

Terms of Enrolment of Avans
University of Applied Sciences
2016/2017

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For information

The Students' Charter of Avans University of Applied Sciences sets out the rights and obligations of the students and external students enrolled at Avans University of Applied Sciences.

The Terms of Enrolment form part of the Students' Charter 2016/2017 and are published on the Avans University of Applied Sciences website.

Introduction

These terms include the most important stipulations with regard to application, enrolment, study choice test, payment, termination of enrolment and a number of general conditions for taking part in Avans University of Applied Sciences' educational activities.

These terms are largely based on the Dutch Higher Education and Research Act (Whw), which contains a large number of compulsory stipulations in this regard.

The Terms of Enrolment form part of the Students' Charter of Avans University of Applied Sciences. The Students' Charter governs the rights and obligations of the students and applies to all students and external students who are enrolled in government-funded study programmes of Avans University of Applied Sciences at the campuses in Breda, 's-Hertogenbosch and Tilburg.

These Terms of Enrolment apply to all prospective and current students who are or will be enrolled on a funded, CROHO (Central Register of Higher Education Study Programmes) registered study programme run by Avans University of Applied Sciences, regardless of whether they are eligible to pay the statutory or institution tuition fees. These Terms of Enrolment therefore also apply to prospective and current students who, via an enrolment at Avans University of Applied Sciences, are or will be enrolled on the Bachelor of Laws study programme provided by the University of Law Avans-Fontys.

These terms do not apply to:

- students and course participants of Avans+ Hogeschool B.V. (Avans+), a separate legal entity for the provision of contract education
- course participants taking part in contract activities in the context of prep courses, language courses and otherwise non-funded education.

1 Definitions

- 1. Applicant:** prospective student who submits a first request for enrolment to an Avans University of Applied Sciences study programme.
- 2. School:** organisational unit (business unit) within Avans University of Applied Sciences, providing the education for one or more study programmes.
- 3. School Board:** body that manages the school and is responsible for the school's organisation, structure and operations in as far as the Executive Board has delegated the executive powers to this end.
- 4. Assessment:** ability test to determine whether someone is suitable for a specific study programme.
- 5. Avans University of Applied Sciences:** the institution (university of applied sciences) that falls under the Avans Foundation and that is maintained by the Foundation.
- 6. Executive Board:** the board of Avans University of Applied Sciences, which is also the board of the Avans Foundation.
- 7. Tuition fees:** tuition fees as referred to in Section 7.37 (2) and Section 7.43 of the Whw. Full-time, part-time and dual track students pay tuition fees. An external student pays examination fees (section 7.44 of the Whw).
- 8. Tuition fees loan:** loan for the payment of tuition fees at a university of applied sciences or a research university. This loan is part of the financial aid for studying.
- 9. Tuition fee calculator:** calculation tool on the Avans University of Applied Sciences website (avans.nl and studentinfo.avans.nl) that (prospective) students can use to calculate the amount of tuition fees that they will need to pay.
- 10. BRON HO:** education database number for higher education.
- 11. Centralised selection:** DUO allocates the places made available by Avans University of Applied Sciences among the applicants by drawing lots based on lot categories.
- 12. CRIHO:** Central Register of Higher Education Enrolment.
- 13. CROHO:** Central Register of Higher Education Study Programmes.
- 14. Restriction in connection with teaching capacity:** the Executive Board's right to restrict student admission and to make this dependent on a study programme capacity to be determined.
- 15. Decentralised selection:** the Executive Board's right to provide DUO with a preferred list of students for a certain percentage of places on study programmes with decentralised selection, following which DUO will take this list into account during the selection process. Decentralised selection is part of centralised selection.

16. DFS: Unit Finance & Student Administration. The DFS is responsible for administrative processing in relation to the enrolment process. This Unit includes the Student Administration Office and the Accounts Receivable Department.

17. DMCS: Unit Marketing, Communication and Student Relations. DMCS carries out activities relating to student relations, amongst other things.

18. Director of DMCS: leads, amongst other things, the Student Affairs department in matters concerning student policy and facilities.

19. DUO (Dienst Uitvoering Onderwijs): Education Executive Agency (formerly Informatie Beheer Groep [Information Management Group]).

20. EU/EEA and Swiss students: students from: Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.

21. Examination Board: Examination Board as referred to in Section 7.12 of the Whw. The body responsible for determining in an objective and professional manner whether a student meets the conditions imposed by the Education and Examination Rules in relation to the knowledge, insight and skills required to obtain a degree.

22. External student: enrolment at Avans University of Applied Sciences that only entitles the student to take preliminary examinations that form part of the curriculum of a study programme and examinations for a study programme for which the student is enrolled.

23. February intake: students who begin their study programme in February (this is possible for some Avans University of Applied Sciences study programmes).

24. Disputes Advisory Committee: committee as referred to in Section 7.63a of the Whw that issues advice to the Executive Board regarding complaints and grievances against decisions, or the failure to reach decisions, other than those set out in Section 7.61 of the Whw.

25. Higher education: academic higher education and higher professional education.

26. Enrolment: enrolment as a student or external student as referred to in Section 7.32 of the Whw et seq. Students enrol per study programme. If a bachelor's degree programme consists of a propaedeutic phase and a post-propaedeutic (or bachelor) phase, students enrol for one of these phases. In the case of a first enrolment for the propaedeutic phase of a bachelor's degree programme (or, if this phase has not commenced, the first period in a bachelor's degree programme with a study load of 60 credits), the request for enrolment must have taken place by 1 May 2016. There are a number of exceptions to this rule, which are set out in Chapter 2.3 of these terms.

In the case of a first enrolment for the post-propaedeutic phase or re-enrolment for the propaedeutic or post-propaedeutic phase, the request for (re-)enrolment must have been submitted by 31 August 2016.

27. Complaints Office: office of the Student Information Desk to which students can submit complaints in writing or digitally within the meaning of Section 7.59a of the Whw.

28. Education and Examination Rules: rules that set out the applicable procedures, rights and obligations in relation to the education and the examinations within each study programme or group of study programmes as referred to in Section 7.13 of the Whw.

29. Our Minister: the Dutch Minister of Education, Culture and Science.

30. Study programme: a study programme as referred to in Section 7.3 of the Whw. The initial education offered by the institution in the form of associate degree programmes, bachelor's degree programmes and master's degree programmes. Study programmes can be set up as a full-time, part-time or dual track programme. An examination is held at the end of each study programme. A preliminary examination is held at the end of each unit of study.

31. Student: anyone enrolled as a student at Avans University of Applied Sciences. In these Terms of Enrolment, "he" and "his" also include "she" and "her".

32. Student Information Desk: desk that students can contact if they have questions about application & admission, (re-)enrolment and deregistration, and tuition fee payment. Here they can find information about studies and work placements abroad, financial aid for studying and cultural activities, and make appointments with student counsellors. Avans University of Applied Sciences has a Student Information Desk at most campuses. The Desk can also be contacted by e-mail: studentinfo@avans.nl.

33. Students' Charter: Students' Charter of Avans University of Applied Sciences as referred to in Section 7.59 of the Whw, governing the students' rights and obligations. The charter contains an overview of the regulations designed to protect students' rights.

34. Study choice test: activities within the meaning of Section 7.31b of the Whw on the basis of which a non-binding study choice recommendation is issued. Within Avans University of Applied Sciences, this study choice test consists of an intake. If a prospective student is applying for more than one study programme, the intake is carried out with the programme of first choice. If the student changes his programme of first choice after 1 May, he will need to take part in the intake for his new study programme of first choice. If the student does not take part in the intake, he loses his right of enrolment.¹

35. Admissions Committee: committee that is authorised to take decisions on behalf of the Executive Board with regard to the admission and enrolment of students who have submitted a request for enrolment after 1 May or 31 August respectively, or who have not yet met their payment obligations and/or have not yet submitted a complete enrolment file by 31 August.² The Admissions Committee is also authorised to take decisions on behalf of the Executive Board in cases in which the student has not taken part in the compulsory intake as referred to in Section 7.31b of the Whw without valid reason.

36. Supervisory Board: Supervisory Board of Avans University of Applied Sciences as referred to in Section 10.3d of the Whw.

¹ The above is set out in more detail in Chapter 2.

² See footnote 1.

37. Study Advance Act: Act that led to an amendment of the Dutch 2000 Student Finance Act, including the replacement of the basic grant component of the performance-related student grant with a loan. The Act applies to students enrolling in higher education for the first time with effect from 1 September 2015.

38. Whw: Dutch Higher Education and Research Act.

39. Wsf 2000: Dutch 2000 Student Finance Act.

2. Enrolment

Those who wish to enrol for the first year of a higher education study programme must submit a request for enrolment via Studielink at www.studielink.nl. The conditions that must be met are described in greater detail in Chapter 2.3.

Students who want to submit a request for enrolment on a study programme at the School of Fine Art and Design|St. Joost must apply via Studielink. Information can be found on the website of AKV|St. Joost. Students can only start the final enrolment process at AKV|St. Joost after undergoing a selection assessment and receiving official notification from the selection committee that the student can be admitted.

2.1. Payment of the statutory tuition fees to be determined by the government

Those enrolling as a student must pay statutory tuition fees (Section 7.45a of the Whw):

- if they have not previously obtained a bachelor's or master's degree prior to enrolling for a bachelor's or master's degree programme ³, and
- if they meet the nationality requirement stipulated by law

Students who do not meet the above criteria and do not fall under the exemptions referred to in Section 7.45a of the Whw must pay the institution tuition fees.

2.2. Payment of the institution tuition fees to be determined by Avans University of Applied Sciences

In the case of students who do not fall within the categories specified under 2.1., Avans University of Applied Sciences is obliged to set institution tuition fees. The amounts can vary per study programme and per programme option: full-time, part-time or dual track.

The Executive Board has drafted regulations that apply to students who pay the statutory tuition fees, but after enrolment are found to not or no longer meet the statutory criteria listed above. In this case, Avans University of Applied Sciences is obliged to charge institution tuition fees.

Students who mistakenly pay the institution tuition fees can submit a request, supported by evidence and reasons, to be charged the statutory tuition fees or - depending on the circumstances - the institution tuition fees to the amount of the statutory tuition fees. The burden of proof lies with the student.

An overview of the different categories of tuition fees for 2016/2017 can be found at avans.nl.

³ If you opt for a study programme in the education or health care sectors, in order to be eligible for the statutory tuition fees you must not have another higher professional education/bachelor's degree in these categories. If you have obtained a degree in another sector (for instance economics), you may indeed be eligible for the statutory tuition fees if you opt for a study programme in the education or health care sectors.

2.3. Enrolment for a higher education bachelor's degree programme⁴

For an enrolment as referred to under 2.3.1 to 2.12. inclusive, a request for enrolment must be submitted via Studielink at www.studielink.nl.

2.3.1. First enrolment for the propaedeutic phase for a full-time or dual track programme without (de)centralised selection.

The request for enrolment must be submitted by 1 May 2016. For the dual Associate degree Small Business and Retail Management study programme, the request for enrolment must be submitted by 31 August 2016. If a request is submitted after 1 May or 31 August 2016 respectively, the admissions committee will reach a decision regarding admission and enrolment. For this purpose, the applicant must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations. In the case of a request for enrolment on the Bachelor of Laws study programme provided by the University of Law Avans-Fontys, the admissions committee will reach a decision after liaising with the board.

An applicant who has submitted a request for enrolment on time must take part in the intake. An applicant who has submitted a request to the admissions committee that has subsequently been declared founded is also obliged to take part in the intake. A description of this intake can be found in the Study Choice Test Scheme. In the case of a request for enrolment for more than one study programme, the intake is carried out with the programme of first choice. If the applicant does not take part in the compulsory intake, he loses his right to enrolment and the admissions committee reaches a decision regarding his admission and enrolment. To this end, the applicant must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations.

If an applicant changes his programme of first choice before 1 September, he will need to take part in the intake for his new study programme of first choice. If he does not take part in this intake, the provisions of the previous paragraph apply.

Full-time and/or dual track (prospective) students who meet the conditions set out under 2.1. must pay the statutory tuition fees in full and may also be eligible for financial aid for studying in higher education. Within the framework of financial aid for studying it is possible to borrow the amount for the tuition fees in the form of a tuition fees loan.

(Prospective) students from EU/EEA countries and Switzerland, the Antilles and holders of a type II Regular - indefinite, Type III Asylum - fixed term or Type IV Asylum - indefinite residence document who will be studying in the Netherlands can also claim financial aid for studying and a tuition fees loan, subject to certain conditions. Information about financial aid for studying can be obtained from DUO and via the Student Information Desk at Avans University of Applied Sciences: studentinfo@avans.nl.

⁴ Where these Terms of Enrolment state 'bachelor's degree programme', this can also be read as 'Associate degree programme' unless explicitly stated otherwise.

2.3.2. First enrolment for the propaedeutic phase for a full-time course with centralised selection.

For details of the manner in which and the conditions under which a request for enrolment for a study programme with centralised selection must take place, please refer to the information in this regard featured on the DUO website.

For information on tuition fees and the possibility of financial aid for studying, see Chapter 2.3.1.

2.3.3. First enrolment for the propaedeutic phase for a full-time course with decentralised selection.

For details of the manner in which and the conditions under which a request for enrolment for a study programme with decentralised selection must take place, please refer to the information in this regard featured on the DUO website.

For information on tuition fees and the possibility of financial aid for studying, see Chapter 2.3.1.

2.3.4. First enrolment for the propaedeutic phase for a part-time study programme.

The request for enrolment must be submitted by 31 August 2016. If a request is submitted after 31 August 2016, the admissions committee will reach a decision regarding admission and enrolment after liaising with the school board. To this end, the applicant must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations.

An applicant who has submitted a request for enrolment by 1 May is entitled to take part in the study choice test. To do so, the applicant must contact the school in question.

(Prospective) part-time students who meet the conditions set out under 2.1. must pay the statutory tuition fees set by the Executive Board. See the tuition fee calculator on the website for further information. They are not eligible for financial aid for studying.

2.3.5. First enrolment for the propaedeutic phase for a study programme based on a foreign diploma.

The request for enrolment must be submitted by 31 August 2016. If a request is submitted after 31 August 2016, the admissions committee will reach a decision regarding admission and enrolment. To this end, the applicant must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations.

2.3.6. *Enrolment for the propaedeutic phase for a full-time or dual track programme of a different bachelor's degree programme to that for which the student was enrolled up to and including 1 May.*

The request for enrolment must be submitted by 31 August 2016. If a request is submitted after 31 August 2016, the admissions committee will reach a decision regarding admission and enrolment. To this end, the applicant must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations. In the case of a request for enrolment on the Bachelor of Laws study programme provided by the University of Law Avans-Fontys, the admissions committee will reach a decision after liaising with the board.

An applicant who has submitted a request for enrolment on time must take part in the intake. An applicant who has submitted a request to the admissions committee, which has subsequently been declared founded, is also obliged to take part in the intake. A description of this intake can be found in the Study Choice Test Scheme.

If the applicant does not take part in the compulsory intake, he loses his right to enrolment and the admissions committee reaches a decision regarding his admission and enrolment. To this end, the applicant must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations.

2.3.7. *First enrolment for the post-propaedeutic (or bachelor's) phase for a study programme.*

The request for enrolment must be submitted by 31 August 2016. If a request is submitted after 31 August 2016, the admissions committee will reach a decision regarding admission and enrolment. To this end, the applicant must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations. In the case of a request for enrolment on the Bachelor of Laws study programme provided by the University of Law Avans-Fontys, the admissions committee will reach a decision after liaising with the board.

In the context of enrolment for the post-propaedeutic phase, the applicant must hold a propaedeutic certificate for the study programme in question or a declaration from the examination board of the study programme in question stating that he is exempt from obtaining the propaedeutic certificate.

If the school board is of the opinion that the teaching capacity for the post-propaedeutic phase of a study programme, for which a limit has been established for first enrolment, is not sufficient for unlimited enrolment, the board may decide to refuse requests to enrol in the post-propaedeutic phase from students who have not already been enrolled on this study programme at Avans (Section 7.54 of the Whw).

2.3.8. *Re-enrolment for the propaedeutic or post-propaedeutic phase for a study programme.*

A student who has already enrolled on an Avans University of Applied Sciences study programme in the 2015-2016 academic year and who wishes to continue this enrolment in the 2016-2017 academic year must submit a request for re-enrolment via Studielink. The request must be submitted by 31 August 2016.

If a request is submitted after 31 August 2016, the admissions committee will reach a decision regarding admission and enrolment. To this end, the student must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations. In the case of a request for enrolment on the Bachelor of Laws study programme provided by the University of Law Avans-Fontys, the admissions committee will reach a decision after liaising with the board.

2.3.9. First enrolment for a study programme with a February 2017 intake.

If a study programme offers the option to begin the programme in February 2017, the request for enrolment must be submitted by 31 January 2016.

If a request is submitted after 31 January, the admissions committee will reach a decision regarding admission and enrolment. To this end, the applicant must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations.

An applicant who has submitted a request for enrolment on time must take part in the intake. An applicant who has submitted a request to the admissions committee that has subsequently been declared founded is also obliged to take part in the intake. A description of this intake can be found in the Study Choice Test Scheme.

If the applicant does not take part in the compulsory intake, he loses his right to enrolment and the admissions committee reaches a decision regarding his admission and enrolment. To this end, the applicant must submit a written request, stating reasons, to the admissions committee. For more information see the Admissions Committee Regulations.

2.3.10 Enrolment as an external student

With the permission of the Dean, a student can enrol as an external student for a specific study programme. This type of enrolment only gives the student the right to sit examinations/preliminary examinations for this study programme.

External students must pay the examination fees set by the institution and are not entitled to financial aid for studying. See the tuition fee calculator at avans.nl. External students are not entitled to a refund of examination fees.

2.3.11 Interim enrolment

Applicants who make a request to enrol to start a study programme during the course of the academic year, not including enrolments as referred to under 2.3.9., must always obtain consent for an interim enrolment of this type in advance from the Dean of the study programme in question.

2.3.12 Internal transfer from an existing enrolment

In the case of an internal transfer during the course of the academic year, the student must always obtain prior approval from the Dean of the study programme to which he wishes to transfer, for example, in the case of a transfer to a different bachelor's degree programme. The student must of course first meet all specific requirements for this study programme. This can also involve a transfer from full-time to part-time or dual track or vice versa. All these cases are subject to approval by the Dean.

In the event of a transfer to a study programme for which the tuition fees exceed those for the original programme, the student must settle the difference on a pro rata basis. If a

student transfers to a study programme (variant) for which the tuition fees are less, he may request a refund of (part of) the tuition fees.

2.3.13 Enrolment for a minor at Avans University of Applied Sciences

Students with a first enrolment at another university of applied sciences or research university have the option to follow a minor at Avans University of Applied Sciences via a second enrolment. The student must then meet the entry requirements set out in the minor regulations for the minor that he wants to follow and submit a 'Proof of Tuition Fee Payment'. See Chapter 2.10.

Students must submit the request for enrolment for a minor via Studielink. They must apply for the study programme of which the minor forms part. At the same time, the student must fill in the 'KOM contract' via the 'Kies op Maat' programme, sign this himself and then have it signed by both the competent authority at his own institution and the competent authority at Avans University of Applied Sciences. The student himself is responsible for delivering the original and fully signed 'KOM contract' to the Avans University of Applied Sciences Student Administration Office. If necessary, the student himself is also responsible for delivering additional required documents such as a copy of his ID and prior education diploma. Students can only follow a minor outside of the 'Kies op Maat' programme with the explicit consent of their own examination board. In that case, foreign students who pay institution tuition fees may be asked to pay additional institution tuition fees.

2.4. Enrolling for a master's degree programme

The School of Fine Art and Design|St. Joost in Breda and 's-Hertogenbosch runs the master's degree programmes in Fine Art, Photography, Graphic Design and Animation. Students must apply for these study programmes via Studielink. Applicants will only be admitted if they meet the statutory admissions requirements. For information and enrolment see akvstjoost.nl.

Information about bachelor's and master's degree programmes that Avans University of Applied Sciences provides in collaboration with Avans+ can be found on the Avans+ website: avansplus.nl.

2.5 Prior education and admission

2.5.1. Exemption based on other diplomas

An applicant is exempt from the statutory prior education requirements as referred to in Section 7.24 of the Whw if he has been awarded a bachelor's or master's degree, and has successfully passed a propaedeutic examination at a higher education institution. The Executive Board shall also grant an exemption to holders of a diploma issued in the Netherlands that is considered equivalent to the diplomas referred to in Section 7.24, paragraphs one and two, of the Whw.

2.5.2. Exemption based on a diploma issued outside the Netherlands

The Whw also stipulates that, in principle, students from countries that are party to the Lisbon Convention (<http://www.coe.int>) and who have access to higher education in their own country meet the prior education requirements that apply to higher education in the Netherlands, unless, based on an investigation, there is evidence to the contrary. This does not affect the fact that for Dutch-language study programmes, a student cannot sit examinations or examination components until he has demonstrated that he has a sufficient command of the Dutch language based on the NT2 Programme II state examination (Dutch as a second language) at Common European Framework of Reference (CEFR) level B2, the CNaVT⁵ certificate in PAT or PTHO, or another test. Flemish-speaking students are excluded from these examinations.

2.5.3. Exemption based on entrance examination

An applicant who is 21 years old or older at the start of the academic year (1 September) and who does not satisfy the statutory prior education requirements can be exempted from these requirements if an entrance examination shows that the student is suitable to follow the study programme in question and has a sufficient command of the Dutch language to successfully follow the study programme.

With regard to the holder of a diploma that was issued outside the Netherlands, which entitles the student to be admitted to an institution of higher education in the student's own country, the Executive Board may make an exception to the age limit of 21 years mentioned above. In cases of exceptional talent, the Executive Board may also make an exception to the age limit mentioned above and the English language test requirement for programmes in the field of art.

For further details see the Education and Examination Rules of the study programmes in question.

2.6. Non-Dutch taught programmes

Avans University of Applied Sciences also offers programmes taught in languages other than Dutch. In the case of English-taught study programmes, the abovementioned requirement regarding a sufficient command of the Dutch language does not apply to foreign students. International students who register for an English-language study programme at Avans must have mastered the English language to at least IELTS level 6.0. For further information see: <http://www.avans.nl/international/programs/study-at-avans/admission-requirements> International students whose entire prior education has been in English or whose prior education appears on the [diploma list](#) may be granted an exemption. For the English language proficiency admission requirement, different requirements apply to study programmes in the field of art, which have been specifically recorded in the Education and Examination Rules of the study programmes in question.

⁵ Dutch as a Foreign Language Certificate (cnavt.org).

2.7. Nationalities and diplomas

If the applicant does not have a Dutch or EEA nationality, in addition to the documentation referred to in article 2.9., Avans University of Applied Sciences will request further documentation in accordance with the Vreemdelingenwet (Aliens Act) 2000 with regard to valid residence status at the time of enrolment. The student must be residing in the Netherlands legally at the time of enrolment. Pursuant to the Whw and the Koppelingswet (Residence Status Act), the institution is obliged to check this.

Admission can take place on the basis of a foreign diploma, after further investigation has confirmed that the diploma is deemed satisfactory for admission. See also Chapter 2.5.2. and 2.5.3. For more information see avans.nl and internationalstudy.nl.

Verifying whether a student has a valid residence status and whether his diploma is eligible for admission often takes a long time. It is therefore essential that the request for enrolment is submitted in good time, preferably before 1 May. Participation in education pending completion of the enrolment process takes place at the students' own risk. They will be fully liable for the costs incurred if enrolment ultimately does not take place.

2.8. Tuition fees 2016/2017 funded study programmes

The statutory tuition fees are indexed on an annual basis as stipulated by the Whw. Students who do not meet the requirements set out under 2.1. must pay the institution tuition fees set each year by the Executive Board. The tuition fee amounts can be found at avans.nl.

The enrolment applies to the 2016/2017 academic year. The standard academic year runs from 1 September to 31 August inclusive. Some study programmes also offer the option to start with effect from 1 February. Some study programmes also allow students, usually those who have completed intermediate vocational education, to start during the academic year. In so far as these students have paid school or course fees elsewhere, they qualify for a reduction or setoff of the tuition fees in some circumstances (Section 7.48 paragraph 2 of the Whw).

Each year, students must re-enrol for the subsequent academic years via Studielink. One condition for enrolment and re-enrolment is fulfilment of the payment obligations by 1 September. Students can use an authorisation form for this.

2.9. Documents required for enrolment

Documents required for the initial enrolment as a student or external student in the propaedeutic phase of a bachelor's degree programme:

- enrolment for the 2016/2017 academic year via Studielink www.studielink.nl
- if applicable, a statement of admission based on additional requirements or proof of having been allocated a place for study programmes with centralised selection
- the results of the examination of talent and suitability for the study programme. This applies to the School of Fine Art and Design|St. Joost
- if applicable, a statement regarding the elimination of deficiencies for study programmes with a compulsory intake profile

- a fully completed and signed digital authorisation form via Studielink for the payment of tuition fees
- if payment is made by an employer the student must issue a digital authorisation in his own name. Avans University of Applied Sciences provides an invoice on iAvans for submitting a claim to the employer under the name 'Tuition fees invoice'
- for the interim enrolment as referred to in 2.3.11.: proof of the Dean's consent
- for enrolment as an external student: proof of the Dean's consent

Documents required for the initial enrolment as a student or external student in the post-propaedeutic phase (or bachelor phase) of a bachelor's degree programme:

- enrolment for the 2016/2017 academic year via Studielink www.studielink.nl
- if applicable, a statement of admission based on additional requirements. For example in the case of some part-time Health Care and Education study programmes
- the results of the examination of talent and suitability for the study programme. This applies to the School of Fine Art and Design|St. Joost
- a statement from the relevant school indicating that the applicant is exempt from obtaining the propaedeutic certificate for the relevant bachelor's degree programme, supplemented with further exemptions where appropriate
- a fully completed and signed digital authorisation form via Studielink
- if payment is made by an employer: a digital authorisation in the student's name. Avans University of Applied Sciences provides an invoice on iAvans for submitting a claim to the employer under the name 'Tuition fees invoice'
- for the interim enrolment as referred to in 2.3.11.: proof of the Dean's consent
- for enrolment as an external student: proof of the Dean's consent

Once all of the documents required have been submitted and it has been demonstrated that all stipulated requirements have been met, the request for enrolment will be changed to an enrolment.

For successful (re-)enrolment and activation or retention of the account, all of the above conditions of enrolment must be met before 31 August.

An applicant who has not complied with the above conditions after 31 August can submit a written request, stating reasons, to the Avans University of Applied Sciences admissions committee, if he believes he has grounds for appeal due to exceptional circumstances for which he is not to blame.⁶

In order to take part in an examination, test, preliminary examination, re-sit or any educational activity, or to use the facilities, all obligations and financial obligations must be met.

In addition to the abovementioned documents, non-EEA students must hold the following documents upon starting the study programme:

- proof of lawful residency in the Netherlands during which stay studying is permitted
- proof of adequate healthcare insurance and third-party liability insurance
- proof of sufficient financial means to enable a stay in the Netherlands during the period of the relevant academic year. For more information see ind.nl

⁶ For more information see the Avans University of Applied Sciences Admissions Committee Regulations.

2.10. Two or more parallel enrolments in an academic year

A student who is enrolled at a Dutch university of applied sciences or research university can also enrol on another study programme in the same academic year. This can be at the same university of applied sciences or at another university of applied sciences or research university. This is called a second parallel enrolment.⁷

- Students who meet the conditions set out in 2.1. and who therefore pay the statutory tuition fees are exempt from paying all or part of the tuition fees for their second enrolment (Section 7.48, paragraph 1, of the Whw).

If the tuition fees for the first enrolment are lower than the statutory tuition fees, the difference must be paid.

For a second enrolment, the student must submit a 'Proof of Tuition Fee Payment' for the first enrolment.

- Students who have a first enrolment at an institution other than Avans University of Applied Sciences and who are required to pay institution tuition fees for this enrolment must, in the case of a second parallel enrolment at Avans University of Applied Sciences, pay the full institution tuition fees for this second enrolment.

If the student is required to pay institution tuition fees and both the first and second (parallel) enrolment take place at Avans University of Applied Sciences, the student shall, in some circumstances, be exempt from paying all or part of the institution tuition fees for the second enrolment. This is the case in principle if the institution tuition fee amount for the first enrolment is higher than the institution tuition fee amount for the second enrolment.

- Students who were enrolled for two study programmes at the same time and who obtained a degree for one of the two study programmes are only obliged to pay, in the 2016/2017 academic year, the institution tuition fees up to the amount of the statutory tuition fees for their enrolment for the second study programme if the second study programme started during the first study programme and has been followed without interruption.⁸

⁷ In the case of a first enrolment at an institution outside the Netherlands (in the context of Joint or Double Degrees), a different tuition fee scheme may apply.

⁸ This applies to students who follow two study programmes at the same time and who meet the requirements for the statutory tuition fees. After completing the first study programme with a certificate, these students pay institution tuition fees that are equal to the statutory tuition fees for the further completion of their second study programme (in accordance with the 2007 Higher Education Funding Agreement and enshrined in the law with effect from the 2014/2015 academic year). The foregoing does not apply if a student only follows a component or part of a second study programme.

3. Termination of enrolment

3.1. Termination of enrolment in a study programme

A student who is considering terminating his enrolment is advised to find out the consequences deregistration may have in terms of financial aid for studying, credits already earned, any agreements regarding re-admission and so on. He can check this with the student counsellor and with DUO.

The student can arrange to withdraw during the academic year via a request for deregistration via Studielink, studielink.nl.

Students are expressly advised to first make an appointment with the student counsellor, to ensure that proper arrangements are made for their deregistration and termination of their financial aid for studying.

3.1.1. Termination of enrolment at the student's request

At the request of the student enrolled on a study programme, the enrolment shall be terminated with effect from the first month following the month in which the request was received. The DFS shall notify the person in question and DUO regarding the termination of enrolment.

If the enrolment is interrupted during a specific academic year and the student later re-enrols in the same academic year, all results achieved during that academic year will be taken into account when calculating the norm for the binding rejection.

3.1.2. Termination of enrolment on the orders of the Executive Board⁹

The Executive Board will terminate the enrolment with effect from the next month following the month in which one of the following circumstances has occurred:

- a binding rejection (Section 7.8b paragraph 5)
- serious fraud. The Executive Board will terminate the enrolment once the examination board has issued a recommendation to this effect (Section 7.12b paragraph 2)
- failure to respect the institution's principles and objectives, provided that the student has the option to follow the study programme at another institution (Section 7.37 paragraphs 5 and 6)
- a serious recommendation issued by an examination board and/or student counsellor following careful consideration of the interests of all parties involved, demonstrating that the student has shown himself through his behaviour or statements to be unsuitable for the performance of one or more professions to which the study programme he is following gives access (Section 7.42a)
- infringement of the institution's house rules and disciplinary measures (Section 7.57h)

⁹ The refund rules set out under 3.1.3. also apply in full to the cases of termination of enrolment referred to in 3.1.2., with due observance of the waiting month(s) specified in this article.

- termination of enrolment¹⁰ if the student has not met his payment obligations (Section 7.42 paragraphs 2 and 5)
For the payment procedure see Chapter 4 of these Terms of Enrolment.

3.1.3. Right to a refund of tuition fees

The student is entitled to a refund of one twelfth of the tuition fees he paid for each remaining month of the academic year after his enrolment is terminated, unless a request for deregistration is received in June, July or August. External students are not entitled to a refund of examination fees.

Students who – in addition to his first enrolment – have enrolled for a second study programme and who were fully or partly exempt from payment (see Chapter 2.9.1.) must request their Proof of Tuition Fee Payment back from the institution where their second enrolment is held and submit this to the Student Administration Office at Avans University of Applied Sciences. Until this Proof of Tuition Fee Payment has been received, the tuition fee payments will continue to be collected and no refund will be issued.

3.1.4. Additional clause for non-EEA students

Upon enrolment as a student at Avans University of Applied Sciences and in accordance with the Code of Conduct for International Students in Higher Education in the Netherlands², the non-EEA student agrees that, upon termination of the enrolment, or earlier if the institution concludes that the student is no longer producing reasonable study results, the institution will immediately notify the Immigration and Naturalisation Service accordingly.

4. Payment

A student must pay his tuition fees via a digital direct debit authorisation in one or twelve instalments. A digital authorisation can also be issued by the student's parents/carers. If a student receives a reimbursement of his tuition fees from his employer, the student must issue a digital authorisation bearing his own name and bank account number. Avans University of Applied Sciences provides an invoice on iAvans for submitting a claim to the employer under the name 'Tuition fees invoice'.

The direct debit authorisation is issued via Studielink. Payment in instalments is subject to administration charges.

In the event that the amount of an instalment cannot be debited, the student will be given the opportunity to rectify this omission. To this end, a reminder of the outstanding amount owed will be sent to the student's Avans e-mail address. The student must pay this within 30 days of receipt. If the amount is still not paid, an ultimatum letter will be sent to the student's Avans e-mail address. This letter will state that the option to pay in instalments no longer applies and that the full amount is now payable as a lump sum. The outstanding amount must be paid in full within 14 days of the date of the ultimatum letter.

¹⁰ This can take place with effect from the second month after the student has received a payment reminder and ultimatum letter. See Chapter 4 for the payment procedure.

If the student has still failed to meet his payment obligations after this date, he will be immediately excluded from further participation in educational activities and facilities, including through the blocking of his account. The student's enrolment shall then be terminated on the orders of the Executive Board with effect from the second month following the date on which the ultimatum letter was sent.¹¹

This does not relieve the student from his obligation to pay or from the rule that the collection will be transferred to third parties, in which case, in addition to the principal sum, all costs to be incurred (extrajudicial costs and any judicial costs), the statutory interest as of the time of non-fulfilment and any damages shall be payable by the student.

A request for re-enrolment will be refused if the full tuition fees from previous years have not yet been paid at the start of the academic year.

The certificate will only be issued if Avans University of Applied Sciences has been paid the full tuition fees due for all years of enrolment and if all other financial obligations have also been met.

Non-EU/EEA students who arrange for Avans University of Applied Sciences to apply for their Authorisation for Temporary Stay (MVV) and Residence Permit (VVR) shall be charged an additional sum on top of their tuition fee amount as compensation for the fees associated with the applications. More information can be found on the website avans.nl.

5. Certificate of enrolment

Students who meet the admission criteria and the associated financial obligations will receive a certificate of enrolment.

6. E-mail address and message traffic

Students who have met all conditions of enrolment will receive an Avans e-mail address. Avans uses this e-mail address as the primary means of communicating with its students. This means that decisions by or on behalf of Avans bodies will be communicated to the student via this e-mail address.

The student must use this e-mail address with due care in the context of his relationship with Avans University of Applied Sciences, and in this sense be sufficiently contactable via this e-mail address. If the student wishes to receive information from Avans not only digitally but also by post, he must explicitly state this. In that case, all correspondence will be sent to the mailing address specified by the student. Any

¹¹ See Section 7.42 paragraphs 2 and 5 of the Whw:

Paragraph 2. If a student who has enrolled on a study programme fails to pay his statutory tuition fees, institution tuition fees or examination fees after receiving notice, the Executive Board may terminate the enrolment with effect from the second month following receipt of notice.

Paragraph 5. The Executive Board will notify the person in question regarding termination of the enrolment.

change of mailing address must be reported in a timely fashion and in writing via Studielink or the municipal personal records database (GBA) in accordance with prevailing procedures. Avans University of Applied Sciences does not accept any liability arising from failure to report any change of mailing address in time and in writing.

7. Other provisions

7.1. Insurance

The student/external student is personally responsible for taking out third-party insurance and accident insurance during the period of his enrolment. Avans University of Applied Sciences has taken out joint liability and accident insurance for its students. This insurance only provides secondary, limited coverage.

7.2. Indemnification

The student/external student indemnifies the Avans Foundation against third party claims in the area of copyrights and patent rights. This involves claims that may occur in connection with the use of goods such as software, registration, books and magazines that are the property of Avans University of Applied Sciences or that are managed by Avans University of Applied Sciences and have been made available by Avans University of Applied Sciences or of which the student/external student has otherwise gained knowledge.

Any judicial and extrajudicial costs associated with the above claims against the University of Applied Sciences as well as interest shall be payable in full by the student/external student who infringes the rights mentioned in this article.

7.3. Protection of personal data

When processing personal data (in other words all data that can be traced to an individual), Avans University of Applied Sciences complies with the Personal Data Protection Act and the Personal Data Protection Regulations. These rules can be found under 'student info' on iAvans.

7.4. Compensation/penalties

7.4.1. Infringement of intellectual property rights

If the rights mentioned in Article 7.1. are the property of Avans University of Applied Sciences and/or the Avans Foundation and the student/external student infringes these rights, he becomes liable to pay Avans University of Applied Sciences an immediately payable penalty of € 390 for each infringement, without prejudice to Avans University of Applied Sciences' right to recover the full damage from the student.

7.4.2. Unlawful participation in education

Any person who has not been enrolled but who does indeed make use of the educational facilities shall owe Avans University of Applied Sciences compensation up to a maximum of the tuition fees due (Section 15.2 of the Whw). Avans may also

report a criminal offence (Section 15.3 of the Whw) and this violation may be penalised with a second-category fine.

Any test and preliminary examination results shall be invalid if all of the enrolment obligations have not been met.

7.4.3. Duty to provide information and proof of identification

Any student who fails to provide the person designated by the Executive Board with his name and address and certificate of enrolment upon first request can be denied access to the buildings and sites of Avans University of Applied Sciences. This student may also be punished with a first category fine (Section 15.4 of the Whw).

Providing incomplete or incorrect information upon enrolment can lead to termination of the enrolment.

In the event of a financial loss, the student or external student bears full responsibility in this respect. If Avans University of Applied Sciences is forced to issue a collection instruction, all associated costs will be at the expense of the student or external student.

7.5. Exclusion of liability

The Executive Board accepts no liability for the loss or theft of, or damage to, personal property in the buildings and on the sites of Avans University of Applied Sciences or in buildings and on sites used by Avans University of Applied Sciences.

If the Executive Board culpably fails to duly meet its obligations, the liability of the board shall be limited to a maximum of the amount of tuition fees or examination fees paid by the student/external student in the academic year in question.

7.6. Complaints

Any student/external student who feels that his interests with regard to (his request for) enrolment and termination of enrolment have been prejudiced can object to this in writing within 6 weeks of the date of the decision to the Executive Board's Disputes Advisory Committee in accordance with The complaints, grievances and appeals regulations. An appeal against the decision of the Executive Board in respect of the objection can be filed with the Appeals Tribunal for Higher Education.

The rules of procedure for complaints and grievances are set out in The complaints, grievances and appeals regulations. These rules can be found on iAvans.

7.7. Hardship clause

The Student Administration Coordinator is authorised under the Whw, and in so far as this does not fall within the powers of the Admissions Committee to address any cases of extreme unfairness that may occur in the application of these Terms of Enrolment and to take decisions not provided for by these terms.

To this end, the student must send a written request, stating the reasons, to:

Avans University of Applied Sciences, Unit Finance & Student Administration (DFS), f.a.o. the

Student Administration Coordinator, Postbus 90.116, 4800 RA Breda.

7.8. Entry into force and official title

These terms apply to applications and enrolments for the 2016/2017 academic year.
The terms may be cited as the '**Terms of Enrolment of Avans University of Applied Sciences 2016/2017**'.