis of a customised programme (also referred to as a flexible degree programme) in the past and 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, who therefore already hold a degree in education (despite not having a teaching qualification) and who would now like to obtain a degree for completing a teacher-training or health care programme and satisfy the nationality criterion will be eligible for the statutory rate (even though this programme falls under the rules for the institutional rate), provided they meet the following conditions:

- They have not exceeded the nominal duration of the programme.
- Their enrolment was uninterrupted.

## **1.15.2 Enrolment at the institutional rate**

Students who are enrolled at Inholland at the institutional rate and who enrol in a second Inholland programme must pay half of the institutional tuition fee for the second programme.

Students who are enrolled at another institution at the institutional rate and enrol in a second programme at Inholland must pay the full institutional tuition fees for the second programme.

The tuition fees for students who are allowed to enrol during the course of the academic year will be calculated according to the number of remaining months in the academic year.

## **1.16 Reimbursement of tuition fees**

### **1.16.1 Reimbursement of the statutory tuition fees**

For each month of the academic year following deregistration, students are entitled to reimbursement of one twelfth of the tuition fees due, unless they deregister in June, July or August. For students who paid

their tuition fees in instalments, the payment obligation for the remainder of the academic year will be cancelled and any fees paid in excess will be reimbursed, unless they deregister in June, July or August. See Section 1.13.3 for reimbursements to students who are also enrolled in another programme at Inholland or another institution during the same academic year under the Higher Education and Research Act.

Students who die during the course of the academic year will be reimbursed one twelfth of the tuition fees owed for every remaining month of the academic year thereafter. The money will be refunded to the account from which it had been collected. If students pay the tuition fees in instalments, the payment obligation for the remainder of the academic year will be cancelled and any fees paid in excess will be reimbursed.

### **1.16.2 Reimbursement of the institutional tuition fees**

Starting from the seventh month after enrolment, students are entitled to reimbursement of one twelfth of the tuition fees owed for every remaining month in the academic year following deregistration, unless they deregister in June, July or August. For students who paid their tuition fees in instalments, the payment obligation for the remainder of the academic year described in the first sentence will be cancelled and any fees paid in excess will be reimbursed, unless they deregister in July or August.

At a student's request, it may be decided to reimburse tuition fees paid for months in which the student is not enrolled prior to the seventh month in the case of serious unforeseen personal circumstances that are not primarily financial in nature, subject to the condition that, under the given circumstances, the student cannot reasonably be expected to continue studying (e.g. unforeseen severe illness. Homesickness in the case of international students is not a valid reason). Cases will be evaluated by the Central Student Administration on behalf of the Executive Board and will incorporate a written recommendation by a student counsellor.

The seventh-month cut-off for no longer owing tuition fees for the remainder of the academic year shall not apply upon deregistration (unless the student deregistered in July or August):

- as a result of a binding study advice;
- as a result of graduation or following a diploma conferral postponement period.

If a student dies during the course of the academic year, the same rule applies as for the reimbursement of statutory tuition fees.

### **1.16.3 Reimbursement of tuition fees**

Reimbursement will be issued to either students themselves or their legal representative. If a student's tuition fees upon enrolment were paid by a third party (which may be a legal representative), reimbursement will be issued to that third party unless the student nominates themselves or another person in writing and indemnifies Inholland against any claims by the original third party.

If a student still owes money to Inholland, that amount will be reduced by the sum to be reimbursed.

## 2 Intake Rules

### 2.1 Intended for

The Intake is compulsory at Inholland University of Applied Sciences:

- when applying for a full-time Bachelor's or Associate degree programme; or
- if a part-time or work-study programme has chosen to make the Intake compulsory.

The [overview](#) shows for which degree programmes the Intake is compulsory. Applicants who do not participate in the Intake or any part thereof even though participation is compulsory will not be enrolled for the programme. The CSA will send the applicant concerned a message about this.

At Inholland University of Applied Sciences, voluntary participation in the Intake is possible for applicants applying for a part-time or work-study track (except for the programmes listed in the overview; the Intake is compulsory for these applicants).

### 2.2 Excepted groups

Applicants in the excepted groups below are not subject to the statutory Intake requirement:

- applicants who applied for enrolment in a degree programme with an enrolment quota or selection procedure — they must undergo a separate selection and placement or admission process.  
*Please note:* if there is no need for a selection procedure for a programme with an enrolment quota because the number of available places has not been exceeded, applicants are still expected to complete the Intake;
- applicants who applied for enrolment in a degree programme with a format or track that is mentioned in the [Overview of exceptions](#);
- applicants who do not start in the first year, having either completed the relevant first year or the first year of the Associate degree programme at Inholland University of Applied Sciences for the chosen programme, or having been granted an exemption by the Examinations Board;
- applicants for Master's programmes.

Applicants who change their mind about their preferred programme should check again whether an exemption applies.

### 2.3 Initial application for enrolment in a higher education degree programme by 1 May

In this case, applicants are entitled to an Intake with a recommendation for the relevant programme. Information about the Intake will be sent to the applicant from the CSA. The Intake is compulsory, unless otherwise indicated under 2.2 and/or in the [Overview](#).

If participation is not compulsory, applicants may apply to the CSA for a voluntary Intake for the degree programme they applied for.

The [overview](#) also indicates whether the Intake applies to multiple programmes: a completed Intake for a programme in a particular intake year may grant an exemption from the Intake for another programme.

Within two weeks of completing the Intake, confirmation of the Intake recommendation will be sent to the participant through the CSA by email or post. The following recommendations may be issued (including an explanation of the consequences for the application procedure):

- *Positive (may be accompanied by points requiring attention)*

The applicant may continue going through the application procedure and meeting the other entry and enrolment requirements (if any) for the programme(s) to which the recommendation relates as of 1 September. The applicant is not obliged to follow up on any points of interest, but they may be relevant to their study success.

- *Negative: no match*

Because the applicant has started their first enrolment in higher education before 1 May, the university of applied sciences will not reject the enrolment as of 1 September for the programme(s) subject to the study choice recommendation on account of a negative recommendation (no match). If the applicant so wishes, they may continue to fulfil the entry and enrolment requirements for the programme(s) to which the recommendation applies. If the applicant completed the Intake voluntarily, this is another reason for the negative recommendation not to lead to rejection of enrolment.

If an applicant chooses another programme because of the recommendation or for some other reason, they can apply for that new programme. They must then participate in a new Intake, unless the same Intake applies to that other programme or the programme falls under the exceptions mentioned under item 2. Should the applicant receive another negative recommendation (no match), this will again not result in the application being rejected, because the first application was from before 1 May. This first application may also have been at another higher education institution.

Although completion of the Intake is often compulsory and sometimes free of obligations, applicants have the right to complete a check for a maximum of four higher education programmes for which they apply no later than 1 May. If the applicant chooses to study another programme after 1 May, they are subject to the provisions under item 4.

## **2.4 Initial application for enrolment in a higher education degree programme after 1 May**

### **2.4.1 Initial application after 1 May, but by 1 August**

Completion of the Intake for the programme for which an applicant has applied is compulsory, unless one of the exceptions under 2.2 applies. Applicants will receive information on this from the CSA. If participation is not compulsory, applicants may apply to the CSA for a voluntary Intake for the degree programme they applied for.

Within two weeks of completing the Intake, confirmation of the Intake recommendation will be sent to the participant through the CSA by email or post. The following recommendations may be issued (including an explanation of the consequences for the application procedure):

- *Positive (may be accompanied by points requiring attention)*

The applicant may continue going through the application procedure and meeting the other entry and enrolment requirements (if any) for the programme(s) to which the recommendation relates as of 1 September. The applicant is not obliged to follow up on any points of interest, but they may be relevant to their study success.

- *Negative: no match*

If the Intake was compulsory for the applicant and their application falls under one of the situations described in 2.4.3, or if participation was voluntary, Inholland will not reject the application as of 1 September for the programme(s) subject to the study choice recommendation on account of a negative recommendation (no match). If the applicant so wishes, they may continue to fulfil the entry and enrolment requirements for the programme(s) to which the recommendation applies.

- *Negative: binding*

If completing the Intake was compulsory, applicants cannot enrol in the programme(s) that they applied for and that the recommendation relates to on 1 September.

If the applicant chooses another programme because of the recommendation or for any other reason, they must participate in the Intake again, unless the same Intake applies to that other programme or the programme falls under the exceptions mentioned in 2.2. If the application is refused and the applicant believes these rules have not been applied correctly, they may lodge a notice of appeal subject to the conditions indicated in the rejection message.

#### **2.4.2 Initial application after 1 August, but by 31 August**

In this case, it will not be possible to complete an Intake in time for enrolment on 1 September. Applicants will not be enrolled unless the programme concerned is not subject to a compulsory check and they meet the other entry and enrolment requirements in time.

Occasionally, a programme (or only a specific track of the programme at a specific location) will start in February. Applicants wishing to start in February can apply for that intake date from 1 October.

#### **2.4.3 Special situations: application after 1 May, but by 31 August**

##### *Binding study advice (BSA)*

For applicants who apply after 1 May, but by 31 August, where this is demonstrably the result of a recently received binding study advice for another programme, completing an Intake is compulsory. They may continue to do what is necessary to meet the entry and enrolment requirements as of 1 September, even in the case of a negative recommendation. If the binding study advice has been issued by another institution, the student should always send a copy to the CSA for assessment. A binding study advice issued by Inholland cannot be negated by a positive recommendation. Consequently, a positive recommendation cannot result in enrolment in the programme(s) for which the applicant has received a binding study advice.

##### *Switching to another programme*

Applicants who apply for enrolment in a higher education programme by 1 May may switch to another programme after 1 May, provided they do so by 31 August. Completing an Intake for the new application is compulsory as well. They may continue doing what is necessary to meet the entry and enrolment requirements as of 1 September, even in the case of a negative recommendation (no match).

#### 2.4.4 Application on or after 1 September for interim enrolment

This concerns an enrolment after the academic year has already started. It may be an enrolment for the February intake, an enrolment in special circumstances or a new enrolment due to the student switching to another programme. Any rights pertaining to an application by 1 May no longer apply. These rights only apply for applications made for the September intake by 31 August.

For programmes with a February intake in the first academic year, applicants can apply until 15 January. In the other cases of interim enrolment, there is no application deadline, but there will be at least one month between the time of application and the intended time of enrolment as of the first day of a month.

*Note!*

- a. Applicants cannot re-apply for a degree programme for which they received a negative recommendation earlier that same academic year. Enrolment after 1 September will be refused. It is not possible to complete a new Intake for the same degree programme in the same academic year. Applicants who completed an Intake for their programme of choice in the same academic year and received a positive recommendation may continue doing what is necessary to meet the entry and enrolment requirements for interim enrolment in the programme.
- b. Applicants wishing to apply for interim enrolment in a programme outside of the February intake will be subject to additional conditions on top of the Intake and the regular entry and enrolment requirements (see Section 1.10.1).

For applicants applying in the interim for a degree programme for which they did not complete an Intake earlier in the academic year, completing an Intake is compulsory, unless item 2 and/or the [Overview](#) provide otherwise. If participation is not compulsory, you are not entitled to an Intake. Within 2 weeks of participating in the Intake, a confirmation of the Intake recommendation will be sent to the participant via the CSA by email or post. The following recommendations may be issued (including an explanation of the consequences for the application procedure):

- *Positive (may be accompanied by points requiring attention)*  
The applicant may continue going through the application procedure and meeting the other entry and enrolment requirements (if any) for the programme(s) to which the recommendation relates as of 1 September. The applicant is not obliged to follow up on any points of interest, but they may be relevant to their study success.
- *Negative: no match*  
If the applicant's participation was voluntary, Inholland will not reject the enrolment from 1 February or in the interim for the chosen programme(s) to which the recommendation applies because of a negative recommendation (no match). If the applicant so wishes, they may continue to fulfil the entry and enrolment requirements for the programme(s) to which the recommendation applies.
- *Negative: binding*  
If completing the Intake was compulsory, the applicant will not be able to enrol for the degree programme(s) selected and to which the recommendation relates.

Applicants who choose to study another programme on account of the recommendation or for any other reason must complete an Intake again, unless the same Intake applies to that programme or one of the exceptions under 2.2 applies.

## 2.5 Nature and content: compulsory components

The following applies to all applicants for whom an Intake is compulsory: taking part in and/or completing the Intake is only possible if the online questionnaire for the programme in question has been completed by the deadline set. Applicants have at least five days to do so from the day on which they received the email. If they do not complete the questionnaire by the designated deadline, Inholland will assume that they are no longer interested in the programme, were prevented from completing the questionnaire or did not wish to do so. *Please note:* applicants should complete the questionnaire even if they are prevented from undertaking the next compulsory Intake activities (see item 2.7):

When applying for enrolment with an *address in the Netherlands*

The Intake consists of a minimum of two and a maximum of three parts:

1. Completing the compulsory online Intake questionnaire:  
The questionnaire consists of a general section; see Chapter 2.6. This can be supplemented with items important to the degree programme. The questionnaire indicates to which programme it relates.
2. Applicants may need to complete an additional homework assignment prior to the Intake activity or activities, online or otherwise, if required by the degree programme for which they have applied. If this is the case, they will be notified.
3. After completing the questionnaire, a compulsory online or offline Intake activity with the programme will take place.  
Once an applicant has completed the questionnaire, it will become clear which. The second step on the Intake page in the Self-Service tool contains the relevant information. Applicants can also schedule the appointment(s) for the Intake activity or activities here.

If they are unable to complete one of the compulsory components owing to a physical disability, a suitable solution will be sought in consultation with the CSA and the programme.

When applying for enrolment with an *address abroad*

The Intake consists of a minimum of one and a maximum of three parts:

1. Completing the compulsory online Intake questionnaire:  
The questionnaire consists of a general section; see Chapter 2.6. This can be supplemented with items important to the degree programme. The questionnaire indicates to which programme it relates.
2. Applicants may need to complete an additional homework assignment prior to the activity or activities, online or otherwise, if required by the degree programme for which they have applied. If this is the case, they will be notified.

3. Depending on the outcome of the questionnaire completed online, applicants may need to attend a compulsory online interview arranged by the programme. They will be informed of whether they are obliged to attend this interview in the second step on the personal Intake page in the student Self-Service tool. If the online interview doesn't apply to them, they will receive an Intake recommendation by email shortly after completing the online questionnaire. This concludes the compulsory Intake activities.

Applicants from abroad to whom the compulsory online interview does not apply may be contacted by the degree programme for an online introductory meeting.

## 2.6 Purpose, principles and content of the online Intake questionnaire

The online questionnaire has been set up as a welcoming tool and results in a start monitor for the student.

### *Objective:*

- strengthening ties with the degree programme;
- encouraging reflection in students;
- facilitating a good start;
- no selective or prescriptive character.

### *Starting points:*

- *no* selection, no admission decisions;
- *no* visible scores or control group comparisons;
- *meaningful* feedback as a starting point for the student's insight and reflection for the purpose of the Intake activity and student guidance after the start of the programme.

### *Structure of the online Intake questionnaire*

The online questionnaire was developed together with NOA and consists of two basic sections:

1. Study Situation Questionnaire and background information;
2. Orientation and Perception Questionnaire.

Possibly supplemented by elective components that are important for the programme

### *Feedback to the student*

The student receives a short starting profile based on the two basic components in three fixed categories:

- forces: what will help for a good start;
- opportunities: where can deepening or conversation help;
- points for attention: where alertness or support is advised.

For feedback, conditional sentences have been included for the different categories (strengths, opportunities, points for attention). Depending on the category and result, different text will be displayed.

### *The construction of the starting profile*

- inviting and normalising;
- contains maximum number of bullets per category (3–4);
- ends with a referral to Intake and student counselling.

### *Translation of scores by questionnaire*

Questionnaire	Low score	Average score	High score
Study Situation	Strength	Opportunity	Point for attention
Orientation and perception	Point for attention	Opportunity	Strength

## **2.7 Intake dates**

The Intake activities are spread out over a limited number of rounds:

- *September intake*
  - April: 1 week;
  - June: 2 weeks;
  - August: 2 weeks.
- *February intake*
  - January: 1 week.

In some cases, it may be possible to move an Intake activity to a following round (once only). The Intake weeks for the September and February intakes are set annually by the Executive Board using the Recruitment Calendar.

### *When applying for enrolment with an address in the Netherlands*

The CSA will email the applicant a link to the personal Intake page in the Self-Service tool. Depending on the time of registration, applicants can choose a date from one of the set weeks via the Intake calendar tool on the personal Intake page in Self-Service (see also 2.5 for the mandatory components).

### *When applying for enrolment with an address abroad*

The CSA will email the applicant a link to the personal Intake page in the Self-Service tool. Depending on the time of registration, the applicant will be assigned a week in which – after completion of the online questionnaire – the mandatory online interview, if any, will take place (see also 2.5 for the mandatory components).

## **2.8 Consequences of not completing mandatory components**

- The Intake online questionnaire should be completed by applicants by the deadline given. This is a prerequisite for participation in the Intake activity with the degree programme. If the online questionnaire is not completed in time, the applicant will be given one more opportunity to complete it before the deadline for the next Intake date.

- For the compulsory online or offline activity or activities, applicants must schedule an appointment themselves for the Intake in the Self-Service tool in good time. There may be a limit on the number of places available. If no appointment is scheduled by the applicable deadline, the applicant will be given another one-off opportunity (if available) to schedule an appointment for a subsequent Intake to participate then. If no appointment is made by then, the applicant will be unable to meet the Intake obligation and enrolment will not be possible. The CSA will send a message to the applicant, notifying them that this is the case.
- Besides making an appointment for the Intake activity, attendance of the compulsory online or offline Intake activity or activities or the online interview is also a prerequisite for full completion of the Intake.

Applicants who have made an appointment for the compulsory Intake activity or activities or the compulsory online interview but are unable to attend on that date may contact the CSA, which will inform them of the possible next steps.

### 2.9 Validity period of a study recommendation or rejected application

The Intake recommendation issued as a result of an Intake completed by the applicants applies only to the academic year to which the application relates. The validity period within an academic year may differ for each mandatory Intake component:

- *online Intake questionnaire*: can be completed once per intake year for the first application and is valid for all applications in that intake year;
- *Intake activity/interview*: is valid only for the intake date and the relevant application (unless the application is for a related programme that requires an Intake);

If an application is rejected based on the Intake, that decision is also only valid in the academic year to which the application relates.

### 2.10 Overview

The **overview** associated with these rules will be reviewed each intake year and, where necessary, updated with the approval of the director under which a programme falls. This overview is published together with the above regulations.

### 3 Payment and Tuition Fee Conditions for digital authorisation

To be enrolled, applicants must submit a digital direct debit mandate via [Studielink](#) to Inholland University of Applied Sciences for the payment of the tuition fees.

#### 3.1 Submitting authorisation for payment of tuition fees

Students must confirm the digital mandate personally or arrange confirmation by the person paying the tuition fees on their behalf. Students remain personally responsible for their enrolment and payment of the tuition fees at all times. This applies even if a third party undertakes to pay the tuition fees. They must verify that all details in Studielink are complete and correct. They must indicate who will make payment and how: in instalments via a standing order or all at once via a single direct debit mandate. They must have set up the digital direct debit mandate by 31 August 2026 at the latest (or 31 January 2027 for the February intake). Failure to do so will lead to enrolment being refused. If you switch to another programme after confirming the mandate, it will remain valid.

Inholland uses standing order details. This means that the direct debit mandate details you confirm for the academic year will be reused in future academic years. However, payment details can still be changed via [Studielink](#) if required. You can only pay by standing order if you have a bank account in a SEPA country.

#### 3.2 Payment by employer

Instead of the digital direct debit mandate, students and their employers may submit Inholland's fully completed standard letter of guarantee (if the employer does not offer an option to charge an amount) at the start of the academic year, based on which an invoice will be sent to the employer to be paid within 30 days.

Enrolments shall not be dependent on any other financial contribution.

#### 3.3 Deregistration

It is possible to deregister in the interim. This must be done via the Studielink account. Students who are eligible for the payment of statutory tuition fees are then entitled to a refund of part of the tuition fees. It is not possible to deregister retroactively. Students who have paid institutional tuition fees and wish to deregister in the interim will only receive a refund in the case of serious personal circumstances (see Section 1.16.2). If they are entitled to a refund, any excess tuition fees paid will be refunded to the bank account number used for the payment.

#### 3.4 Tuition fee amount for 2026–2027

The full-time statutory tuition fees for the 2026–2027 academic year amount to €2,694 (€1,572 for the February intake). The full-time institutional tuition fees may not exceed €10,360 (€6,043 for the February intake). To qualify for the payment of statutory tuition fees, students must meet certain conditions regarding nationality, residence status (or the right to student finance) and not having obtained a degree previously (after 1 September 1991). Students who have already obtained a degree but now wish to obtain a degree in teaching or health care for the first time are exempted. They do qualify for the payment of statutory tuition fees. A transitional fee applies to a number of groups of students who are liable to pay institutional tuition fees.

The tuition fees are based on the information available to Inholland at the time that they were calculated. If something in a student's situation changes during the course of the academic year that affects the amount of tuition fees due, the CSA will adjust the amount accordingly and inform the student in writing.

### 3.5 Payment

For students who choose to pay in instalments, the first instalment will be increased by €24 to cover processing costs for payment in instalments. The amounts (including instalment amounts) and the corresponding collection dates can be found on the Inholland [website](#) or on [Studielink](#). If an account holder does not agree with the amount of an instalment, they may order the payment to be reversed. To do so, the account holder must contact their bank within eight weeks of the collection date. Account holders should contact their bank for more information on euro direct debit conditions. Inholland will send a separate email to students in advance of any deviation from the stated amounts (including instalment amounts) and/or collection dates. If the collected amount (or instalment amount) is reversed by the account holder or the bank, another attempt will be made to collect the amount without prior notice. If it proves impossible to collect money from the supplied International Bank Account Number (IBAN) because the account is blocked, the IBAN is invalid or the name is incorrect, Inholland will contact the student immediately to request that they resolve 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 'Non-payment' for further information).

The account holder may not close the IBAN or revoke the authorisation. Students can change their bank details themselves via Studielink. If this does not work, the Central Student Administration should be contacted.

### 3.6 Non-payment

If it becomes apparent that the account holder who issued the direct debit authorisation for payment of the tuition fees consistently has insufficient funds and fails to meet the payment obligations, the outstanding amount must be paid at Inholland's first request.

This means that failure to collect an overdue amount (or instalment amount) twice will cause the direct debit process to be terminated and Inholland to initiate its regular reminder procedure. If the student continues to be in default after that, collection will be handed over to Inholland's collection agency. The collection agency will then send a demand letter, also known as the 14-day letter.

This letter states that the amount due can be paid within 14 days (counting from the day after the student received the reminder) without incurring additional charges. If payment for the entire tuition fee is still not made, the amount due will be increased by the statutory default interest due and the full collection costs (including 21% VAT), which are calculated according to the [Extrajudicial Collection Costs \(Standards\) Act \(WIK\)](#). These costs are entirely the student's responsibility.

Furthermore, Inholland will have the right to exclude the student from taking part in teaching activities and interim and final examinations and won't enrol the student for another year of study until the outstanding amount has been paid. Once payment is made in full, the student can reapply for the next intake date.