



# Enrolment and deregistration rules 2023-2024

Central Student Administration  
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# Introduction

The Central Student Administration (CSA) handles all student enrolment and deregistration matters. This document specifies the enrolment and deregistration rules for the 2023-2024 academic year, which were drawn up by the CSA to inform you about the enrolment and deregistration procedure at Inholland University of Applied Sciences. It contains extensive information about:


- Applying for enrolment
- The prior education and admission requirements
- The Study Check
- Tuition fees
- International students
- Deregistration or transfer
- The objection and appeal procedure

The official rules and conditions are in the CSA guide. You can find the CSA guide at [Iris](#) or on the [website](#).

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

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# 1. Applying for enrolment

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

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

## 1.1 Brief overview of the enrolment procedure

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

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



## 1.2 Application deadlines

# Application deadlines

### By 15 January 2023

[Dental Hygiene](#) and [Midwifery](#) degree programmes with enrolment quotas (see Paragraph 1.4)

### Before 27 January 2023

Music degree programme and Electronic Music Associate degree programme in connection with the auditions (see Paragraph [2.7](#))

### By 1 May 2023

Regular Bachelor's programmes or Associate degree programmes in connection with admission rights/ entitlement to a [Study Check](#) (see Chapter 3)

### After 1 May and by 31 August 2023

See sections [3.4](#) (binding study recommendation received late) and [3.5](#) (switching)

### After 1 August and by 31 August 2023

See Paragraphs [3.4](#) (late binding study recommendation), [3.5](#) (switching) and [3.6](#) (if the Study Check doesn't apply)

### By 15 January 2024

Degree programmes starting in February 2024; see Paragraph [1.5](#)

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

- **Applying for a higher year**

If you wish to enrol in the second or a higher year of a degree programme, you must indicate this in Studielink. This is conditional upon your obtaining permission from the degree programme to enter in a higher year.

Until we have received permission from the degree programme to place you in a higher year, we will treat your application as a first-year application.

If you also wish to be exempted from the first year, you can submit a request to the Examinations Board for exemption from this phase via [Iris](#). You can't enrol in a higher year for degree programmes starting in February.

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

In some cases, you can enrol in a short-track variant. Currently, this applies only to some variants of the primary education teacher training college (Pabo) programmes. You can indicate your preference in Studielink. To enrol in a short-track programme, you must submit a copy of the Examinations Board's decision containing all the exemptions required for access to the programme. If you hold a higher professional education (HBO) Bachelor's diploma, the CSA will take care of the assessment.

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

### 1.4 Applying for a degree programme with an enrolment quota

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

To enrol and take part in the selection procedure for these degree programmes, you must submit an application through Studielink by 15 January 2023. You can read more about the selection procedure and criteria here:

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



## 1.5 Applying for the February intake

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

- If there is a February intake for the degree programme. From October, our website will state which degree programmes have a February intake.
- You may not start a degree programme in February for which you were enrolled in the same or previous academic year. (or a degree programme with the same first-year programme).

**NB:** If you start in February, you always start in the first year of the degree programme. In some cases, you will still need to take part in Study Check; for more information see [3.5](#).

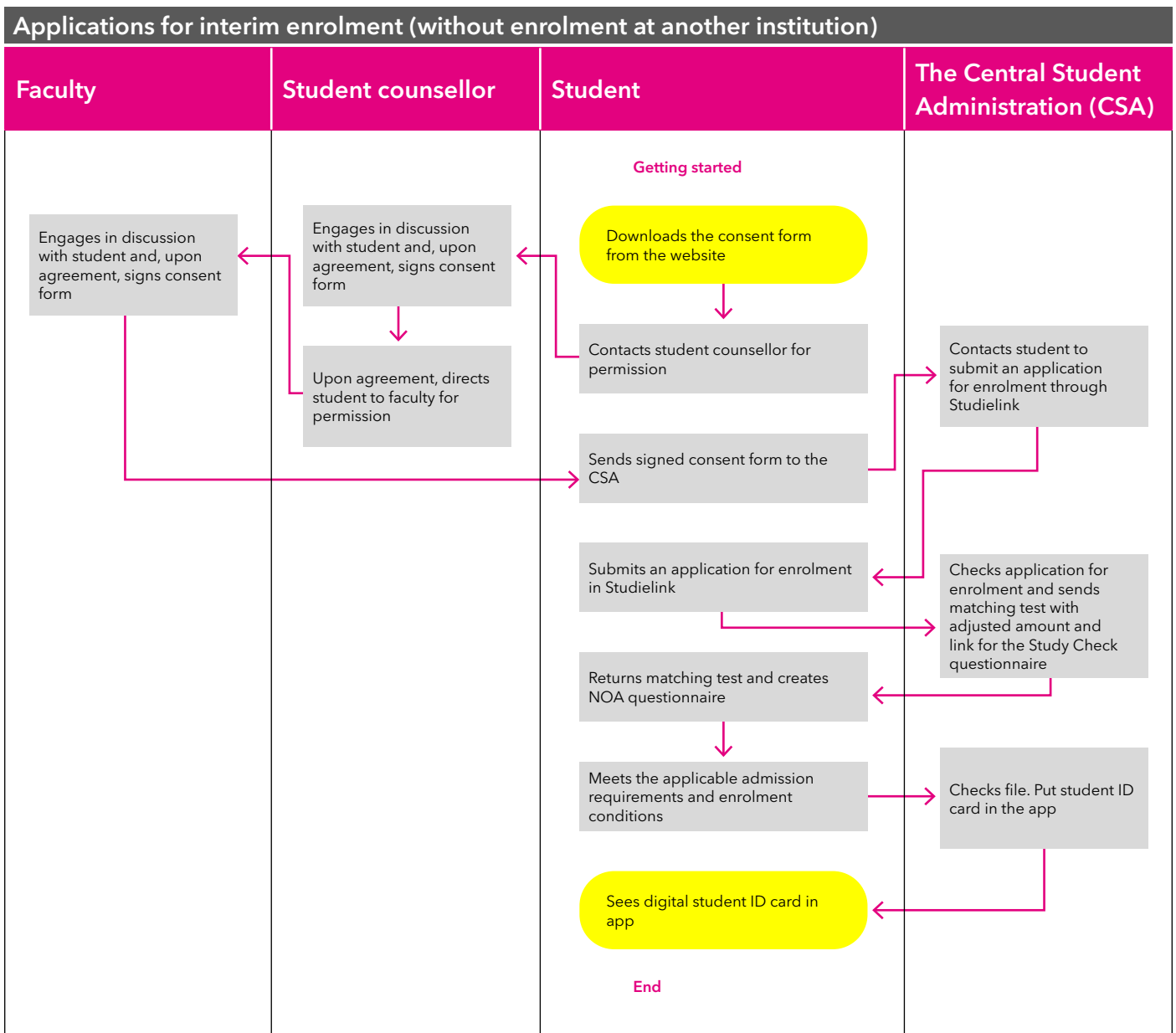
For degree programmes with a February intake, the final application date is 15 January 2024. The final date by which you must meet all the enrolment requirements is 31 January 2024 (see Paragraph [1.7](#)).



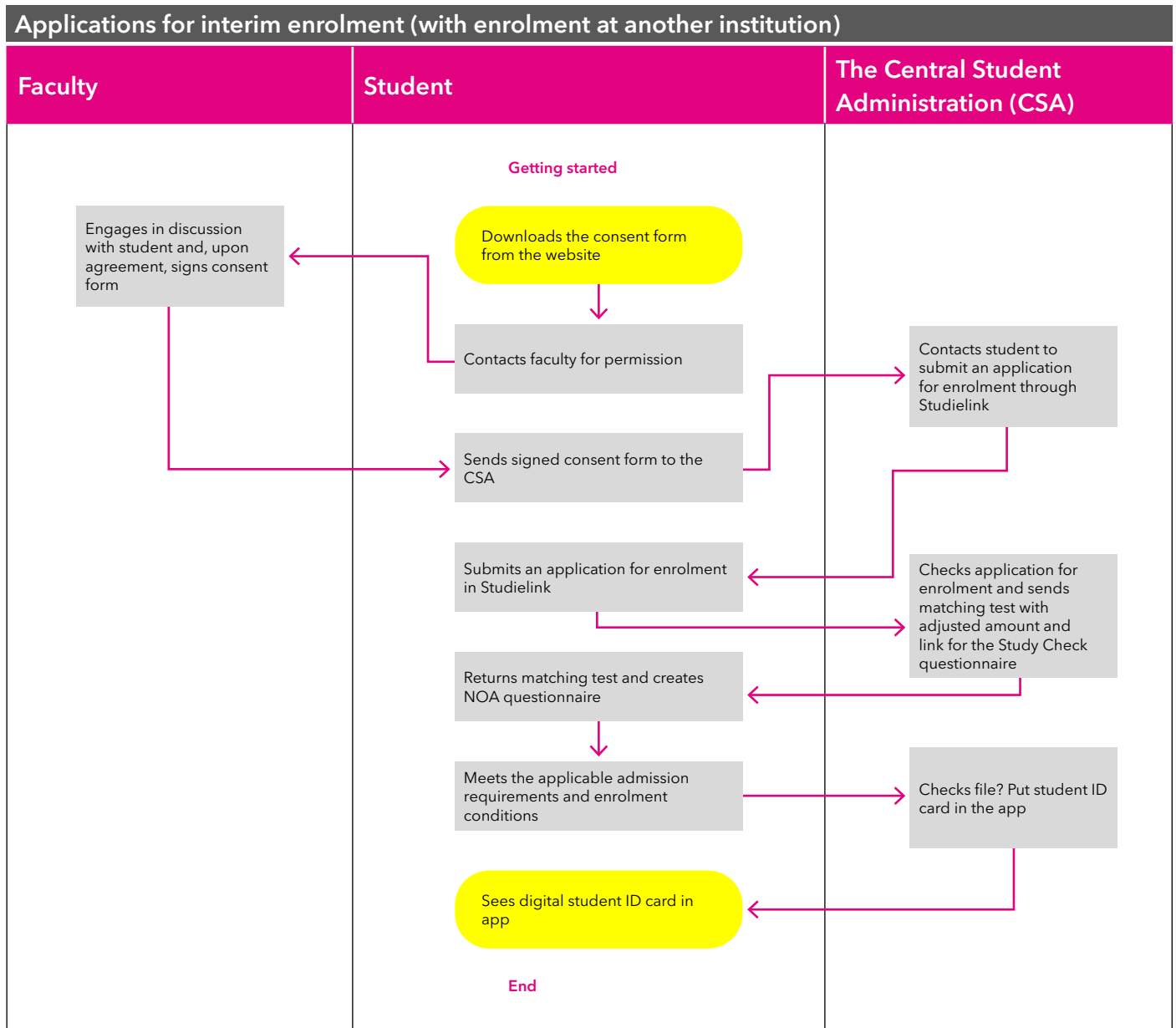
## 1.6 Starting a degree programme during the year

In some instances, you may have had special reasons for failing to enrol on 1 September or 1 February and do not want to wait until the next regular enrolment opportunity. This is possible only in exceptional circumstances, such as illness or if are enrolled at another accredited educational institution and would like to switch institutions.

If you are not enrolled at another recognised institution in the relevant academic year, make an appointment first with a [student counsellor](#). If the recommendation is positive, you should subsequently make an appointment with the degree programme and then take the following steps:



If you are or were enrolled at another institution during the relevant academic year, please follow the steps below:



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

If you're re-enrolled (on the first day of the month) in the course of the same academic year in which you deregistered, you must pay tuition fees again. The statutory tuition fees amount to one twelfth of the tuition fees for each month of enrolment, i.e. enrolment on 1 February means seven twelfths of the tuition fees (until 31 August). From the date on which you re-enrol in a full-time or work-study programme, you may again be entitled to student finance and a student travel product. You must request these personally from [DUO](#) in advance.

## 1.7 Enrolment requirements

The enrolment requirements are summarised below. The final date by which you must meet all the enrolment requirements is 31 August 2023. You'll be enrolled with effect from 1 September. If you wish to enrol in a degree programme as of 1 February 2024, you must meet all the enrolment requirements by 31 January 2024.

### 1. Prior education diploma

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

### 2. Positive Study Check recommendation

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

### 3. Digital direct debit authorisation

You can set this up in Studielink. In [Chapter 4](#) you will find information on the amount of tuition fees.

### 4. ID card

If your personal data in Studielink have not yet been verified, you must upload a copy of your ID card through the Self-Service tool. If you log into Studielink using DigiD or if you have created your account in Studielink by scanning your identity document, and have not made any changes to the data read out, your identity will be verified automatically.

### 5. Valid residence document

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

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

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

### 7. Admission following selection

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

### 8. Meeting additional requirements, including admission requirements

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

### 9. No payment arrears

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

## 10. Recent passport photo for your student ID card

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

If you fail to meet the enrolment requirements that apply to you in time, you won't be enrolled. You are entitled to student finance only if you are enrolled. If you were unable to be enrolled, in most cases this means that you'll only be able to enrol again in September of the following academic year. The Central Student Administration is the only department at Inholland University of Applied Sciences that may process and make decisions on enrolment applications on behalf of the Executive Board.

### 1.8 Re-enrolment

Each year, you must re-enrol for the next academic year by 1 September. This date applies even if you only started your degree programme in February. You can re-enrol through Studielink as early as the middle of May. Studielink will notify you as soon as it's possible to do this. In order to complete your re-enrolment, you must also have set up your direct debit authorisation before 1 September and you may not have any payment arrears.

### 1.9 Enrolment refused

You won't be enrolled if you fail to meet the enrolment requirements by the closing date. Your enrolment will also be refused if you applied through Studielink for a degree programme variant that will not start. In this case, you'll be informed of this as soon as possible. In addition, enrolment will be refused in some special cases, for instance you fail to respect the principles or the aim of Inholland, or if your conduct or remarks show that you are unsuitable to practise the profession for which the degree programme would prepare you.



## 2. Prior education and enrolment requirements

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

You must have obtained your diploma in time, i.e. by the month in which you'll start with the degree programme. If you've completed your prior education in its entirety but won't receive your diploma until later, ask the Examinations Board of your prior education to provide you with a certified statement and upload it using the Self-Service tool by 31 August (or 31 January if starting in February). The statement must specify the following:

- Your full name and date of birth
- The name and crebo code of the degree programme (in the case of an MBO programme)
- Confirmation that you've met all educational requirements
- Confirmation that you've obtained the diploma
- The date on which you obtained the diploma
- The statement must be signed by the educational institution

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

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

If you hold a HAVO or VWO diploma, requirements may be imposed on the subject cluster and/or subjects. The Central Student Administration (CSA) checks whether your diploma meets the subject cluster and/or subject requirements that currently apply. If this is not the case, there is a deficiency (shortcoming). You may have already made up for the deficiency by taking additional courses. The CSA will only be able to provide you with this information after you've submitted an application for enrolment through Studielink and it has checked your diploma. You must do so before 1 June 2023 to give you time to potentially sit a deficiency test if you do not meet the requirements. More information can be found under [2.14](#) deficiency test. For more information on HAVO and VWO subject cluster and subject requirements, [click here](#).

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



## 2.2 MBO level 4 diploma

MBO level 4 diplomas provide admission to all Bachelor's programmes and Associate degree programmes, but certain degree programmes also require that applicants meet the additional or further specific prior education requirements stated further on in this document. After all, a lack of specific knowledge or skills could adversely affect your study success in higher professional education. A number of degree programmes have therefore issued strong recommendations regarding admission. If you completed an MBO programme without a level designation, contact the CSA to find out whether you're eligible for admission. Check the [CSA guide](#) for more information.

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

You're eligible for admission if you hold an HBO or research-oriented higher education (WO) first-year certificate, an HBO or WO Bachelor's degree certificate or an Associate degree certificate, provided that there is no deficiency comparable with the subject cluster and/or subject requirements applicable to HAVO and VWO diplomas. The CSA will only be able to provide you with this information after you've submitted an application for enrolment through Studielink and uploaded your prior education diploma and list of marks through Studielink. You must do so before 1 June 2023 to give you time to sit a [deficiency test](#) if your diploma does not entitle you to admission, or sit the [entrance exam](#) if the deficiency test does not suffice and there is still time to sit the entrance exam.

## 2.4 Other Dutch diplomas

If you hold a Dutch diploma not mentioned above, a credential evaluation will need to be carried out to determine whether it's equivalent to a Dutch HAVO, VWO or MBO level 4 diploma. Credential evaluations are carried out by the CSA, which also takes any subject cluster and/or subject requirements into account. The CSA will only be able to validate diplomas after you've submitted an application for enrolment through Studielink and uploaded your prior education diploma and list of marks. You must do so before 1 June 2023 to give you time to sit a [deficiency test](#) if your diploma does not entitle you to admission, or sit the [entrance exam](#) if the deficiency test does not suffice and there is still time to sit the entrance exam.



## 2.5 Diploma from abroad

If you obtained a diploma outside the Netherlands, a credential evaluation will need to be carried out to determine whether it's equivalent to a Dutch HAVO, VWO or MBO level 4 diploma. Credential evaluations are carried out by the CSA. In some cases, advice will be sought from Nuffic. Any subject cluster and/or subject requirements are also taken into account during the validation of a diploma from abroad.

The CSA assesses diplomas only after you have made an application for enrolment through Studielink and uploaded your diploma, list of marks, and, if needed, a certified translation. You must do so before 1 May 2023 to give you time to sit an [entrance exam](#) if you do not meet the requirements and there is still time to sit the entrance exam.

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

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

## 2.6 Specific prior education requirements and other requirements

Additional admission requirements apply for the Music, Electronic Music, Midwifery and Pabo degree programmes.

- For [Music](#) and [Electronic Music](#), you must have sufficient technical and physical skill and artistic aptitude.
- For [Midwifery](#), you must display, among other things, sufficient aptitude and suitability for practising the profession with regard to your social communication and reflective skills. You can find more information on this in the [selection procedure](#).
- In the primary education teacher-training college, you will need to demonstrate that you are sufficiently knowledgeable about the subjects of geography, history, and science and technology. To this end, the teacher training college will organise tests. This applies if you have an MBO-4 or HAVO diploma. If you have a VWO or HBO diploma, you do not need to sit these tests.

Before starting teacher training college programme, you will have one chance to take the admission test for each subject and you must make use of that opportunity. If you pass, you will receive a certificate, a digital copy of which you will need to upload using the Self-Service tool.

If you have not passed the admission tests before the programme starts, you will be allowed to start at the teacher training college. You will have two more chances in the first year of enrolment at the teacher training college to meet the additional admission requirements. If you fail the tests for one or more subjects, you will be deregistered at the end of the academic year.

Visit [www.goedvoorbereidnaardepabo.nl](http://www.goedvoorbereidnaardepabo.nl) for information on the tests, when they will take place and how you can prepare. For more information, see Paragraph 1.2.3 of the [CSA guide](#).

Additional requirements apply to the following degree programmes:

- For Sport Studies, a sports medical screening examination is carried out to gain insight into your health to ensure that it is safe for you to undertake the programme. Schedule the sports medical screening examination at the [Sports and Exercise Clinic](#) in Haarlem. If you already hold a sports medical screening examination, please check the [Sports Studies](#) web page for details of the conditions.

- To attend the teacher training college, you will need to be able to submit a Certificate of Good Conduct (VOG) in order to pursue your programme and, in particular, to do work placements at a school (practice-based learning). This is a certificate showing that any judicial antecedents you may have will not be an obstacle to performing a specific task or function in society. Inholland University of Applied Sciences will initiate this application for you, the student, with the Ministry of Justice and Security (Justis). After you have submitted an application for enrolment at the teacher training college, Justis will send an application code to your email address around the start date of your programme. You can use that code to apply for a Certificate of Good Conduct straight away.



## 2.7 Work requirements for part-time degree programmes

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

## 2.8 Flexible part-time degree programmes

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

## 2.9 Work-study programmes

Some degree programmes are offered in a work-study format, in which learning and work are combined. Before you can start a dual programme, you, the university and your employer must enter into a three-way work-study agreement. The programme-specific section of the [Teaching and Examination Regulations \(OER\)](#) sets out the topics that must, at a minimum, be covered by a work-study agreement.

You will be expected to find your own employers or trainers. If an agreement can't be entered into or if the agreement is terminated prematurely and no agreement with another employer can be made, you can switch to the full-time version of the programme. If no full-time version is available, you will need to suspend your studies (temporarily or permanently) and/or deregister. To find out more about the available options, contact the degree programme in question.

## 2.10 Admission to a Master's programme

To gain admission to a Master's programme, you must in any event hold a Bachelor's degree. If you do not have one, in most cases it will be possible to demonstrate your knowledge, insight and skills at Bachelor's degree level through an intake assessment. Moreover, additional requirements often apply; see Paragraph 1.7 in the [CSA guide](#).

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

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

## 2.11 Language requirement for degree programmes taught in Dutch

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

As proof of your Dutch language proficiency, you can present the certificate awarded for passing the state examination in Dutch as a second language, programme II (NT2-II). If you wish to sit the NT2 state examination, please contact [DUO](#) (the Education Executive Agency). Bear in mind DUO's examination timetable and the marking period of around six weeks. An NT2 state examination certificate remains valid indefinitely.

It is also possible to submit a certificate of at least an equivalent level; see Paragraph 1.3 in the [CSA guide](#) for details of the certificates concerned.

## 2.12 Language requirement for degree programmes taught in English

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



Given that language proficiency deteriorates rapidly, these language certificates may not be more than two years old. If you start your degree programme on 1 September 2023, this means that the certificate must not have been obtained prior to 1 September 2021, unless you can demonstrate that you've successfully completed education in English in the past two years.

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

- An IELTS test (academic level) with an average score of at least 6.0.
- A TOEFL internet-based test with a minimum score of 80 or a TOEFL paper-based test with a minimum score of 550 (institutional TOEFL certificates are not accepted).

It is also possible to submit a certificate of at least an equivalent level; see Paragraph 1.3 in the [CSA guide](#) for details of the certificates concerned.

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

- The European Baccalaureate with English as the language of instruction and have been awarded a minimum score of 6 for the English language.
- The International Baccalaureate taught in English and have been awarded a minimum score of 4 for the English language.
- A General Certificate of Education (GCE) or a General Certificate of Secondary Education (GCSE) with an A, B or C for English, administered by British Examinations Boards such as Edexcel, Cambridge or OCR.
- A high school certificate awarded in the United States of America by a recognised high school, demonstrating that the applicant was educated at the relevant high school for at least the last three years.
- A National Senior Certificate obtained in South Africa with a minimum score of 5 for the English language.

### **2.12.1 Additional requirement for Chinese students**

Chinese students are required to submit an EP-Nuffic certificate as part of the application for a residence permit for study purposes. This certificate can be applied for only if an IELTS or TOEFL certificate can be presented that fulfils the set requirements.

### **2.13 Entrance exam**

If you do not hold a diploma entitling you to admission and are 21 years of age or older on 1 September (or on 1 February for the February intake), you may sit the entrance exam. The minimum age requirement of 21 may be waived in special cases; see Paragraph 1.4. of the [CSA Guide](#).

However, in order to sit an entrance exam, you must have applied through Studielink by 16 June and indicated in your application that you do not meet the prior education requirements.

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



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

A confirmation of admission for the 2023-2024 academic year is valid until 1 September 2024.

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

### 2.14 Deficiency test

In some cases, you may sit a deficiency test if you do not meet the subject cluster and/or subject requirements for your chosen degree programme to demonstrate that you have sufficient knowledge and skills to be able to pursue your chosen programme. This means that you'll also receive a confirmation of admission. For more information on HAVO and VWO subject cluster and subject requirements, [click here](#).

The [deficiency test info guide](#) contains more information.





# 3. Study Check

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

## 3.1 Who needs to complete a Study Check?

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

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

## 3.2 Compulsory components of the Study Check

After registering, you will receive an email containing the link to the Self-Service tool where you can find which compulsory Study Check components apply to you. Those components will depend on where you live at the time of application:

If you live in the Netherlands

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

If you live abroad

- Online questionnaire.
- Compulsory online interview with the degree programme: after completing the online questionnaire, you may, depending on the result, be invited for an online interview. Consult the Study Check page in the Self-Service tool to see whether the interview requirement applies to you.

- Depending on the programme, a homework assignment: For a number of degree programmes, you'll be required to complete a homework assignment prior to the activity.
- Study Check recommendation: If the compulsory interview doesn't apply to you, you'll receive a recommendation by email immediately after completing the online questionnaire. If the compulsory interview does apply to you, you'll receive a recommendation from the degree programme by email via the CSA.

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

### 3.3 Higher Education Application Date vs Study Check recommendation and possible enrolment

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

#### 3.3.1 Study Check recommendation: If you applied by 1 May

- **Match - Positive recommendation (possibly with points requiring attention)**  
If you receive this recommendation (possibly with points requiring attention), you may start your programme in September, provided your enrolment file is complete.
- **No match - Negative recommendation**  
We recommend that you consider your choice carefully and why you are not a match. If you receive this recommendation, you can start the degree programme of your choice in September, provided your enrolment file is complete and you are sure about your choice of programme.

#### 3.3.2 Study Check recommendation: If you applied between 1 May and 1 August

- **Match - Positive recommendation (possibly with points requiring attention)**  
If you receive this recommendation (possibly with points requiring attention), you may start your programme in September, provided your enrolment file is complete.
- **No match - Negative recommendation**  
This recommendation can be issued only if the Study Check was compulsory for you and your application falls under the exceptions (see [3.4](#)). We recommend that you give careful consideration to your choice and why you are not a match. If you receive this recommendation, you can start the degree programme of your choice in September, provided your enrolment file is complete and you are sure about your choice of programme.
- **Negative binding recommendation**  
This recommendation is issued if the Study Check indicates that you and the degree programme you have chosen are not a match. Since you submitted your first application after 1 May, this recommendation is binding and you cannot start this degree programme. Your application will be cancelled by the CSA.

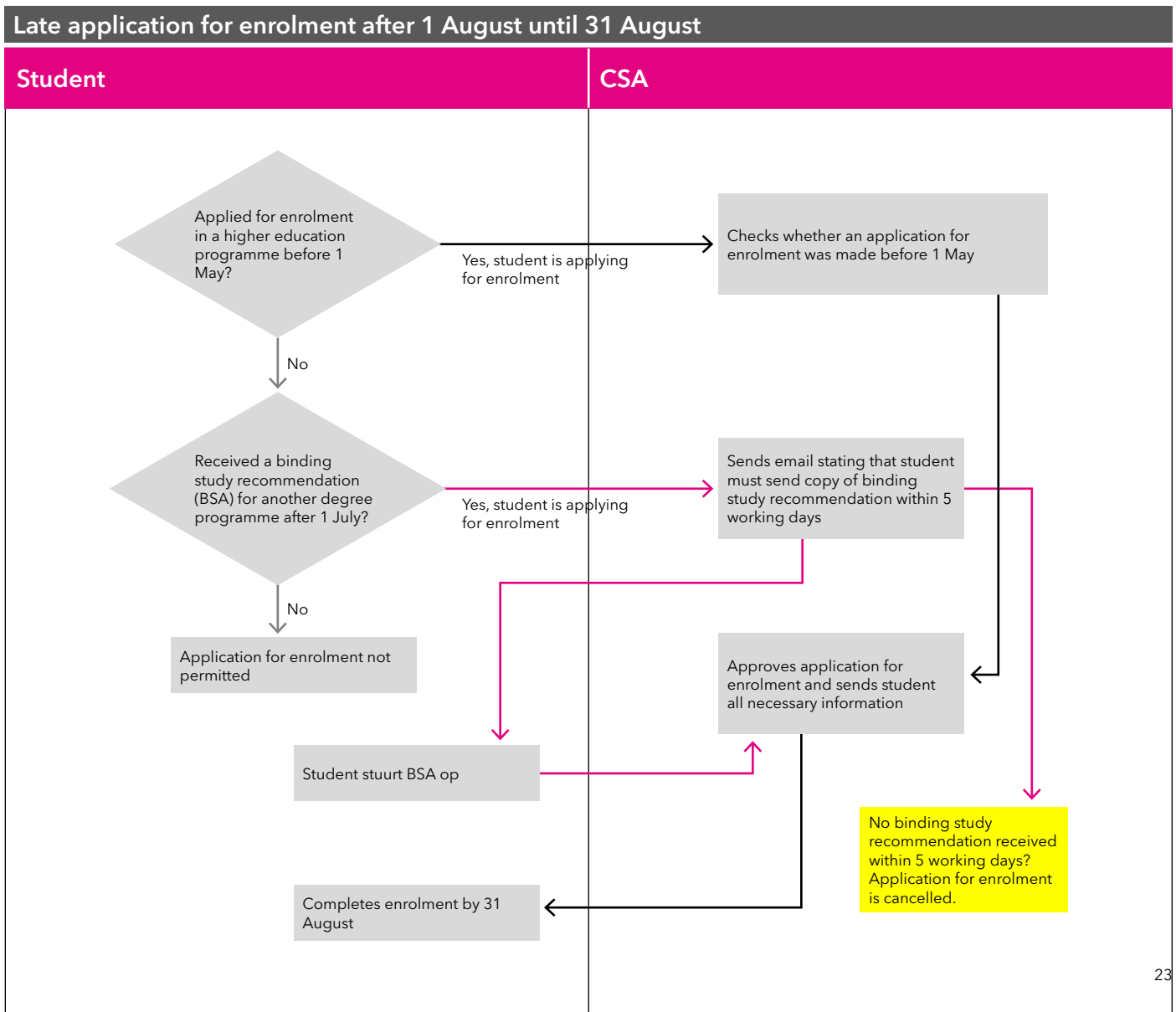
### 3.3.3 If you applied between 1 August and 31 August

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

### 3.4 Exceptions for applications between 1 August and 31 August

You can still apply between 1 August and 31 August in the following cases:

- Binding study recommendation after 1 May for the current academic year**  
 If you have received a binding study recommendation for the current academic year, you can still apply for a new programme between 1 May and 31 August. You will have to complete a Study Check in this case, but will not receive a negative binding study recommendation.
- Switching after having applied for enrolment in a higher education degree programme by 1 May**  
 If you applied for a higher education degree programme by 1 May, you may switch to another degree programme after 1 May but must do so by 31 August. You will have to complete a Study Check for this application, but you will not receive a negative binding study recommendation.



### 3.5 Applying in the interim and for the February intake vs. Study Check

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

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

- **Match - positive recommendation (possibly with points requiring attention)**  
If you receive this recommendation (possibly with points requiring attention) you may start your programme in September, provided your enrolment file is complete.
- **No match - negative recommendation**  
Applies only to voluntary participation in the Study Check. We recommend that you give careful consideration to your choice and why you are not a match. If you are certain about the programme you have chosen, you may carry on completing your enrolment file.
- **No match - negative binding recommendation**  
that you and the degree programme you have chosen are not a match. This recommendation is binding and means you will not be able to start the degree programme. Your application will be cancelled by the CSA.

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

### 3.6 Failure to complete a compulsory Study Check

If you decline to complete a compulsory Study Check (or any component thereof), your enrolment in the degree programme that you applied for will be refused. The CSA will communicate this to you by email or post.



## 4. Tuition fees

Inholland charges two types of [tuition fees](#): statutory tuition fees, which are set each year by the government, and institutional tuition fees, which are set by Inholland itself. Which type of tuition fees you pay depends on the type of degree programme (full-time, part-time or work-study), your nationality and any diplomas/certificates you obtained previously. You pay your tuition fees by setting up direct debit mandate in Studielink (see Paragraph [4.6](#)).

### 4.1 Statutory tuition fees

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

1. You must have Dutch, Surinamese or Swiss nationality, or the nationality of an EEA member state. Further information on this may be found on [DUO's](#) website.
2. You may not already hold a Bachelor's degree obtained after 1 September 1991 at a government-funded educational institution if you enrol for a Bachelor's programme. You may not already hold a Master's degree if you enrol for a Master's programme or an equivalent examination. You may not already hold any higher education degree if you enrol for an Associate degree programme. [DUO](#) will assess whether you meet these conditions.

The exceptions will apply to you if:

- You have already obtained a degree, but now wish to obtain a degree in teaching or health care for the first time.
- You are taking a second, uninterrupted degree programme, which you started before you obtained your first degree.

The statutory tuition fees for the 2023-2024 academic year starting on 1 September 2023 are as follows:

- |  |         |
|--|---------|
| • Bachelor's/Associate degree programme full-time/work-study | € 2,314 |
| • Bachelor's/Associate degree programme part-time            | € 1,934 |
| • Master's programme work-study/part-time                    | € 2,314 |

The statutory tuition fees for the 2023-2024 academic year starting on 1 February 2024 are as follows:

- |  |         |
|--|---------|
| • Bachelor's/Associate degree programme full-time/work-study | € 1,350 |
| • Bachelor's/Associate degree programme part-time            | € 1,128 |
| • Master's programme work-study/part-time                    | € 1,350 |

### First-time students

By order of the government, the statutory tuition fees for anyone who is taking a higher education degree programme for the first time have been halved with effect from the 2018-2019 academic year for the first year of enrolment. More information may be found on the website of the [central government](#).

## 4.2 Institutional tuition fees

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

The institutional tuition fees for the 2023-2024 academic year starting on 1 September 2023 are as follows:

- |  |         |
|--|---------|
| • Bachelor's/Associate degree programme full-time/work-study | € 8,899 |
| • Bachelor's/Associate degree programme part-time            | € 8,565 |
| • Master's programme in Educational Theory part-time         | € 8,565 |
| • Master's programme in Learning and Innovation part-time    | € 7,979 |
| • Master's programme work-study                              | € 8,899 |

The institutional tuition fees for the 2023-2024 academic year starting on 1 February 2024 are as follows:

- |  |         |
|--|---------|
| • Bachelor's/Associate degree programme full-time/work-study | € 5,191 |
| • Bachelor's/Associate degree programme part time            | € 4,996 |

## 4.3 Exceptions to statutory and institutional tuition fees

- Exemption of tuition fee payment for board members:  
The Executive Board may exempt a student, once, at the student's request and for the period of one academic year, from payment of statutory tuition fees. For more information, see Paragraph 1.15.1 in the [CSA guide](#).
- Teacher training programmes and Accountancy:  
Teacher training programmes and Accountancy students who only need to sit one national knowledge test for the examination pay € 2,209.
- Customised programme:  
If you earned a degree on the basis of a customised programme (also referred to as a flexible degree programme) in the past for which the degree certificate was awarded by the Examinations Board of a teacher training or health care programme, please see Paragraph 1.15.1 of the [CSA guide](#) for more information.
- If the certificate you obtained earlier is equivalent to a Master's degree and the programme was a unified government-funded degree programme, this means that you obtained a Bachelor's degree. For more information, see Paragraph 1.15.1 in the [CSA guide](#).





## 4.4 Interim changes

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

## 4.5 Second degree programme

The following rules apply to tuition fees for if you are enrolled in two or more degree programmes:

- If you are enrolled in two or more degree programmes subject to the statutory tuition fees, you will always pay the full-time tuition fee, regardless of the programme type. You must start the second degree programme before completing your first degree programme and the enrolment for your second degree programme may not be interrupted.
- If you pay the statutory tuition fees for your first degree programme based on the exception rule (see Paragraph 1.15 in the [CSA guide](#)), you must pay the institutional tuition fees for the second degree programme.
- If you're studying at Inholland University of Applied Sciences, pay the institutional tuition fees and intend to pursue a second degree programme to which the institutional tuition fees apply, the fees for the second degree programme amount to half of the applicable institutional tuition fees.

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

## 4.6 Setting up a direct debit mandate in Studielink

### 4.6.1 Paying the fees yourself

You pay your tuition fees by setting up a direct debit mandate in Studielink. To authorise the direct debit payment of your tuition fees, you'll need to enter your payment details in Studielink. You can then confirm the mandate straight away. You have a choice of paying the tuition fees either at once or in ten instalments. If you start in February, you opt to pay your tuition fees at once or in five instalments. This applies to the remaining months of the academic year of enrolment (February-August 2024). Payment in instalments is subject to a one-off administration charge of € 24.

#### **4.6.2 A third party is paying your fees**

If someone else is paying on your behalf, you must indicate this when entering the payment details in Studielink. You will then receive an email with instructions that you should forward to the person who will be making the payments. You remain personally responsible for your enrolment and payment of the tuition fees at all times. This applies even if a third party undertakes to pay the tuition fees.

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

#### **4.6.3 Your employer is paying your fees**

Upload a sponsorship form if your employer is paying and wishes to receive an invoice. This form is available in the Self-Service tool. We'll send an invoice to your employer upon receipt of the completed form. You don't need to do anything else in Studielink.

#### **4.6.4 STAP [Incentive for improvement of labour market position]**

It is possible to apply to the UWV for a STAP budget (subsidy) to pay all or part of the tuition fees for a part-time programme at Inholland University of Applied Sciences. Even if you are allocated a STAP budget, you will need to issue the mandate in Studielink. The allocated STAP budget will be offset against your tuition fees by Inholland. For more information, visit [UWV](#) and [our website](#).

The mandate/sponsorship form must have been set up/submitted by 31 August 2023 (or 31 January 2024 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. More information can be found in Paragraph 3.4 of the [CSA guide](#).

#### **4.7 Collection dates**

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

#### **4.8 Non-payment**

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

This means that failure to collect an outstanding amount (or instalment amount) two or more times will cause the direct debit process to be terminated and Inholland to initiate its regular reminder procedure. This is a decision made in advance, where your rights will be suspended until the actual deregistration. The above also constitutes grounds for refusing your new enrolment until the payment arrears have been made up.

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

#### 4.9 Examination fees for external students

As an external student, also referred to as an examination student, you may only sit interim and final examinations. You may not take part in teaching activities and you have no right to study coaching, thesis supervision or to use the Inholland facilities. The examination fees exceed the statutory tuition fees. You cannot pay in instalments and you are not entitled to a refund in case of interim deregistration.

- Examination fees for external students for the 2023–2024 academic year € 2,977

#### 4.10 Determination of tuition fees

The government determines the amount of the statutory tuition fees for full-time programmes each year. The Executive Board determines the amount of the institutional and statutory tuition fees for work-study and part-time programmes each year. The institutional tuition fees exclude any government contribution. The amount of the institutional tuition fees approximates the average amount of the statutory tuition fees per student, plus the average government contribution per student per year. This forms the basis for the preceding information. Also see the Tuition Fees Overview 2023–2024 on [our website](#). This overview also recaps the main eligibility conditions for the tuition fee rates, which are pursuant to Sections 7.45 and further of the [Higher Education and Research Act](#) (WHW).



# 5. International students

This chapter describes the procedures for EEA and non-EEA students. Any further questions? Send an email to [admissions@inholland.nl](mailto:admissions@inholland.nl).

## 5.1 EEA students

If you are from the European Economic Area (EEA) you do not need to apply for a residence permit. Studying is deemed a purpose for residence under the EU treaty and therefore students from the EEA may lawfully reside in the Netherlands. Although there is no requirement to register with the Immigration and Naturalisation Service (IND), it may be convenient to register nonetheless given that other bodies, such as banks, could ask for IND registration. If you are from Switzerland, you are also covered by the EC treaty, even though Switzerland is not part of the EU.

## 5.2 Non-EEA students

The steps you will need to follow to enter and reside in the country for your studies will depend on where you are from:

- If you are from Australia, Canada, Japan, Monaco, New Zealand, Vatican City, South Korea or the US, you will need a valid residence permit (verblijfsvergunning or VVR) to enter and reside in the Netherlands.
- If you are not from an EEA country and not from one of the above countries, you will need a provisional residence permit (Machtiging Voorlopig Verblijf or MVV) to enter and reside in the Netherlands and you must also apply for residence on the basis of full-time study.

If you need a residence permit for the purposes of studying, you must contact the Central Student Administration (CSA) to start the regular residence permit procedure before coming to the Netherlands. Provided that you have met all the requirements in time, the CSA will apply for the provisional residence permit and the regular residence permit for you through a fast-track procedure at the Immigration and Naturalisation Service (IND). Inholland University of Applied Sciences has the power to refuse the sponsorship and not proceed with the application for the residence permit.

A residence document must be valid on 1 September for the September intake (or 1 February for the February intake). Detailed information on applying for a regular residence permit based on full-time study, including conditions, costs and deadlines can be found on [our website](#).

## 5.3 Conditions for a residence permit for study purposes

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

**NB:** An additional requirement applies to Chinese students, see Paragraph [2.13](#).

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

Before the end of the current academic year

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

Before the beginning of the new academic year

- You must demonstrate that you have sufficient funds (€11,495 for the 2023–2022 academic year) to cover your cost of living.
- You must demonstrate that you've taken out valid health insurance, such as the proof of extension of your Aon insurance or other student insurance, or proof of Dutch basic health insurance.



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

If you are studying in the Netherlands with a residence permit for study purposes (in the event of a binding study recommendation, for instance), the IND will be notified upon your interim deregistration as soon as you have obtained your degree certificate or if you fail to meet the study progress requirements\*. This means that Inholland University of Applied Sciences notifies the IND that the student concerned is no longer enrolled as a student and that [sponsorship](#) of the student concerned has ended.

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

#### **5.5 Consequences for the residence permit in case of a transfer to Inholland**

If you already hold a residence permit for study purposes and transfer from another university of applied sciences, your sponsorship must be assigned to the new educational institution (in this case Inholland). You should submit the relevant application to the CSA. Detailed information on the required application including conditions and deadlines can be found on [our website](#).

## 5.6 Registration in the Personal Records Database in the Netherlands

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

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

## 5.7 Work permit for non-EU/EEA students

If you are not from an EEA country, you may work a maximum of 16 hours per week or for three full summer months. Your employer is required to apply for a work permit for a 'working student' for this purpose. You must then take out Dutch basic insurance.

## 5.8 International Office

The [International Offices at Inholland's locations](#) can answer any practical, non-study-related questions you may have before arriving or just after having arrived in the Netherlands. For instance, they can tell you more about:

- Finding a place to live.
- Opening a bank account if you've not yet been assigned a citizen service number (burgerservicenummer, BSN).
- Applying for a knowledge grant (see Paragraph [5.10](#)).
- Applying for a work permit (which you may need for your work placement).

## 5.9 Student finance/tuition fee loan

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

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

## 5.10 Knowledge grant

The [knowledge grant](#) is an allowance designed to increase the influx of high-quality international students. The term 'high-quality' refers to students who are set to complete their degree programme at the university of applied sciences within the nominal duration of the programme (meaning that they obtain 60 ECTS per year, excluding any exemptions). As an international student, you are eligible if you:



- Have enrolled for a full-time degree programme at Inholland University of Applied Sciences for the first time and consecutively ensure re-enrolment.
- Do not hold the nationality of an EEA country, nor Surinamese nor Swiss nationality.
- Owe the institutional tuition fees, and
- Started your degree programme in or after the 2018-2019 academic year (NB Different criteria may apply depending on your starting year).

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

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

When switching programmes (once only) or at the end of the first or second year of enrolment, you'll continue to fall under the scheme if you continue to meet the conditions. However, when switching programmes you'll never receive more than five grants for the old and new programmes combined. That's why you must apply for the grant annually as of the 2019-2020 academic year. More information on this subject can be found [here](#).

### **5.11 Code of Conduct for International Students in Dutch Higher Education**

The Code of Conduct is a joint initiative of the Government of the Netherlands and higher education institutions. It consists of agreements concluded by higher education institutions with regard to the treatment of international students, such as agreements on information for these students and the requirements (including language requirements) they must meet to enrol at an institution. The Code of Conduct is published on [www.internationalstudy.nl](http://www.internationalstudy.nl).

# 6. Deregistration or switching

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

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

## 6.1 Deregistration at the end of the academic year

All students enrolling at the beginning of an academic year at a university of applied sciences or research university enrol for the full academic year (the February intake enrolls for the remaining months of the current academic year). Should you decide against continuing your studies at Inholland in the course of the academic year, you may indicate this through Studielink from May.

If you withdraw your enrolment or re-enrolment application for the new academic year through Studielink before 1 September, no tuition fees are payable for the coming academic year.

## 6.2 Deregistration on request in the course of the academic year

If you're enrolled on 1 September and would like to deregister in the course of the academic year, you'll be deregistered with effect from the month following your request. See Chapter [6.6](#) for details on how this could affect a possible refund of your tuition fees. If the deregistration takes effect from July or August, you will be deregistered with effect from 31 August.

Deregistration always takes effect on the first day of the month. You must submit your request for interim deregistration through Studielink.

## 6.3 Deregistration by Inholland

You will be automatically deregistered by Inholland in the cases described below with effect from the first day of the month following the decision:

- A binding study recommendation (see [6.4](#)).
- Fraud.
- Failure to respect the principles and aim of Inholland.
- Misuse in respect of the intrinsic nature of Inholland.
- Conduct or remarks that suggest a lack of suitability for practising the profession for which the programme prepares the student.
- Violation of the rules relating to the smooth running of Inholland.

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

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

#### 6.4 Binding study recommendation

At the end of the first year of enrolment in a full-time, part-time or work-study programme, you receive a recommendation from the relevant degree programme on the continuation of your studies. A recommendation on the continuation of studies is also issued at the end of the first year of enrolment in an Associate degree programme. If the study recommendation is negative because you've failed to meet the minimum academic performance standard, you must discontinue the degree programme. This is referred to as a binding study recommendation (bindend studieadvies, abbreviated to BSA). The full regulations relating to a binding study recommendation are included in Chapter 7 of the [Teaching and Examination Regulations](#) (OER) for your degree programme. More information on binding study recommendations can also be found at Iris.

What does a binding study recommendation mean in practice?

### What does a binding study recommendation mean in practice?



You may not continue the degree programme - or a degree programme with the same first-year diploma - at Inholland University of Applied Sciences. You'll be de-registered from Inholland and you'll lose your right to student finance and/or a student travel product.



If you've received a binding study recommendation, you may pursue another degree programme at Inholland or at another institution, unless that degree programme has the same first-year programme. If you switch to another degree programme, you must be eligible for admission to that programme and you must start in the first year. This may mean that you could receive another binding study recommendation.



If you definitely wish to pursue the degree programme for which you've received a binding study recommendation, you may only do so at a different university of applied sciences.

## 6.5 What rules apply to deregistration upon graduation?

When you graduate, you may remain enrolled until the end of the academic year: 31 August. You will then no longer be entitled to a tuition fee refund. This applies even if the first month you are no longer enrolled is July or August.

If you graduate in May or earlier, Inholland will deregister you with effect from the end of that month. In this case, you may qualify for a refund of the outstanding tuition fees.

**NB:** The proposed date for your deregistration has implications for the use of student finance or your student travel product (see also Paragraph 6.7).

The deregistration date upon graduation is determined by the date on which you successfully participated in the last teaching activity or had your final interview. The Central Student Administration (CSA) will process your deregistration as soon as the Examinations Board determines that you've graduated. If you graduate towards the end of a month, you may choose to be deregistered at the end of the next month. If you want to deregister at any other time, you can send a request by email to the CSA. Bear in mind that you should only submit this request if you're completely certain that you've graduated.

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

## 6.6 What is the amount of the tuition fee refund?

### 6.6.1 If you pay the statutory tuition fees

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

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

### 6.6.2 If you pay the institutional tuition

If you deregister or your enrolment is terminated in the course of the academic year, you'll receive a limited refund or no refund at all of the tuition fees.

If you started on 1 September, in the event of interim deregistration in the months:

- September to February, you will be liable to pay tuition fees until 1 March.
- March to May, you will be liable to pay tuition fees until the end of the month in which you are enrolled.

- July or August, you will be liable to pay tuition fees until 31 August. If you started on 1 February, you will be liable to pay tuition fees until 31 August in the event of interim deregistration.

If you deregister due to personal circumstances acknowledged as substantial by Inholland (force majeure) and have discussed this with a student counsellor, depending on the student counsellor's recommendation, you may be deregistered earlier and could be granted a refund.

If you deregister in the interim due to a binding study recommendation or because you have graduated, you will no longer be liable to pay tuition fees for the remaining months with effect from the first month you are deregistered, unless you deregister with effect from July or August. A refund will not be granted if you're still enrolled in another degree programme at Inholland University of Applied Sciences and have not or have not yet paid for enrolment in that particular programme separately.

If it's possible to obtain a refund, it will amount to one twelfth of the tuition fees paid for each month in which you're no longer enrolled, unless you're deregistered with effect from July or August. In this case, no refund will be possible.



### **6.6.3 In the event of death**

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

## **6.7 Consequences of deregistration**

### **6.7.1 For your student finance**

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

### **6.7.2 For your student travel product**

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

### 6.7.3 For your residence permit

If you've been granted a residence permit entitling you to study in the Netherlands, you will lose your right of residence as soon as you deregister (see also Chapter 5.3).

### 6.7.4 At Inholland

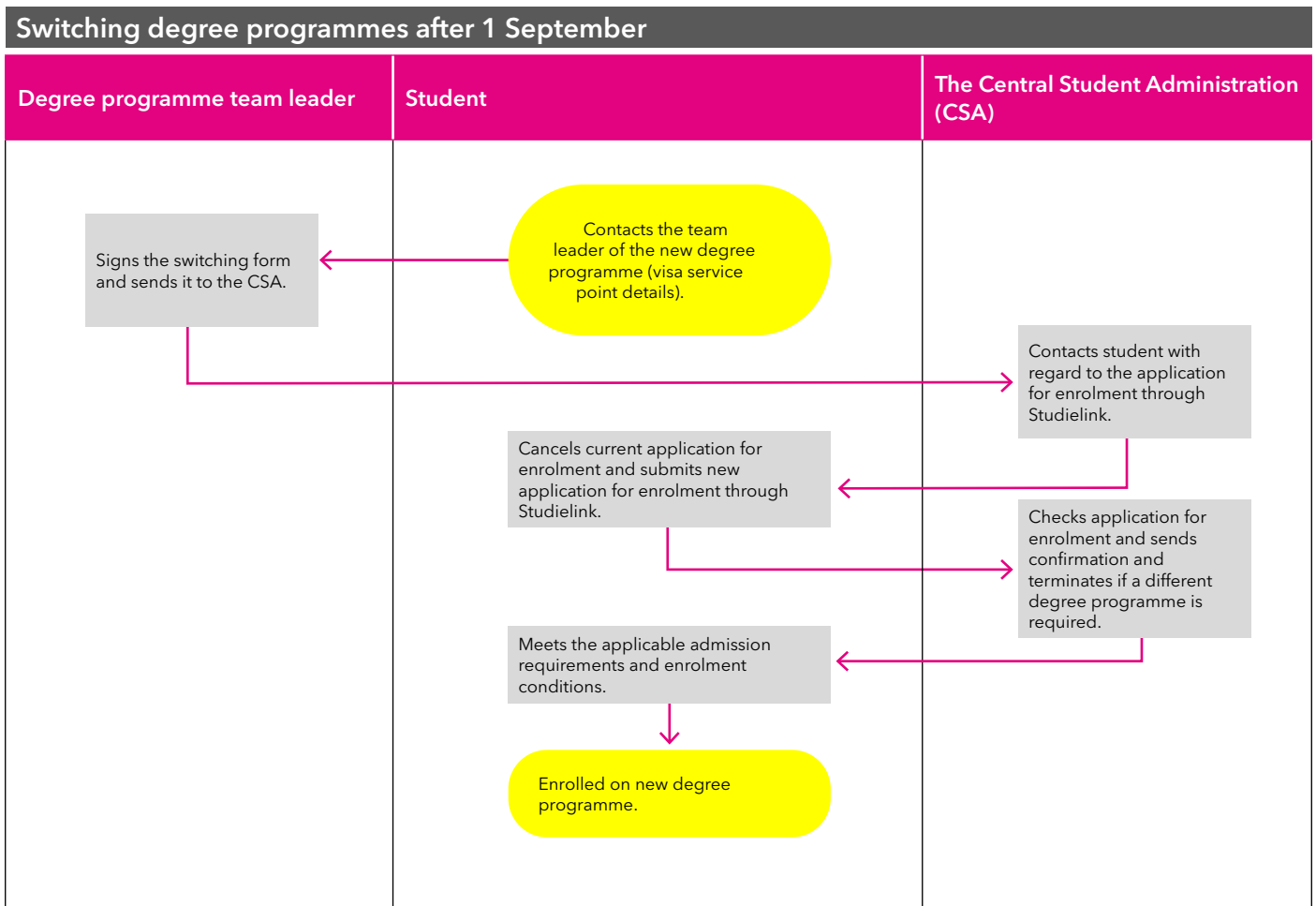
After your deregistration, you're no longer entitled to:

- Access to Inholland's facilities
- Attend lectures
- Access to your student account
- Software licenses

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

## 6.8 Switching degree programmes

If you want to switch to another degree programme (or location) in the course of the academic year, follow the steps below:





Points to consider:

- If you switch from a full-time to a part-time degree programme, you're no longer entitled to student finance and a student travel product from the date on which your first enrolment ends.
- If you switch from a part-time to a full-time degree programme, you must pay the difference in part-time and full-time tuition fees.
- You could incur a study delay as a result of the different structure of the degree programme or due to the unfavourable timing of switching.
- You must meet all the admission and enrolment requirements that apply to the new degree programme. In most cases, you must have received a positive Study Check recommendation in accordance with the regular Study Check rules.



# 7. Complaints and disputes

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

## 7.1 Objection procedure

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

## 7.2 Appeal procedure

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

## 7.3 Student counsellor

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