

CSA guide 2023-2024

Additional implementation regulations Inholland enrolment and deregistration rules

Central Student Administration

Version: 21 March 2023

Author	: Central Student Administration
HMR positive recommendation	: 21 April 2023
Executive Board approval	: 25 April 2023

Table of contents

Introduction	4
1 Enrolment, admission and deregistration	5
1.1 General prior education requirements and credential evaluation	5
1.2 Specific prior education requirements and other requirements	5
1.3 Dutch and English language requirements	9
1.4 Entrance exam (21+)	11
1.5 Part-time work requirements and work-study agreements for dual degree programme	12
1.6 Admission to an accelerated pathway for VWO students	12
1.7 Master's programmes admission requirements	13
1.8 General terms and conditions of admission	13
1.9 Application deadlines on 1 May and later, and Study Check	14
1.10 Enrolment regulations	15
1.11 Placement and enrolment quotas	19
1.12 Rights and responsibilities of internal and external students	20
1.13 Deregistration	21
1.14 Tuition/examination fee amounts	22
1.15 Reduction of and exemption from tuition fees	24
1.16 Reimbursement of tuition fees	26
2 Study Check Regulations	28
2.1 Intended for	28
2.2 Excepted groups	28
2.3 Initial application for a higher education degree programme by 1 May	28
2.4 Initial application for a higher education degree programme after 1 May	29
2.5 Nature and content: compulsory components	32
2.6 Study Check dates	33
2.7 Consequences of not completing compulsory components	34
2.8 Validity period of a recommendation or rejected application	34
2.9 Overview	34

3 Payment and Tuition Fee Conditions for digital authorisation	35
3.1 Submitting authorisation for payment of tuition fees	35
3.2 Deregistration	35
3.3 Tuition fee amount for 2023–2024	35
3.4 Payment	36
3.5 Default of payment	36

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 Study Check. The third chapter sets out the Payment and Tuition Fee Conditions for digital authorisation. The CSA guide may be found at [Iris](#) and on the Inholland [website](#).

1 Enrolment, admission and deregistration

The paragraphs 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 one or more of the following prior education requirements (as stated under the Higher Education and Research Act):

- a. a pre-university education (VWO) diploma;
- b. a senior general secondary education (HAVO) diploma;
- c. the MBO level 4 diploma is a diploma recognised by the Ministry of Education, Culture and Science based on the Adult and Vocational Education Act ([Wet Educatie en Beroepsonderwijs](#)) 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 (WO) or university of applied sciences (HBO);
- 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 may charge a fee for any such evaluation. An evaluation by Nuffic will always take the form of a recommendation, from which no rights may be derived.

Paragraphs 1.2 and 1.3 also apply.

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 2023, 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 Paragraph 1.4.

1.2 Specific prior education requirements and other requirements

1.2.1 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 under the Higher Education Enrolment and Admission Regulations ([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 – matches the applicable cluster/subject requirements at the time of enrolment. The Central Student Administration will assess applications on behalf of the Executive Board and, if approved, will issue a confirmation of admission.

Students seeking admission based on first-year or Associate degree certificates (see Paragraph 1.1, item 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. Students who do not meet the requirements under a are only admissible and can only enrol once they have demonstrated that they meet criteria comparable to the applicable specific prior education requirements. Any deficiencies must be rectified at HAVO final examination level. To do so, students may also elect to complete the so-called 'deficiency test', which is administered by the Entrance Examinations Office. Students who pass will receive a confirmation of admission. Inholland charges an administration fee for this test.
- c. The specific requirements given here also apply to applicants with diplomas listed under Paragraph 1.1(d–g), which will be evaluated by the Central Student Administration. If the documentation reveals any deficiencies, students may complete a deficiency test as described under b. For any deficiencies regarding proficiency in English or Dutch, please see Paragraph 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 Specific prior education requirements for post-MBO students

The Higher Education Enrolment and Admission Regulations ([Regeling aanmelding en toelating hoger onderwijs](#)) set out the enrolment requirements for certain programmes or programme groups as they relate to the desired MBO programme content or the content 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. Students who do not meet the criteria can sit a deficiency test administered by the Entrance Examinations Office, which will assess whether the level of the qualification is comparable to the level set in the specific prior education requirements. Any deficiencies must have been rectified at a level to be indicated by Inholland. Students 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 Study Check Regulations listed in Paragraph 1.9).

1.2.3 Special prior education requirements for primary teacher training programmes

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. Paragraph 1.2.1a (concerning the designated subjects and programme components) and Paragraph 1.2.2 won't apply in this case.

The requirements concern components or knowledge areas as listed under Section 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 Higher Education Enrolment and Admission Regulations ([Regeling aanmelding en toelating hoger onderwijs](#)) (HAVO-3 or VMBO-t4). The above demonstrates 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 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 above documents cannot be supplied, successfully completing a deficiency test (administered by the National Institute for Educational Measurement (CITO)). Procedural regulations (to be set by the director and approved by the Executive Board) will apply to this test. For more information, visit the website [goedvoorbereidnaardepabo.nl](#).

An exception will be made if, as of 1 September 2023 and 1 February 2024 respectively, an applicant does not yet fully meet the aforementioned special prior education requirements for primary teacher training programmes in the subjects of geography, history and science (including biology), as described on the website [goedvoorbereidnaardepabo.nl](#). Applicants who meet the further enrolment requirements will be enrolled as a student with effect from 1 September 2023 and 1 February 2024 respectively - subject to the above conditions. On the basis of 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 teacher training college (Pabo) to demonstrate that they do in fact meet those prior education and admission requirements. If they do not succeed in doing so, they will be deregistered by 31 August 2024 and 31 January 2025 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 to the further specific prior education requirements is extra-curricular. 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 recommendation 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 teacher training college.

1.2.4 Additional requirements for Music, Electronic Music, Sport Studies, Midwifery and the Primary Teacher Training programmes

Admission to these 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 Higher Education Enrolment and Admission Regulations ([Regeling aanmelding en toelating hoger onderwijs](#)). They are specific requirements concerning the practice of the profession or professions for which the programme prepares students with respect to:

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

To be eligible for the test, students will usually need to enrol via Studielink well before 1 May. Application dates will be listed with the relevant programme information on the Inholland website.

The additional requirements are as follows.

- *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. Students must also pass a medical examination by a physician (for further details, see the regulations and 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 separate programme [website](#).
- *Teacher training college*: Students 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. Hogeschool Inholland will initiate this application for new students with the Ministry of Justice and Security ([Justis](#)).

These criteria 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 paragraph 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 paragraph 1.1(e), (f) or (g) were obtained abroad, the candidate 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 Educative 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 other Higher Education Institutions counts as proof of sufficient language proficiency.

1.3.2 The English language

Students wishing to enrol in programmes taught in English must have sufficient proficiency in the English language. Students of Dutch nationality who completed prior education outside the Netherlands, or international students¹, must meet the minimum requirements given below, in accordance with the Code of Conduct for International Students in Dutch Higher Education (see Paragraph 1.3.4). To this end, students must present documents that demonstrate that the results were achieved no more than two years prior to the effective date of enrolment:

- IELTS, academic level, average score of 6.0 or
- TOEFL 80 for the Internet-based test (iBt 80) or
- TOEFL 550 for the paper-based test (this test is not accepted in the case of people from the People's Republic of China) or
- TOEIC 670 (if the 'Speaking and Writing' and 'Listening and Reading' components are passed) or
- A Cambridge Certificate in English or in Proficiency English or
- A Cambridge First Certificate in English, score C (169-172).

An institutional TOEFL certificate won't be accepted.

¹ 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.

Students from the People's Republic of China must also provide the Nuffic certificate in order to meet the language (and other) requirements if Inholland applies for the visa/provisional residence permit and/or a residence permit using the regular procedure.

The above language requirements do not apply to students who have completed their prior education in English in a country and/or at an institution based on which Inholland assumes a comparable level of linguistic proficiency, or are in possession of:

- the European Bacculaureate with English as the language of instruction and have been awarded a minimum score of 6 for the English language;
- the International Bacculaureate 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 English language.

Simply having completed all or part of their prior education in English is therefore not sufficient to demonstrate proficiency in the language.

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. The IELTS or comparable requirement listed above shall also 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 students 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.

1.3.2 Language test more than two years old

Purely language-related certificates and diplomas (other than those related to the Dutch language) must not be more than two years old, counting back 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 it is not, 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 at [international study](#) and was last revised on 1 October 2022.

1.4 Entrance exam (21+)

1.4.1 Insufficient prior education

Students who do not meet the set prior education requirements can be exempted by sitting an entrance exam (also referred to as the 21+ test) and demonstrating their suitability for the desired programme. Exemptions are issued on behalf of the Admissions Board by the Entrance Examinations Office, which also administers the entrance exam. Students 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 students have the knowledge and skills required for a degree programme at Inholland. We do this on the basis of a Multicultural Cognitive Ability Test - Higher Level (MCT-H): students' results are compared with a control group in order to determine whether they do in fact have the required level of abilities for their new course of study.

Upon successful completion of the cognitive ability test, students will receive an email invitation to sit the subject-specific test. The duration and content of the test varies from one subject 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 test 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, students must be able to present the exemption described in Paragraph 1.4.1 above no later than the deadline for all enrolment criteria applicable to the programme in question (see Paragraph 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 students 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 if they 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 recommendation 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 Part-time work requirements and work-study agreements for dual degree programme

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 Dual degree programmes

Enrolment in dual 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 it is not possible enter into an agreement with another employer, students must switch to the full-time version of the programme. If no full-time version is available, students will need to suspend their studies (temporarily or permanently) and/or deregister.

1.6 Admission to an accelerated pathway for VWO students

1.6.1 Open to

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

1.6.2 When applicants don't meet diploma requirement

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 Paragraph 1.1g), 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 Paragraphs 1.2.1 and 1.2.2 (where appropriate, by means of the test described in those paragraphs).

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/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 admission and enrolment requirements remain in force.

1.7 Master's programmes admission requirements

The following admission criteria apply to Master's programmes:

- a. possession of a Bachelor's degree in higher 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 Paragraph 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 admission 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 admission 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 these Master's programmes is allocated a specific number of places. 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 Paragraph 1.1e 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 degree and that the applicant does not meet the requirement under b of this paragraph.

Applicants must also demonstrate Dutch language proficiency at level B2 of the Common European Framework of Reference as described in Paragraph 1.3.1 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

Paragraphs 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 joint programmes or specialisations 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 joint programme/graduation track may not interrupt their enrolment at Inholland for the course of the programme.

1.9 Application deadlines on 1 May and later, and Study Check

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

1.9.1 Application by 1 May

Students wishing to enrol in one or more Bachelor's or Associate degree programmes must apply via [Studielink](#) for at least one programme by 1 May prior to the relevant academic year at the latest. 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 Study Check for programmes with 1 May application deadlines

Students who apply by the 1 May deadline are entitled to a Study Check (SKC) activity offered by Inholland for the relevant programme, at the conclusion of which Inholland will issue a recommendation. Inholland may also set Study Check participation as a requirement, or decide merely to send an invitation. This will be evident in the overview included as part of the detailed procedures described in Paragraph 2.3 below. If the Study Check is made compulsory and the applicant fails to participate without a valid reason, the CSA will refuse enrolment if such follows from the stipulations in Paragraphs 2.3 and 2.7. Students are not required to follow Study Check 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 Paragraph 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 maximum available places. Students wishing to switch programmes due to a binding study recommendation that was issued at a time that rendered application by 1 May impossible are also exempted. The latter exception category falls under Paragraph 2.4.3.

1.9.3 Application after 1 May for a different programme

Students 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 Study Check 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 a Study Check for the application, voluntary completion of the Study Check is possible and will be

accompanied by a Study Check recommendation. A negative recommendation will not result in denial of enrolment by the CSA.

However, where enrolment takes place later than 1 September, enrolment will be refused if dictated by the stipulations in Paragraph 2.4.4 (in accordance with refusal based on a negative recommendation if the initial enrolment was after 1 May). If a student fails to participate in the Study Check without a valid reason, the CSA will refuse enrolment if such follows from the stipulations in Paragraph 2.4.4. The provisions of Paragraph 2.4.4 also apply to students who receive a binding study recommendation 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 is still possible:

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

1.9.5 Detailed Study Check implementation regulations

The Executive Board has drawn up a set of Study Check Regulations to facilitate the Study Check process (see [Chapter 2](#)). Among other things, these regulations set out the content of the Study Checks, 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 Study Check 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 times 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. Students may only enrol in one format or variant 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 or those in later years). 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. Paragraph 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 paragraph; for transfers, see paragraph 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.

The student must also have a positive recommendation from a Study Check already completed for the programme earlier that academic year or from a Study Check yet to be carried out if participation is compulsory according to the overview accompanying the Study Check 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 moment of admission, interim enrolment won't be possible.

1.10.2 Enrolment documents and use of personal identification number.

Access to the Self-Service tool is granted once an application for enrolment has been submitted. This is where enrolment documents can be uploaded. 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. The university 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 Paragraph 1.13.

Changing programmes, programme formats or locations at times other than 1 September is only possible: (when transferring to another programme) if the student has a positive recommendation from

a Study Check already completed for the programme earlier that academic year or from a Study Check yet to be carried out if participation is compulsory according to the overview accompanying the Study Check 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 admission and enrolment requirements applicable to the new programme or programme form are met, as required by 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 courses, 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 not only switching to another programme may lead to a study delay, but also switching to another version of or location for the same programme. 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 MijnInholland 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 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 or those who are foreigner under [Section 7.32 of the Higher Education and Research Act \(WHW\)](#). Foreigners who no longer meet the conditions of [Section 7.32 of the Higher Education and Research Act \(WHW\)](#), but who were previously enrolled in accordance therewith, may enrol again if they continue to study and have not yet completed the programme.

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, of the EER 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 lack of sufficient study progress.

1.10.7 Paying 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.

Instead of the digital mandate, students and their employers may submit Inholland's fully completed standard letter of guarantee (if the employer does not offer a declaration option) 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.

If an internal or external applicant who is of age is not paying their own tuition/examination fees, enrolment won't be complete until they have provided a declaration via [Studielink](#) (or, if not possible, in writing) stating that they agree to the third party named in the declaration paying the fees on their behalf. Any such declaration will again form part of any future confirmation of payment as described above.

If a third party remains in default of payment, Inholland reserves the right to demand that the associated internal or external student pay the amounts owed themselves immediately upon request. In cases of default of payment, the internal or external student or third party will also be held liable for any debt collection costs and for the statutory interest owed, calculated from the initial notice of default (demand for payment).

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

The payment regulations are detailed further in the enrolment documents, in the digital or written tuition fee direct debit mandate (including the mandate for payment by a third party) and in the other accompanying documentation of the Central Student Administration.

The amount of the tuition and examination fees is set in Paragraph 1.14 and subsequent paragraphs.

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 the charter of the Netherlands Higher Education Foundation (*Stichting Hoger Onderwijs Nederland*), 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 the student'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 graduation tracks/variants of a programme in any academic year or at any location, for example if there are too few applications. Students 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, students won't be enrolled. Where international students are involved, Inholland will apply 1 November as the latest programme cancellation date for the February intake. Students who were enrolled in the relevant programme format, specialisation or variant 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 Paragraph 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 in 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.

Fees may be charged for participation in the selection procedure.

1.11.2 Refusing enrolment 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 at Inholland.

1.12 Rights and responsibilities of internal and external students

1.12.1 Enrolment as an external student grants the following rights:

Enrolment as an internal 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 Paragraph 1.15.1:

- a. participation in the teaching activities in the degree programme, and in principle in all undergraduate teaching activities 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 examinations and tests for the programme. As external students have no right to supervision, such assessments may not include the completion of a thesis;
- b. access to 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 the event that Inholland phases out a 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 CROHO database managed by DUO (the 'programme cancellation date'), except in cases concerning an additional variant 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, he or she 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

A student will be deregistered as of the start of the month following notification by Inholland in cases dictated by:

- a binding study recommendation,
- 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/examination fees effective at the start of the second month following the first demand for payment.

1.13.3 Enrolment in two programmes

Students will also be deregistered as stated in Paragraph 1.13.1 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 Paragraph 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/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 an examination fee. 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 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 degrees 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 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 (BRON-HO). 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 and who have 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. complete their studies 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 Paragraph 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 degrees or graduation tracks 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 Paragraph 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 year.

Tuition fees may vary by programme or group of programmes, or for individual or 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 tuition fee rate

Enrolled students who are entitled to pay the statutory tuition fee amount and who enrol in a second programme subject to statutory tuition fees 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 Paragraph 1.14.2a 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. Paragraph 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 who complete joint or double degrees 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 are not commercial in nature.

Students can submit such requests to the secretary of the Executive Board. Requests must be justified in such a way that sufficient information is provided on the aspects relevant to evaluation.

Students may also be asked to attach supporting statements from other board members or persons involved in the relevant activities to the request.

Degrees earned on the basis of a customised programme

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 and therefore already hold a degree in education (despite not having a teaching qualification) and would now like to obtain a degree in teacher training or health care, will, if they satisfy the nationality criterion, be eligible for the rate stated below, 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 tuition fee rate

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

Students who are enrolled at another institution at the institutional tuition fee rate and who 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.

1.15.3 Halving of tuition fees for the first year of higher education

Students who have not previously studied at a university of applied sciences or research university pay half the tuition fees for the first academic year. The halved rate also applies to students enrolled in a teacher-training programme at a government-funded university of applied sciences or research university. The exact conditions are described on the website of the [central government](#).

1.16 Reimbursement of tuition fees

1.16.1 Reimbursement of statutory tuition fees

Students are entitled to a reimbursement of one twelfth of the tuition fees due for each month of the academic year following deregistration, unless they deregister in 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 July or August.

See Paragraph 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. 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 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 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 was 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 recommendation;
- 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

Amounts are refunded to the student himself or herself or his or her legal representative. If a student's tuition fees upon enrolment were paid by a third party (including 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 and in so far as a student still owes money to Inholland, those amounts will be reduced by the sum to be reimbursed.

2 Study Check Regulations

2.1 Intended for

The Study Check (Studiekeuzecheck, SKC) is compulsory at Inholland when applying for:

- a full-time Bachelor's or Associate degree programme, or
- a part-time or work-study programme has chosen to make the Study Check compulsory.

The [overview](#) shows for which degree programmes the Study Check is compulsory. Students who do not participate in the Study Check or any part thereof when participation is compulsory will not be enrolled for the programme. The CSA will send the student concerned a message about this.

At Inholland, voluntary participation in the Study Check is possible for students applying for a part-time or work-study variant (except for the programmes listed in the overview; the Study Check is compulsory for these applicants);

2.2 Excepted groups

Applicants in one of the excepted groups below are not subject to the statutory Study Check 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 expected to complete the Study Check.
- Applicants who applied for enrolment in a degree programme with a format of variant 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 who applied 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 a higher education degree programme by 1 May

In this case, applicants are entitled to a Study Check with a recommendation for the relevant programme. The CSA will communicate this information by email. The Study Check is compulsory, unless otherwise indicated in item 2.2 and/or the [overview](#).

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

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

Within two weeks of completing the Study Check, confirmation of the Study Check 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 your application procedure):

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

The applicant may continue going through the application procedure and meeting the other admission and enrolment requirements (if any) for the programme(s) to which the recommendation relates as of 1 September. Although it is not compulsory to follow up on the points requiring attention, applicants should not underestimate their importance with regard to their study success.

- *no match*

Because your first enrolment in higher education is 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. The applicant may continue meeting the admission and enrolment requirements for the programme(s) to which the recommendation relates. Voluntary completion of the Study Check is a further reason for a negative recommendation not leading to rejection of enrolment.

If the applicant chooses to study another programme due to a negative recommendation or for any other reason, they must apply for enrolment in the new programme. In that case, they must complete a Study Check again, unless the same Study Check applies to that programme or one of the exceptions under item 2 applies. Should the applicant receive another negative recommendation, this will again not result in the application being rejected because the first application was made before 1 May. This first application may also have been made at another higher education institution. Although completion of the Study Check is often compulsory and sometimes free of obligations, applicants have the right to complete a check for a maximum of three 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 a higher education degree programme after 1 May

2.4.1 Initial application after 1 May, but by 1 August

Completion of the Study Check for the programme for which applicants have applied is compulsory, unless one of the exceptions under item 2.2 applies. The CSA will email information about this. If participation is not compulsory, a notification can be made through the CSA for voluntary participation in the Study Check for the programme to which the notification applies.

Within two weeks of participating in the Study Check, confirmation of the Study Check 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 application procedures):

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

Students may continue meeting the admission and enrolment requirements for the programme(s) to which the recommendation relates as of 1 September. Although it is not

compulsory to follow up on the points requiring attention, applicants should not underestimate their importance with regard to their study success.

- *Negative: no match*

Students for whom completing the Study Check was compulsory and whose applications fall under one of the situations described in Paragraph 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. Applicants may continue meeting the admission and enrolment requirements for the programme(s) to which the recommendation relates.

- *Negative: binding*

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

Applicants who choose to study another programme due to a negative recommendation or for any other reason must complete a Study Check again, unless the same Study Check applies to that programme or one of the exceptions under item 2.2 applies. 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 CSA's message.

2.4.2 Initial application after 1 August, but by 31 August

In this case, the applicant won't be able to complete a Study Check in time for an enrolment on 1 September. He or she will not be enrolled, unless the programme concerned is not subject to a compulsory check and they meet the other admission and enrolment requirements in time.

Occasionally, a programme (and sometimes only a variant of the programme at a specific location) starts in February. Applicants wishing to start in February may apply for that intake date from 1 October.

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

Binding study recommendation

For applicants who apply after 1 May, but by 31 August, and this is demonstrably the result of a recently received binding study recommendation for another programme, completing a Study Check is compulsory as well. They may continue meeting the admission and enrolment requirements as of 1 September, even in the case of a negative recommendation. If the binding study recommendation has been issued by another institution, the applicant should always send a copy to the CSA for assessment. A binding study recommendation 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 recommendation.

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 a Study Check for the new

application is compulsory as well. They may continue meeting the admission and enrolment requirements as of 1 September, even in the case of a negative recommendation.

2.4.4 Application on or after 1 September for interim enrolment

This is an enrolment when 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 applicant 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 courses 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.

NB:

- 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 Study Check for the same degree programme in the same academic year. Applicants who completed a Study Check for the programme of their choice in the same academic year and received a positive recommendation, may continue meeting the admission 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 Study Check and the regular admission and enrolment requirements (see Paragraph 1.10.1).

For applicants applying in the interim for a degree programme for which they did not complete a Study Check earlier in the academic year, completing a Study Check is compulsory, unless item 2 and/or the **overview** provide otherwise. If completion is not compulsory, they are not entitled to a Study Check. Within two weeks of completing the Study Check, confirmation of the Study Check 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)*
Applicants may continue meeting the admission and enrolment requirements for the programme(s) to which the recommendation relates for the interim enrolment. Although it is not compulsory to follow up on the points requiring attention, applicants should not underestimate their importance with regard to their study success.
- *Negative: no match*
If completing the Study Check was voluntary, Inholland won't reject the interim enrolment for the programme(s) to which the recommendation relates on account of a negative recommendation. The applicant may continue meeting the admission and enrolment requirements for the programme(s) to which the recommendation relates.
- *negative: binding*

If completing the Study Check 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 a Study Check again, unless the same Study Check applies to that programme or one of the exceptions under item 2.2 applies.

2.5 Nature and content: compulsory components

The following applies to *all* applicants for whom a Study Check is compulsory: taking part in and/or completing the Study Check 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. *NB:* Applicants should complete the questionnaire even if they are prevented from undertaking the next compulsory Study Check activities (see item 2.7):

For applications with *an address in the Netherlands*

The Study Check consists of at least one and at most three compulsory components:

1. Completing the compulsory online Study Check questionnaire:
The questionnaire consists of a general section which focuses – among other things – on the applicant's current study situation, the Study Check activities they have undertaken and their capabilities and motivation. This information will be supplemented with components that are important for the programme. The questionnaire states the programme to which 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. The questionnaire is followed by a compulsory activity, online or otherwise.
Once an applicant has completed the questionnaire, it will become clear whether this applies him or her. The second step on the Study Check page in the Self-Service tool contains the relevant information. Applicants can also schedule the appointment(s) for the Study Check 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.

For applicants with an *address abroad*

The Study Check consists of at least one and at most three components:

1. Completing the compulsory online Study Check questionnaire:
The questionnaire consists of a general section which focuses – among other things – on the applicant's current study situation, the Study Check activities they have undertaken and their

capabilities and motivation. This information will be supplemented with components that are important for the programme. The questionnaire states the programme to which 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 Study Check page in the student Self-Service tool. If the online interview doesn't apply to them, they will receive a Study Check recommendation by email shortly after completing the online questionnaire. This concludes the compulsory study choice 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 Study Check dates

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

- *September intake*
 - March, one week (degree programmes may or may not opt to offer a Study Check)
 - April, one week
 - June, two weeks
 - August, one week
- *February intake*
 - January, one week

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

Applicants with an address in the Netherlands

Depending on the time of application, applicants can choose a date from one of the set Study Check weeks using the Study Check calendar tool on the personal Study Check page in the Self-Service tool. The CSA will send applicants an email with a link to the Self-Service tool (see also 2.5 for the compulsory components).

For applicants with an address abroad

The CSA will send applicants an email with a link to their personal Study Check page in the Self-Service tool. Depending on the time of application, applicants will be assigned to a week during which any compulsory online interviews will take place (see also 2.5 for the compulsory components).

2.7 Consequences of not completing compulsory components

- The Study Check online questionnaire should be completed by applicants by the deadline given. This is a prerequisite for participation in the Study Check 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 Study Check date.
- For the compulsory (online) activity or activities, applicants must schedule an appointment themselves for the Study Check 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 Study Check and participate then. If no appointment is made by then, the applicant will be unable to meet the Study Check obligation and enrolment will not be possible. The CSA will send a message to the applicant, notifying him or her that this is the case.
- Besides making an appointment for the Study Check activity, attendance for the compulsory (online) Study Check activity or activities or the online interview is also a prerequisite for full completion of the Study Check.

Applicants who have made an appointment for the compulsory Study Check 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.

2.8 Validity period of a recommendation or rejected application

A recommendation issued following the Study Check or rejected application is only valid in the academic year to which the application relates. The validity period within an academic year may differ for each mandatory Study Check component:

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

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

2.9 Overview

The **overview** associated with these rules will be further elaborated by the director in charge of a degree programme. This list is published together with the above regulations.

3 Payment and Tuition Fee Conditions for digital authorisation

To be enrolled, applicants must submit a digital authorisation 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 authorisation 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 authorisation by 31 August 2023 (or 31 January 2024 for the February intake). Failure to do so will lead to enrolment being refused. An authorisation will remain valid if the student switches to another programme after confirming the authorisation.

3.2 Deregistration

It is possible to deregister in the interim. This must be indicated 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 Paragraph 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.

3.3 Tuition fee amount for 2023–2024

The statutory tuition fees for the 2023–2024 academic year amount to €2,314 (€1,350 for the February intake). Institutional tuition fees may not exceed €8,899 (€5,191 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. For students who have never previously enrolled in higher education, the amount of the statutory tuition fees is half of the amounts provided above. 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.

3.4 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, he or she 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 'Default of payment' for further information). The account holder may not close the IBAN or revoke the authorisation. The CSA must be notified of any changes to bank details as soon as possible.

3.5 Default of payment

If it becomes apparent that the account holder who issued the direct debit authorisation for the payment of the tuition fees has insufficient funds and has failed to meet the payment obligations repeatedly, the outstanding amount must be paid at Inholland's first request. This means that failure to collect an overdue amount (or instalment amount) two or more times will cause the direct debit process to be terminated and Inholland to initiate its regular reminder procedure. Demands for payment will be issued through the Inholland ICT account and other channels. This will rescind the arrangement to pay in instalments and cause the entire outstanding amount to become immediately due and payable. If this does not lead to payment of the entire tuition fee amount either, the outstanding amount will be increased by statutory collection charges and will be passed on for collection to Inholland's debt collection agency. If Inholland initiates a judicial or extrajudicial process to collect the outstanding amount, the statutory default interest and all collection charges (inclusive of VAT at 21%) pursuant to the Extrajudicial Collection Costs (Standards) Act (WIK) will become immediately due and payable by the student. 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.