



2024-2025 HAN ENROLMENT REGULATIONS_

Regulations for application, enrolment, re-enrolment and termination of enrolment for the 2024-2025 academic year

School of Engineering and Automotive

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INTRODUCTION

These regulations contain the rules about application, enrolment, re-enrolment, and termination of enrolment for the **bachelor and master degree programmes of the School of Engineering and Automotive at HAN University of Applied Sciences** for the 2024-2025 academic year.

Application and enrolment

Application is not the same as enrolment. An applicant who wants to do a degree programme first needs to *apply*. After that follows a process of determining whether the student is admissible. Do they meet the prior education requirements? Are all documents in order? Etc. If applicable, the student is advised to confirm their choice of degree programme by participating in the My Match activities. Finally, tuition fees must be paid. Only when all this has been arranged can the applicant actually be *enrolled* as a student.

It is important to be aware of this distinction when reading these regulations.

Reading instructions

Chapter 1 contains the general rules for application; chapter 2 contains the specific requirements that students must meet in order to apply for an associate or bachelor degree programme. Chapter 3 contains the rules about My Match and chapters 4 and 5 describe the various rules for degree programmes with a selection procedure.

Chapter 6 describes the specific requirements applicants must meet to apply for a master programme, including any selection procedures.

Chapter 7 contains the provisions on tuition fees and chapter 8 the provisions on termination of enrolment and re-enrolment. Finally, chapter 9 outlines how and where complaints or objections can be submitted.

Contact

For questions about application, enrolment, re-enrolment and termination of enrolment, contact ASK HAN. Contact details can be found on hanuniversity.com/contact.

Contract education

These regulations do not apply to enrolment in post-bachelor programmes or courses, or education that is otherwise considered contract education. The rules that apply to enrolment for contract education are included in the agreement the client has made with HAN and in the general terms and conditions that apply based on the agreement.

TERMS AND DEFINITIONS AND ABBREVIATIONS

Applicant	Someone who is thinking about enrolling in a HAN degree programme or who has applied but whose enrolment is not yet finalised.
Application	An enrolment application for a degree programme at HAN.
Dean	The person who is appointed as such and who directs a HAN school.
Executive Board	The institutional board of HAN.
Tuition fees	The tuition fees as defined in article 7.43 et seq. of the Higher Education and Research Act, which a student must pay annually.
Entry Assessment Committee	Committee that decides (on behalf of the Executive Board) whether an applicant is suitable for the degree programme.
DUO	Dienst Uitvoering Onderwijs (education executive agency).
External student	A person enrolled at HAN as an external student as defined in article 7.36 of the Higher Education and Research Act. More information can be found in the Student Charter .
HAN	HAN University of Applied Sciences
Re-enroller	A student who is enrolled or was previously enrolled in a degree programme at HAN and is enrolling at HAN again.
Enrolment	An enrolment as defined in article 7.32 of the Higher Education and Research Act for a degree programme at HAN.
Institutional tuition fees	The tuition fees as defined in article 7.46 of the Higher Education and Research Act for students not eligible for statutory tuition fees. These fees must be paid by the student for each academic year the institutional board enrolls them in a degree programme.
My Match	The matching activities or programme as set out in article 7.31b paragraph 1 of the Higher Education and Research Act, which aims to give insight into the applicant's match with the chosen degree programme, and the accompanying advice referred to in article 7.31b paragraph 3 of the Higher Education and Research Act.
Degree programme	Alle English-taught bachelor and master degree programmes of the School of Engineering and Automotive.
Post-propaedeutic phase	The main phase of the bachelor programme; the part of the degree programme that follows after the final assessment for the propaedeutic phase.
Student	A person enrolled as a student, as defined in article 7.34 of the Higher Education and Research Act, in a degree programme at HAN.
Academic year	The time period starting on 1 September and ending on 31 August in the following year.
Studielink	The joint application and enrolment software used by universities of applied sciences, universities and DUO.
Higher Education and Research Act	The Higher Education and Research Act (in Dutch: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek).
WSF2000	Student Finance Act 2000.

1 APPLICATION AND ENROLMENT: GENERAL PROVISIONS.

1.1 Applying via Studielink

Application

Anyone wanting to enrol in an associate, bachelor or master degree programme at HAN can apply via Studielink (www.studielink.nl). A student who wishes to switch degree programmes or who wants to start their degree programme again after stopping also has to apply via Studielink.

Applicant from the Netherlands

An applicant with an official Dutch residential address and a citizen service number (BSN) is required to apply in Studielink using a DigiD. An applicant who does not yet have a DigiD is advised to request one in a timely manner. It takes at least five working days before the applicant receives their DigiD.

Applicant from abroad

An applicant with a residential address abroad cannot use DigiD. They still have to apply via Studielink. In that case, the applicant has to make a Studielink account via the website (www.studielink.nl), using their own email address.

Correspondence and change of personal data

All correspondence concerning application, enrolment, re-enrolment and termination of enrolment will be emailed to the email address linked to the Studielink account. The applicant is responsible for making sure these details are correct. The applicant must make changes to their contact details and/or personal data via Studielink in a timely fashion. After the applicant has met all the enrolment requirements, information regarding the degree programme will be sent to the student's HAN email address.

Personal verification

The applicant's personal data will be verified. This can be done in two ways:

- An applicant who lives in the Netherlands logs into Studielink using their DigiD. Based on this, their data is verified in the Personal Records Database (BRP).
- The applicant residing at an address abroad has to submit a copy of a valid identity document (a passport or ID card), possibly with a Dutch residence permit, through My Application (Osiris).

An applicant receives notification of this, if applicable.

- Block out the citizen service number (BSN) on the copy, also in the number series at the bottom.
- Write on the copy of the ID that it is a copy.
- Also specify which organisation the copy is intended for.
- And specify the date on which the copy was issued.

International students and verification of legitimate residence

An applicant with a non-European Economic Area nationality must, in accordance with the Aliens Act, submit a copy of a valid proof of identity as well as a copy of a valid Dutch residence permit via My Application (Osiris). An applicant receives notification of this, if applicable. The European Economic Area consists of the Member States of the European Union plus Iceland, Liechtenstein and Norway.

During their enrolment at HAN, the student must be legitimately residing in the Netherlands. The Student Administration Office checks these data based on the guidelines in the Higher Education and Research Act, the Benefit Entitlement (Residence Status) Act and the Code of Conduct for International Students in Dutch Higher Education.

1.2 Application dates

Applying for a bachelor or associate degree programme

The applicant who wishes to apply for a bachelor or associate degree programme should submit an 'Enrolment Application' via Studielink no later than 23:59 on 1 May prior to the academic year.

Application after 1 May is still possible until no later than 23:59 on 31 August prior to the new academic year. This does not apply to degree programmes with a selection procedure. Applications submitted after 1 September are considered interim applications. See section 1.5 for further details.

Application for a degree programme with a 1 February start date is still possible until no later than 23:59 on 31 January.

Application for a degree programme with a Selection & Placement procedure (enrolment quota)

HAN School of Engineering and Automotive does not have any degree programmes with a Selection & Placement procedure (enrolment quota).

Application for a degree programme with additional requirements

HAN School of Engineering and Automotive does not have any degree programmes with additional requirements.

Application dates for a master programme

Different application dates may apply for a master programme. www.han.nl/masters. The rules for application for a master programme are included in chapter 6.

Applicant from a country outside the EU

An applicant from outside the EU has to apply via Studielink no later than 23:59 on 1 June prior to the 2024-2025 academic year. This is due to the visa procedure. In the case of a degree programme starting on 1 February 2025, the applicant must apply no later than 23:59 on 1 November 2024.

1.3 Guaranteed start

Degree programmes with no selection procedure have a start guarantee date. This means that if an applicant meets all the enrolment requirements before the start guarantee date, they are guaranteed of enrolment from the start of the academic year and have access to HAN facilities, including online facilities.

If an applicant applies after the start guarantee date, the enrolment process will probably not be completed by the start of the academic year. In that case, the applicant cannot yet use the HAN facilities (online or offline) or exercise the rights of a student who has completed their enrolment. Student rights and responsibilities as specified in the Student Charter. As long as the student's enrolment is not finalised, they will not be able to join classes, for example, and will not have the right to use a HAN email address, nor will they have access to timetables.

The applicant should also be aware that activities like the 21+ entry assessment, and/or selection days for degree programmes with additional requirements, may no longer be organised by the degree programme before the start of the semester. As a result, the applicant may not meet the enrolment requirements before the start of the semester and therefore may not be able to enrol in that degree programme at HAN.

The application deadline for international students may differ from the deadline for students with a Dutch residential address.

The start guarantee date for the English spoken programmes of HAN school of Engineering and Automotive is as follows:

- for EU / EEA students: 15 August 2024
- for non-EU / non-EEA students: 1 June 2024

1.4 Enrolment per 1 September 2024 or 1 February 2025

Enrolment for English spoken programmes of HAN School of Engineering and Automotive is only applicable per 1 September 2024.

1 February 2025 intake

Not applicable.

1.5 Interim enrolment

An interim enrolment is an enrolment with a start date other than 1 September. A February enrolment does not count as an interim enrolment.

Interim enrolment is only possible if the dean considers the study programme feasible with a start date at a time when the student can actually be enrolled.

Enrolment

An applicant is enrolled on the first day of the month in which all conditions for enrolment have been met, with the exception of October. If an applicant makes an enrolment application in October, they will not be enrolled until the day they satisfy all the enrolment requirements.¹ In these cases, tuition fees are charged for the entire month.

Enrolment applies for the entire academic year

An enrolment made during or prior to the academic year applies for the entire academic year or remainder thereof, unless the student requests to terminate their enrolment via Studielink or HAN terminates their enrolment for a legally permissible reason.

1.6 Applications by international students

In addition to the enrolment requirements, applicants from outside the European Economic Area are required to hold residence documents as specified by law. HAN applies for the student visa on the applicant's behalf. It is the applicant's own responsibility to keep an eye on deadlines and validity period(s). The Code of Conduct for International Students applies.

1.7 Application as external student

Enrolment as an external student is only possible when the dean deems that it will not compromise the nature or interest of the education. An external student is only entitled to take exams and final assessments in the degree programme for which they are enrolled and to access the facilities and collections of the institution. An exception is made if the institutional board deems that this conflicts with the nature or interest of the education.

1.8 Application withdrawal

Application withdrawal by applicant

If the applicant is not willing or able to start the degree programme they have applied for, they can withdraw their application via Studielink (www.studielink.nl). The withdrawal must be submitted before the first day of the month in which the degree programme starts. If the application was not withdrawn via Studielink before the first day of the month in which the degree programme starts, the student will be

¹This has consequences for possible rights to student finance and the OV travel product. Students can contact DUO if they have any questions.

enrolled provided they meet all the admission and enrolment requirements and will be charged the tuition fees for at least that month.

Any 'proof of paid tuition fees' (BBC) issued by HAN for a second application at another institution will expire upon termination of enrolment at HAN. HAN will notify the educational institution concerned about the expiry of the BBC. This means the exemption from paying statutory tuition fees at the other institution will also lapse, which means the student will still have to pay tuition fees at the other educational institution.

Automatic rejection of the application by HAN

If the applicant does not meet the enrolment requirements for the degree programme, the enrolment application will be rejected. This also applies for students who still have payment delays for previous academic years. The applicant will be reminded by HAN several times – at least twice – of obligations that have not yet been met. Applicants will receive reminders through the email address that is linked to the Studielink account. Students who were enrolled in the previous academic year will in any case receive reminders through the student email address assigned to them by HAN. When an applicant's enrolment has been rejected due to not meeting the enrolment requirements, and the applicant believes a mistake has been made or that they are not at fault for it, they can contact ASK HAN (via ask@han.nl). If the applicant's failure to meet the enrolment requirements should not be attributed to the applicant, that applicant may still be enrolled, provided they now meet the enrolment requirements.

1.9 Enrolling after binding negative study advice (BNSA) and switching degree programmes

BNSA received in past 3 years

A HAN student who has received a BNSA in the past three years cannot be enrolled in the same bachelor programme or associate degree programme at HAN. This also applies to the degree programme(s) with which the degree programme has a joint final propaedeutic assessment and to the full-time, part-time and work-study variants.

The applicant who wishes to enrol in the same degree programme within the three years after the BNSA was issued must submit a request for this to the dean. In their request, the applicant must provide arguments for being able to successfully complete the degree programme. If the case is made plausible, the person will be re-enrolled in the degree programme.

An applicant who wishes to be enrolled in the new academic year for a bachelor or associate degree programme other than the one for which they received a BNSA needs to apply according to the regular applicable procedure, and is required to meet the applicable enrolment requirements for the programme in question.

BNSA received more than 3 years ago

An applicant who received a BNSA for a HAN degree programme over three years ago can apply for the same degree programme again via Studielink. They must meet the applicable enrolment requirements for that degree programme.

BNSA at another institution

An applicant who received a BNSA from a degree programme at another university or university of applied sciences, and who wishes to enrol at HAN, is required to meet the applicable enrolment requirements for the relevant degree programme.

2 EDUCATION REQUIREMENTS FOR BACHELOR OR ASSOCIATE DEGREE PROGRAMME

2.1 Education requirements for bachelor or associate degree programme

The applicant needs at least one of the following diplomas to enrol in a bachelor or associate degree programme at HAN²:

- HAVO
- VWO
- MBO level 4
- Gymnasium A old style
- Gymnasium B old style
- Associate degree certificate
- Bachelor degree certificate from university of applied sciences or university
- Master degree certificate from university of applied sciences or university
- A degree certificate giving access to higher education in a country that has ratified the 'Convention on the Recognition of Qualifications concerning Higher Education in the European Region'.
- A (Dutch or foreign) diploma that has been designated by treaty or by the minister as at least equal to a HAVO diploma.
- A (Dutch or foreign) diploma that is considered at least equal to a HAVO, VWO or MBO diploma, based on a decision by the dean. The dean will base their decision about the foreign diploma on the credential valuation by Nuffic.

No diploma

If an applicant does not hold one of the diplomas above, they may take a 21+ entry assessment as referred to in section 7.29 of the Higher Education and Research Act under the conditions referred to in section 2.6.

2.2 Profile and subject requirements

In addition to the diploma specified in section 2.1, the following (special) education requirements also apply to the bachelor degree programme(s) of HAN School of Engineering and Automotive.

The secondary education certificate needs to show satisfactory grades in these subjects:

- English
- Physics
- Mathematics

² When referring to VWO/HAVO and MBO diplomas, this also includes MBO/HAVO/VWO diplomas earned on the BES islands (Bonaire, St. Eustatius, Saba) and diplomas earned in the Netherlands Antilles before 10-10-2010.

If the applicant does not meet the profile and/or subject requirements, this deficiency has to be compensated before enrolment is possible. The applicant may still meet the requirements by passing a deficiency exam, as referred to in section 2.3, for each subject for which they did not take the final exam.

2.3 HAVO or VWO diploma, but not the right profile and subjects

If the applicant has a HAVO or VWO diploma but does not meet the profile requirement and/or subject requirements, this deficiency has to be compensated before enrolment is possible. The applicant may still meet the requirements by passing a deficiency exam, as referred to in section 2.2, for each subject for which they did not take the final exam.

Applying for a deficiency exam is only possible after applying on Studielink for a bachelor or associate degree programme at HAN (www.studielink.nl). The applicant will receive a message about this through My Application (Osiris). A financial contribution is required to participate in a deficiency exam. The deficiency exams are described in more detail on the web pages of the relevant degree programme, which can be found at www.han.nl.

2.4 Additional requirements

Not applicable.

2.5 Sufficient language proficiency

Dutch-taught degree programmes

If the degree certificate or diploma of the prior education was not issued in the Netherlands, the applicant has to show that their Dutch is sufficient to successfully follow the degree programme. This can in any case be shown by earning:

- State Exam for Dutch as a Second Language, programme II
- Certificate Dutch as a Foreign Language from the Taalunie
- German prior education diploma with a grades list showing the applicant took Dutch as a subject at B2 level.

If the applicant can show in another way than above that they sufficiently master Dutch, they can indicate this in My Application (Osiris). The Admissions Office will then submit the application to the board of examiners of the degree programme for which the applicant has applied. The board of examiners then decides whether the applicant has sufficient Dutch to successfully follow the degree programme and informs the applicant and Admissions Office of its decision in writing.

Postponement

If the applicant can demonstrate that they are unable to meet the language requirement due to circumstances beyond their control, the board of examiners may, in exceptional cases, grant a postponement for submitting the evidence. If they are granted a postponement, the applicant will be enrolled in the relevant degree programme and can participate in the educational activities, but cannot yet participate in the exams and modular exams until they have met the language requirement.

English-taught degree programmes

The degree programmes Automotive Engineering, Embedded Systems Engineering, Electrical and Electronic Engineering, Mechanical Engineering and the master degree programmes Engineering Systems are (also) offered in English. The applicant can demonstrate that their English is sufficient to successfully follow the degree programme by:

Proof of English language proficiency: 'Professional use of English (B1 level English according to Common European Framework of Reference)'. This is comparable to a score of 6.0 or higher for English on a HAVO diploma.

For international students e.g. TOEFL iBT score of 80 or higher, IELTS score of 6.0 or higher, Cambridge Certificate in Advanced English (CAE), Cambridge Certificate in Proficiency of English (CPE). If you take a TOEFL test, you can ask ETS TOEFL to send us your score directly by using the HAN University of Applied Sciences code: 7832.

A Dutch applicant who applies for an English-taught degree programme meets the language requirements if they have earned at least an MBO-4 or HAVO diploma. The regulation under 'Postponement' above also applies to the language requirement for English-taught degree programmes.

Exceptions to the above rules apply in a number of cases. See <https://www.hanuniversity.com/en/study-and-living/admissions/admissions-requirements/Diploma-List-Exemptions-English-Proficiency-Test-Netherlands.pdf>

2.6 21+ entry assessment

An applicant can take the 21+ entry assessment given by the degree programme if they do not meet the education requirements as defined in [section 2.1](#), have not been exempted from the requirements based on article 7.28 of the Higher Education and Research Act and will be at least 21 years old at the start of the degree programme in the year relevant to the application.

To apply for a 21+ entry assessment, the applicant must first submit an enrolment application in Studielink for a HAN degree programme and then indicate in My Application (Osiris) that they wish to participate in an entry assessment.

These two actions must be completed at least 10 work days before the entry assessment. A financial contribution may be charged for participation in a 21+ entry assessment. For more information, see the webpages for the degree programme at www.han.nl.

The entry assessment committee assesses whether the applicant is suitable for the degree programme and whether the applicant demonstrates sufficient Dutch proficiency to successfully follow the degree programme. In their decision, the committee considers both the requirements and assessment results. If the applicant is found suitable, the dean gives exemption from the education requirements exclusively for the degree programme for which the exemption is given. Because the 21+ entry assessment is offered in the language of instruction of the HAN degree programme, the result is not valid for the same degree programme offered in a different language of instruction.

Parts of the 21+ entry assessment

The content of the 21+ entry assessment is included in the education and examination regulations of the degree programme. The education and examination regulations are part of the degree statute and can be found under the degree programmes website under practical information.

Exemptions for parts

It is possible to request exemptions for parts of the entry assessment. This request can be sent to the entry assessment committee. The applicant submits supporting documents with the application. Based on this, the entry assessment committee decides whether to grant an exemption for this part/these parts of the entry assessment.

Exception to the age limit of the 21+ entry assessment

Exceptions are made to the 21+ age limit in the situations listed below:

- The applicant has a refugee status and cannot show an admissible diploma;
- The applicant has a foreign diploma that gives access to an equivalent degree programme in the country in which it was issued, but it is not assessed as such by [Nuffic](#); or
- There is a special circumstance due to which the applicant cannot show any diploma (article 7.29 paragraph 3 of the Higher Education and Research Act).

Validity of 21+ entry assessment

HAN's entry assessment is valid for the HAN degree programme in the language of instruction for which the assessment was completed.³

An entry assessment completed with a satisfactory result is valid for two years from the date of the assessment result.

³ If the applicant passes the HAN entry assessment, that assessment can be used to apply for exemptions from parts of the HAN entry assessment for another HAN degree programme when enrolling for that HAN degree programme.

2.7 Employment requirements for part-time degree programmes

The English-taught bachelor degree programmes of the School of Engineering and Automotive are not offered in the part-time format.

2.8 Admission to the main phase of the bachelor programme

To be enrolled in the main phase (post-propaedeutic phase) of a bachelor programme, the student must hold a propaedeutic certificate for the degree programme. This can also be a propaedeutic certificate for a joint final assessment for the propaedeutic phase of that bachelor programme and one or more other bachelor programmes.

An applicant may be exempted from the above requirement by the dean if the applicant holds a certificate that is at least equal to the required propaedeutic certificate. If that certificate was issued abroad, the provisions of section 2.5 apply with regard to proficiency of the language in which the degree programme is offered.

The applicant can submit a request for this exemption through My Application (Osiris).

The dean of a degree programme with decentralised selection (enrolment quota) may require based on section 4.1 that the propaedeutic certificate was earned at HAN in order to be enrolled in the main phase. See section 4.1.

3 MY MATCH

3.1 My Match option prior to enrolment

HAN offers various matching activities that help applicants gain insight into their match with the chosen bachelor or associate degree programme before they enrol. The activity offerings are known as 'My Match'.

These provisions on My Match are not applicable to:

- Applicants for the bachelor programmes listed in chapter 4 that have an enrolment quota;
- Applicants for the degree programmes listed in [chapter 5](#) that have additional requirements;

In addition, the matching activities for applicants of part-time and work-study programmes are included in the personal intake interview organised by the degree programme.

Applicants in the first year of a bachelor or associate degree programme are advised to apply no later than 1 May 2024 and to participate in the matching activities provided by the degree programme. For application after 1 May, applicants can still participate in matching activities until no later than 1 July.

3.2 Content and procedure

My Match for this degree programme consists of the following:

Information about the application process is included on the website of the degree course and in the personal emails the applicant receives when applying for the degree course.

The applicant chooses from the matching activities offered by the degree programme. In case of a positive match and based on their own thoughts and conclusion, the applicant can finalise their decision to enrol in the degree programme in Osiris. The degree programme adopts this conclusion as matching advice.

During the matching process, the degree programme can give solicited and unsolicited advice about personal, programme-specific actions the applicant should take, such as focusing on specific knowledge or skills before the programme starts.

4 BACHELOR PROGRAMMES WITH ENROLMENT QUOTA AND DECENTRALISED SELECTION

Not applicable.

5 BACHELOR PROGRAMMES WITH ADDITIONAL REQUIREMENTS

Not applicable.

6 ADMISSION TO A MASTER PROGRAMME

Enrolment for a master programme is possible when the applicant meets the education requirements and the set qualitative admission requirements. As an education requirement, the applicant must in any case hold a bachelor degree from a higher education institution or possess knowledge, understanding and skills at the level of a bachelor degree from a university or university of applied sciences.

6.1 Admission requirements

This section contains the qualitative admission requirements.

The following qualitative admission requirements apply for the master programme in Engineering Systems:

Degree and marks

Holding a bachelor degree in Automotive, Electrical Engineering or Mechanical Engineering or possessing the knowledge, understanding and skills at the level of this bachelor degree.

In addition to the general admission requirement students can be admitted with a bachelor in Automotive, Electrical Engineering or Mechanical Engineering and at least a 7 (10-point scale) for physics and mathematics. Detailed information can be found on:

[Admission into master Engineering Systems \(hanuniversity.com\)](https://www.hanuniversity.com).

Language

This degree program is offered in English. If you want to successfully complete a degree program offered in English, you need to have sufficient mastery of the language. Detailed information can be found on: [Admission into master Engineering Systems \(hanuniversity.com\)](https://www.hanuniversity.com).

CV and motivation

In addition to the general admission requirement a motivation letter and a CV have to be submitted.

Detailed information can be found on: [Admission into master Engineering Systems \(hanuniversity.com\)](https://www.hanuniversity.com).

If an applicant does not meet one or more of the admission requirements, or cannot submit any proof of this, they can contact the degree course to discuss whether there are possibilities for them to be admitted anyway.

If an applicant cannot provide proof of the qualitative admission requirements, they can contact the degree programme to establish that they do in fact meet these requirements.

6.2 Capacity limitation for master programmes

Not applicable.

6.3 Procedure when maximum number of applications is exceeded

Not applicable.

7 TUITION FEES

7.1 General provisions

Students are required to pay the statutory tuition fees or institutional tuition fees for every academic year that they are enrolled in a degree programme. The institutional tuition fees set by HAN will be announced before the start of the academic year.

The applicant can find the amounts they will owe as a student at www.han.nl/collegegeld. An applicant who enrolls in a degree programme during the academic year will pay one-twelfth of the annual tuition fees applicable to them for each month remaining in the academic year.

7.2 Statutory tuition fees

A student who meets each of the conditions below will be charged the statutory tuition fees.

- The student is enrolled in a government-funded degree programme at HAN;
- The student falls into one of the following categories:
 - The student is a national of one of the EU countries, Norway, Switzerland, Iceland, Lichtenstein or Suriname;
 - The student is a family member of an EU citizen living in the Netherlands or
 - The student has a residence permit that makes them eligible for student finance.

At the start of the academic year, the student has not yet earned a comparable diploma for a government-funded degree programme in higher education in the Netherlands.⁴

Contrary to the previous sentence, a student also pays statutory tuition fees if:

- they have already earned an associate, bachelor or master degree, but are starting a degree programme in the field of health or education for the first time.⁵
- they started the second degree programme during their enrolment for the first degree programme and, also after earning the first degree, continued to follow the second degree programme without interruption.

7.3 Institutional tuition fees

Students who are not eligible for the statutory tuition fees have to pay the institutional tuition fees. The institutional tuition fee amounts are determined in HAN's Tuition Fees Resolution. The amounts are published at www.han.nl/collegegeld.

⁴So no associate degree certificate if they enrol for an associate degree programme, no bachelor degree certificate if they enrol for a bachelor programme and no master degree certificate if they enrol for a master programme. Furthermore, the applicant may not have earned a bachelor or master degree certificate if they enrol in an associate degree programme.

⁵ To find out whether a degree programme belongs to the field of health or education, please refer to www.duo.nl, in the search function of RIO HO.

7.4 Final assessment fee for external students

The final assessment fee that external students have to pay is the same as the statutory tuition fees for full-time degree programmes.

External students are not entitled to a refund of the final assessment fee if they terminate their enrolment during the academic year.

7.5 Lowered statutory tuition fees

Not applicable.

7.6 International students

In addition to payment of tuition fees, students from countries outside the European Economic Area have to meet the financial requirements set by the Immigration and Naturalisation Service (the *Financial Guarantee*).

7.7 Payment of tuition fees and administration costs

- Tuition fees may be paid either as a lump sum or in 10 instalments by direct debit (for the September intake).
- Students who pay in instalments are charged a €24 administration fee.
- Payments in instalments are collected in the months of September to June, around the 25th day of the month.
- The direct debit is arranged by issuing a digital direct debit authorisation in the Studielink account of the student or applicant.
- When a digital direct debit authorisation is not possible, but the student does have an account at a bank within the SEPA area, a digital authorisation is issued in the Studielink account of the student or applicant.
- When enrolling during the academic year, the tuition fees will be reduced based on the number of months between September and the enrolment date. If payment is made in instalments, the above will also apply here.
- When a student has already paid statutory tuition fees at another Dutch university of applied sciences in an academic year, and those fees are equal to or higher than the statutory tuition fees payable at HAN, and the student then enrolls at HAN, they do not have to pay statutory tuition fees at HAN in that academic year, but instead arrange a Proof of Paid Tuition Fees (BBC) via Studielink. If the payment made elsewhere is lower than the statutory tuition fees payable at HAN, the applicant arranges a BBC via Studielink and pays the difference between the two amounts to HAN.

- Outstanding payments must be settled before the start of the academic year in which the student wishes to be enrolled; unless the student and HAN have made a payment arrangement.

7.8 Refund of tuition fees

Termination of enrolment on 1 July (end date 30 June) or 1 August (end date 31 July) does not entitle a student to a refund of the tuition fees and the student will still be required to pay tuition fees for the entire academic year.

Refund for payment in lump sum

A student who terminates their enrolment during the academic year (interim termination) is entitled to a refund of the tuition fees for each month remaining in the academic year after the termination of enrolment. This refund is automatically calculated by the Tuition Fees Administration and paid out as soon as the request for termination of enrolment from Studielink has been processed by the Student Administration Office.

The above also applies in a situation where a student dies in the course of the academic year. The refund is then paid to the estate.

Refunds in the event of enrolment at more than one institution

If HAN has issued a Proof of Paid Tuition Fees to another educational institute, that proof will expire if enrolment in the HAN degree programme is terminated during the academic year. HAN will notify the educational institution concerned about the expiry of the BBC. Only after this has happened can excess tuition fees be refunded.

Refund for payment in instalments

When tuition fees are paid in instalments and the enrolment is terminated, any excess tuition fees are refunded or offset.

8 RE-ENROLMENT AND TERMINATION OF ENROLMENT

8.1 Re-enrolment

At the start of June, the student receives an email (at the email address recorded in Studielink) inviting them to re-enrol for the new academic year. The student needs to 1) submit a request for re-enrolment via Studielink and 2) enter their payment details using a digital direct debit authorisation via Studielink. Any outstanding payments need to be settled before the student can be re-enrolled for the academic year in which they wish to be enrolled, unless a different payment arrangement has been made with HAN.

A student meets the re-enrolment requirements if they submit a request for re-enrolment, issue a digital direct debit authorisation, and have not received binding negative study advice (BNSA) or sanction decision for the degree programme, which would inhibit the re-enrolment, as set out in 8.2. When the student does not meet the requirements for re-enrolment, their enrolment is terminated for the relevant degree programme at HAN as of the end of the previous academic year (31 August).⁶

Students should also register for courses in the first term of the new academic year (through Osiris Student) during the current academic year to ensure that they can participate in educational activities.

8.2 Terminating enrolment

To have their enrolment terminated, the student needs to submit a request for termination of enrolment via [Studielink](#).

Termination of enrolment by HAN

In the following cases, HAN can terminate an enrolment as of the following month even though there has been no request for termination of enrolment:

- When the students has been given binding negative study advice (i.e. BNSA in June, July or August that leads to a termination of enrolment on 31 August);
- Through a decision by the Executive Board because of:
 - irrevocably confirmed serious fraud;
 - breach of the internal rules and disciplinary measures;
 - the causing of a serious nuisance in the buildings and on the grounds; see art. 7.57h of the Higher Education and Research Act;

⁶ A student who does not wish to be re-enrolled, should arrange this via Studielink (see the step-by-step plan '[Do not re-enrol](#)'). By doing so the student avoids repeated notices, reminders etc.

- an irrevocable decision by the Executive Board that a student has behaved or expressed themselves in a way that shows them to be unsuitable to perform one or more of the professions they are being educated for in the degree programme or that shows them to be unsuitable to prepare for practice of the profession; see article 7.42a of the Higher Education and Research Act and the HAN Student Code of Conduct.
- Because of not paying tuition fees or final assessment fees. The enrolment termination takes place as of the month following the last demand for payment.

9 COMPLAINTS AND OBJECTIONS

If an applicant does not agree with a decision based on these regulations, they can submit a written objection to the Disputes Advisory Committee through the Complaints and Disputes Office, bureau.klachtengeschil@han.nl. The procedure and further information can be found at [Complaints and objections \(han.nl\)](#).

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