

Regulations on terms of enrolment
Avans University of Applied Sciences
2019/2020

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Introduction and explanation

These regulations contain the most important provisions regarding registration, enrolment, study choice test, payment, termination of enrolment and a number of general terms and conditions for participating in the educational activities of Avans University of Applied Sciences. For the most part, these regulations are derived from the Dutch Higher Education and Research Act (WHW), which contains a large number of mandatory provisions on this subject.

The regulations on terms of enrolment are part of the Students' Charter of Avans University of Applied Sciences. The Students' Charter specifies the rights and obligations of students and applies to all students and external students enrolled in Avans's government-funded study programmes at the Breda, 's-Hertogenbosch and Tilburg locations.

Students enrolled at Avans University of Applied Sciences or Fontys University of Applied Sciences for the Bachelor of Laws study programme provided by the University of Law Avans-Fontys are covered by the Students' Charter of the University of Law Avans-Fontys and not by the Students' Charters of Avans or Fontys.

The Avans-HZ University of Applied Sciences Associate degrees School in Roosendaal has its own Students' Charter. The Students' Charter of Avans and the Students' Charter of HZ University of Applied Sciences (Hogeschool Zeeland) therefore do not apply to students enrolled on an Associate degree programme run by the Avans-HZ University of Applied Sciences Associate degrees School and, in connection with this, are enrolled at Avans or at HZ University of Applied Sciences.

These terms of enrolment apply to all students, prospective or otherwise, who are enrolled in one of Avans's funded study programmes that are listed in the 'Centraal Register Opleidingen Hoger Onderwijs' (CROHO, Central Register of Higher Education Studies), regardless of whether they are eligible to pay the statutory or institution tuition fees. In accordance with the provisions of Article 2.1 of the Students' Charter of the University of Law Avans-Fontys, these terms of enrolment are also applicable to students (prospective or otherwise) who, via an enrolment at Avans, have been or will be enrolled for the Bachelor of Laws study programme provided by the University of Law Avans-Fontys.

These terms of enrolment do not apply to students who are enrolled for Associate degree programmes provided by the Avans-HZ University of Applied Sciences Associate degrees School in Roosendaal. This school is a collaboration between Avans University of Applied Sciences and HZ University of Applied Sciences. Students of this school are officially enrolled at Avans or at HZ University of Applied Sciences for an Associate degree programme. This school has its own regulations based on the collaboration between Avans and HZ University of Applied Sciences.

Lastly, these regulations do not apply to:

- students and course participants of Avans University of Applied Sciences (Avans+) a separate legal entity for the provision of contract education
- course participants undertaking contracted work for prep courses, language courses and otherwise unfunded education.

1 Definitions

1. Applicant: A prospective student making a first request to enrol for one of Avans's study programmes.

2. School: The organisational component (division) within Avans University of Applied Sciences that provides 1 or several study programmes.

3. School Board: The body that manages the School and is responsible for the organisation, the design and business practices of the School, insofar as the Executive Board has granted it powers in this respect. Where the University of Law Avans-Fontys is concerned, the School Board is understood to mean the University of Law Avans-Fontys's School Board.

4. Assessment: A measurement of capacity to determine whether a person is suitable for a particular study programme.

5. Avans University of Applied Sciences: The institution (university of applied sciences) based on Avans Foundation that upholds it.

6. Executive Board: The board of Avans University of Applied Sciences and the board of Avans Foundation.

7. Tuition fees: Tuition fees as specified in the second paragraph of article 7.37 and article 7.43 of the Dutch Higher Education and Research Act (WHW). Full-time, part-time and dual-track students pay tuition fees. External students pay examination fees as specified in article 7.44 of the WHW.

8. Tuition fee loan: Loan to pay the tuition fees for a university of applied sciences or research university study programme. This loan is part of financial aid for studying.

9. The tuition fee calculator: A calculation tool for students, prospective or current, to calculate the amount of their due tuition fees on the Avans website (<https://www.avans.nl/international> or [studentinfo.avans.nl](https://www.avans.nl/studentinfo))

10. BRON HO: Basic Registration Number for Higher Education.

11. CROHO: Central Register of Higher Education Study Programmes.

12. Fixed capacity: Power of the Executive Board to limit the number of incoming students on the condition of a training capacity to be determined.

13. Decentralised selection: Power of the institution to make admission subject to selection. The institution ensures that the selection procedure is carried out on the basis of qualitative selection criteria.

14. DFS: Finance & Student Administration Unit. DFS is responsible for the administrative processes concerning the enrolment process. This unit comprises the student administration and finance administration.

15. DMCS: The Marketing, Communication and Student Relations Unit. DMCS performs a number of tasks, including in the area of student affairs.

16. The Director of DMCS: Supervises a number of units, including the Student Relations Unit, for student policy and facilities.

17. DUO: The Education Executive Agency (Previously known as the IB Group)

18. EU/EEA and Swiss students: Students from: Austria, Belgium, Bulgaria, Croatia, Cyprus, 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.

19. Examination board: The examination board as referred to in article 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, understanding and skills required to obtain a degree.

20. External student: An enrolment at Avans that only grants the right to take the preliminary examinations included in the curriculum of a study programme and the examinations of a study programme for which the student is enrolled.

21. February enrolment: Students who start their study programme in February. This is possible for some of Avans's study programmes.

22. Disputes Advisory Committee: Committee as referred to in article 7.63a of the WHW, which advises the Executive Board on objections relating to decisions other than those referred to in article 7.61 of the WHW, or the absence thereof.

23. Higher education: Academic education and higher professional education.

24. Enrolment: Enrolment as a student or external student as specified from article 7.32 of the WHW onwards. Enrolment takes place on a study programme basis. If a bachelor's programme consists of a propaedeutic and a post-propaedeutic or bachelor's phase, enrolment takes place in one of these phases. If the first enrolment applies for either the first period of an Associate degree programme with a study load of 60 credits or the propaedeutic phase of a bachelor's study programme, the enrolment application must be submitted no later than 1 May 2019. Alternatively, if the propaedeutic phase of a bachelor's programme has not been implemented, this also applies to the first period of a bachelor's programme with a study load of 60 credits. A number of exceptions to this rule exist and are specified in chapter 2.3 of these regulations.
In the case of a first registration for the post-propaedeutic phase or a re-registration for either the propaedeutic or post-propaedeutic phase, the request for registration or re-registration must be submitted no later than 31 August 2019.

25. Complaints Office: The office where students can submit complaints digitally or in writing as specified in article 7.59 of the WHW.

26. Education and Examination Rules (EER): Regulation that specifies the applicable procedures, rights and obligations with regard to the education and examinations for each study programme or group of study programmes as referred to in article 7.13 of the WHW.

27. Our minister: The Dutch minister of Education, Culture and Science.

28. Study programme: A study programme as specified in article 7.3 of the WHW. The initial education offered by the institution in the form of Associate degree programmes, bachelor's programmes and master's degree programmes. Study programmes can be followed as a full-time, part-time or dual track programme. Every study programme is linked with an examination. Every study unit is linked with a preliminary examination.

29. Student: A person registered as a student with Avans University of Applied Sciences.

30. Student Information Desk: Desk that students can consult for questions regarding registration, admission, enrolment, re-enrolment, deregistration and payment of tuition fees. It provides access to information on studying and work placements abroad, financial aid for studying and cultural activities. It is also where appointments with student counsellors can be made. Avans has a Student Information Desk at most locations. You can also contact them by e-mail: studentinfo@avans.nl.

31. Students' Charter: Avans's Student's Charter as specified in article 7.59 of the WHW, which specifies the rights and obligations of students. The charter contains an overview of the regulations that protect the rights of students.

32. Study choice test: Activities as specified in article 7.31b of the WHW on the basis of which a non-binding study choice recommendation is issued. At Avans, this study choice test consists of an intake process. When registering for multiple study programmes, the intake is conducted for the first-choice study programme. If the student changes their first-choice study programme after 1 May 2019, they must participate in another intake for their first choice. If the student does not participate in the intake, they lose their right to enrolment.

33. Admissions Committee: Committee with a mandate, on behalf of the Executive Board, to take decisions regarding admission and enrolment of applicants who have submitted a request for registration after 1 May 2019 or 31 August 2019 respectively, who have not yet fulfilled their payment obligations or who have not yet submitted their enrolment dossier in full. In addition, the Admissions Committee is mandated to take decisions, on behalf of the Executive Board, regarding cases in which the student did not have a legitimate reason to participate in the mandatory intake process as specified in article 7.31 of the WHW.

With respect to students enrolled on the Bachelor of Laws study programme at the University of Law Avans-Fontys, the Director of the University of Avans-Fontys rather than the Admissions Committee is authorised to take the aforementioned decisions. Any reference to the Admissions Committee in this document in connection with students of the Bachelor of Laws must be understood to mean the Director of the University of Avans-Fontys.

34. Supervisory Board: Supervisory Board of Avans, as specified in article 10.3d of the WHW.

35. Ranking number: The number assigned by Studielink to a candidate who has participated in Avans's selection procedure.

36. Study finance advance act: Act which amended the Dutch 2000 Student Finance Act (WSF), replacing, among other things, the basic grant part of the performance-related study grant with a loan. This act applies to students enrolling in higher education for the first time after 1 September 2015.

37. WHW: Dutch Higher Education and Research Act

38. WSF 2000: Dutch 2000 Student Finance Act.

2 Enrolment

Individuals who wish to enrol for the first year of a study programme in higher education must submit a request for enrolment via Studielink: studielink.nl. Chapter 2.3 further describes the conditions that must be met.

To submit a request for enrolment in a study programme at the School of Fine Art and Design|St.Joost, individuals must register via Studielink. More information is available on the School of Fine Art and Design|St.Joost website. The finalised enrolment at the School of Fine Art and Design|St.Joost follows the completion of a selection assessment and the formal admission statement by the selection committee.

2.1. Statutory tuition fees to be determined by the government and payment of statutory tuition fees

When enrolling as a student, the statutory tuition fees as specified in article 7.45a of the WHW are due if:

- if a student has not previously obtained an associate degree, a bachelor's degree or a master's degree in order to enrol on an associate degree programme or has not previously obtained a bachelor's degree before enrolling in a bachelor's programme or has not previously obtained a master's degree before enrolling in a master's programme³ and
- the applicant meets the statutory nationality requirements.

If applicant does not meet the above criteria and is not covered by the exceptions referred to in Article 7.45a of the WHW, they must pay the institution tuition fees.

2.2. The institution tuition fees to be determined by Avans University of Applied Sciences and payment of institution tuition fees

For categories not mentioned under **2.1**, Avans is obliged to set institution tuition fees. The amounts may vary per study programme and per study programme variant, being full-time, part-time or dual.

Students of the opinion that they should not pay institution tuition fees can provide a substantiated request to the Executive Board to instead pay the statutory tuition fees or, depending on the circumstances, adjust the institution tuition fees to the level of the statutory tuition fee. The burden of proof lies with the student.

An overview of the different categories of tuition fees for 2019/2020 can be found avans.nl.

³ If a student opts for a study programme in either the educational or health sector and has previously obtained a degree in another sector, they may be eligible for the statutory tuition fee.

2.3. Enrolment for a study programme in higher education

For an enrolment as specified in 2.3.1 to 2.13, an enrolment request must be submitted via Studielink, studielink.nl.

Enrolment as a student is only possible if the applicant meets the applicable prior education requirement and any additional prior education requirements that may apply, i.e. has obtained a higher general secondary education, a pre-university level or an intermediate vocational education diploma and completed the required subject cluster. These requirements are set out in detail for each study programme on the Avans website www.avans.nl.

Applicants under 21 years of age who meet the prior education requirement or have been exempted from it but do not meet the additional prior education requirements that have been set for the study programme of this choice may submit a request to the Avans University of Applied Sciences Executive Board for participation in a check conducted to determine whether they meet comparable requirements. Such a request will only be honoured if there are compelling reasons why the candidate is unable to meet the requirements through secondary education. The check's requirements relate to the knowledge and skills acquired through the required subject cluster and combination of examination subjects, as set out in the 'Regeling Aanmelding en Toelating Hoger Onderwijs' (Regulations on Application and Admission for Higher Education). A positive outcome of this check is a prerequisite for enrolment.

2.3.1. First enrolment for the first period of a full-time or dual track Associate degree programme or the propaedeutic phase of a full-time or dual track bachelor's programme without decentralised selection.

The request for enrolment must be submitted no later than 1 May 2019. The request for enrolment must be made by 31 August 2019 at the latest for associate degree programmes. In the event of a request after 1 May or 31 August 2019 respectively, the Admissions Committee will decide on admission and registration. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the [Admissions Committee Regulations](#).

Applicants for the propaedeutic phase of a full-time or dual bachelor's programme who have submitted a request for enrolment on time must participate in the intake. Applicants who have submitted a request to the Admissions Committee which was subsequently declared well-founded are therefore also obliged to take part in the intake. A description of this intake can be found in the [Study choice test regulations](#).

Applicants for the first period of a full-time or dual Associate degree programme are entitled to participate in an intake process. Therefore, there is no obligation to participate in the intake for these programmes.

When submitting requests for enrolment for multiple study programmes, the intake interview is conducted for the first choice. If the applicant changes their first-choice study programme before 1 September 2019, they either must participate in another intake for their first-choice bachelor's programme or have the right to participate in the intake for Associate degree programmes.

If a student requests to be enrolled for a programme that has a deadline for enrolment of 31 August, the student cannot change his or her choice of programme after 1 May to a programme for which the deadline for requesting enrolment is 1 May.

If an intake is mandatory and the applicant does not participate, they lose their right to enrolment and the Admissions Committee decides on admission and enrolment. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the [Admissions Committee Regulations](#).

Full-time or dual track students, whether prospective or current, who meet the conditions specified under 2.1. must pay the full statutory tuition fees and may also be eligible for financial aid for studying in higher education. As part of the financial aid for studying, it is the amount of the tuition fees as a tuition fee loan.

Students and prospective students who are going to study in the Netherlands can also, subject to certain conditions, apply for financial aid for studying and a tuition fee loan if they are one of the following: nationals from EU/EEA countries, Switzerland, the Netherlands Antilles or holders of one of the following types of residence permits: type II Regular indefinite period, Type III Asylum for a definite period of time or Type IV Asylum for an indefinite period of time. Information concerning financial aid for studying is available on the DUO website and at Avans's Student Information Desk. studentinfo@avans.nl.

2.3.2. First enrolment for the propaedeutic phase for a full-time study programme with decentralised selection.

For information on how to submit a request for enrolment in a programme with decentralised selection as well as which conditions apply, please refer to the information on this subject on the website of either DUO or Avans.

For information concerning the tuition fees and potential financial aid for studying, please refer to chapter 2.3.1.

2.3.3. First enrolment for the first period of a part-time Associate degree programme or the propaedeutic phase of a part-time bachelor's programme. The request for enrolment must be submitted no later than 31 August 2019. In the event of an application after 31 August 2019, the Admissions Committee will decide on admission and enrolment after consultation with the School Board. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the [Admissions Committee Regulations](#).

Applicants who have submitted a request by 1 May 2019 at the latest have the right to participate in the study choice test. The applicant must contact the relevant school for this purpose.

Part-time students, whether prospective or current, that meet the criteria specified under 2.1 must pay a statutory tuition fees as determined by the Executive Board. Please refer to the tuition fee calculator on the website. They are not eligible for financial aid for studying.

2.3.4. First enrolment for a full-time or dual track study programme based on a foreign diploma.

The request for enrolment must be submitted no later than 31 August 2019. In the event of a request after 31 August 2019, the Admissions Committee will decide on admission and registration. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the [Admissions Committee Regulations](#).

Applicants for the propaedeutic phase of a full-time or dual bachelor's programme who have submitted a request for enrolment on time must participate in the intake. Applicants who have submitted a request to the Admissions Committee which was subsequently declared well-founded are therefore also obliged to take part in the intake. A description of this intake can be found in the 'Regeling Studiekeuzecheck' (Study choice test regulations, only available in Dutch).

Applicants for the first period of a full-time or dual Associate degree programme are entitled to participate in an intake process. Therefore, there is no obligation to attend the intake process for these programmes.

When submitting requests for enrolment for multiple study programmes, the intake interview is conducted for the first choice. If the applicant changes their first-choice study programme before 1 September 2019, they either must participate in another intake test for their first-choice bachelor's programme or have the right to participate in the intake for Associate degree programmes.

If an intake is mandatory and the applicant does not participate, they lose their right to enrolment and the Admissions Committee decides on admission and enrolment. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the Admissions Committee Regulations.

2.3.5. Enrolment for a full-time or dual track study programme other than the one the student was enrolled in until 1 May 2019.

The request for enrolment must be submitted no later than 31 August 2019 and can only be submitted if the student is still enrolled in a study programme at the time of the request. In the event of a request after 31 August 2019, the Admissions Committee will decide on admission and registration. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the [Admissions Committee Regulations](#).

Applicants for the propaedeutic phase of a full-time or dual bachelor's programme who have submitted a request for enrolment on time must participate in the intake. Applicants who have submitted a request to the admissions committee which was subsequently declared well-founded are therefore also obliged to take part in the intake. A description of this intake can be found in the [Study choice test regulations](#). Applicants for the first period of a full-time or dual Associate degree programme are entitled to participate in an intake process. Therefore, there is no obligation to attend the intake process for these programmes.

If an intake is mandatory and the applicant does not participate, they lose their right to enrolment and the Admissions Committee decides on admission and enrolment. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the [Admissions Committee Regulations](#).

2.3.6. First enrolment for the post-propaedeutic or bachelor phase of a study programme.

The request for enrolment must be submitted no later than 31 August 2019. In the event of a request after 31 August 2019, the Admissions Committee will decide on admission and registration. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the [Admissions Committee Regulations](#).

In the context of enrolling for the post-propaedeutic phase, applicants must have a propaedeutic certificate for the study programme in question or a certificate from the examination board for the study programme in question stating that they are exempt from obtaining the propaedeutic certificate.

If the School Board considers the teaching capacity – for the post-propaedeutic phase of a programme for which a limitation of the first enrolment was set – to be sufficient for unrestricted enrolment, the School Board may decide to refuse enrolment for the post-propaedeutic phase to students who have not previously enrolled for this programme with Avans as specified in article 7.54 of the WHW.

2.3.7. Re-enrolment for a study programme.

Students who were already enrolled in one of Avans's study programmes in the 2018-2019 academic year and wish to continue this enrolment in the 2019-2020 academic year must submit a request for re-enrolment via Studielink. This request must be submitted no later than 31 August 2019.

2.3.8. First enrolment for a study programme for which enrolment starts in February 2020.

If an applicant has the opportunity to start the study programme in February 2020, the request for enrolment must be submitted by 31 January 2020 at the latest. In the event of a request submitted after 31 January, the Admissions Committee will decide on admission and registration. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the [Admissions Committee Regulations](#).

Applicants who have submitted a request for enrolment before the deadline must participate in the intake. Applicants who have submitted a request to the Admissions Committee which was subsequently declared well-founded are therefore also obliged to take part in the intake. A description of this intake can be found in the [Study choice test regulations](#). If an intake is mandatory and the applicant does not participate, they lose their right to enrolment and the Admissions Committee decides on admission and enrolment. In such a case, the applicant must submit a substantiated request in writing to the Admissions Committee. For more information, please refer to the [Admissions Committee Regulations](#).

2.3.9 Enrolment as an external student

With the permission of the Dean, individuals can enrol as external students for certain programmes. This enrolment entitles the student to take preliminary examinations and examinations for that programme while also granting access to the library. An external student is not entitled to education, study guidance or use of student facilities.

An external student pays examination fees as set by the institution and is not entitled to financial aid for studying. Please refer to the tuition fee calculator on [avans.nl](#). An external student is not entitled to a refund of examination fees.

2.3.10 Interim enrolment

An applicant who submits a request for enrolment to start a programme during the course of the academic year, not being an enrolment as referred to under 2.3.8, must always obtain prior permission for such interim enrolment from the Dean of the study programme in question.

2.3.11 Internal transfer from an existing enrolment.

In the event of an internal transfer during the course of the academic year, a student must always obtain prior permission from the Dean of the study programme to which they wish to transfer. An example of this is a transfer to another study programme. Naturally, the student must meet all the specific requirements of this programme. The internal transfer in question could also concern a transfer from a full-time to part-time or dual track study programme, or vice versa. The Dean's permission is required for all such cases.

When transferring to a study programme that requires higher tuition fees than the first study programme, the student must proportionally pay the difference. When transferring to a study programme or variant thereof that requires a lower tuition fee, the student can request a refund of a portion of the tuition fees.

2.3.12 Enrolment for a minor at Avans University of Applied Sciences

A student whose first enrolment was at another university of applied sciences or research university has the opportunity to follow a minor at Avans through a second enrolment. To do so, the student in question must meet the entry requirements as specified in the regulations of the minor that they wish to take and must also submit proof of tuition fees payment. Please refer to chapter 2.10 for more information.

Students can submit a request for enrolment for a minor via Studielink by applying for the programme to which the minor belongs.

At the same time, students must fill in the 'KOM contract' via the 'Kies op Maat' programme and subsequently sign it. In addition, both the competent authority of their own institution and the competent authority of Avans University of Applied Sciences must sign the 'KOM contract'. The student is responsible for supplying the original and fully signed 'KOM contract' to Avans's student administration. If necessary, the student is also responsible for providing additional, necessary documents, including a copy of their identity document and the diploma for their prior education. Taking a minor outside of the 'Kies op Maat' programme is only permitted with the express permission of your own examination board.

The aforementioned enrolment procedure via Studielink and Kies op Maat does not apply to students of foreign partner institutions. These students must request enrolment directly at the International Office of Avans University of Applied Sciences. See avans.nl for a more detailed description of the enrolment procedure.

2.4 Enrolment for a master's degree programme

The Academy of Art and Design|St. Joost in Breda and 's-Hertogenbosch provides the master's programmes Fine Art, Photography, Graphic Design and Animation. Registration for these programmes takes place via Studielink. Those registering are only admitted if they comply with the statutory admission requirements.

For more information and registration, please refer to akvstjoost.nl.

Information regarding bachelor's and master's programmes, provided by Avans in collaboration with Avans+, can be found on the website of Avans+: avansplus.nl.

2.5 Prior education and admission

2.5.1. Exemption on the basis of other diplomas

Those registering are exempt from the statutory requirements for prior education, as referred to in article 7.24 of the WHW, if they hold an Associate, bachelor's or master's degree, or if they hold a successfully completed propaedeutic examination at an institution of higher education.

The Executive Board also grants exemptions to holders of a diploma issued in the Netherlands that has been designated as equivalent to the diplomas referred to in the first and second paragraphs of Article 7.24 and of the WHW.

2.5.2. Exemption on the basis of a foreign diploma

The WHW stipulates that students from countries that are members of the Lisbon Recognition Convention, <http://www.coe.int> who have access to higher education in their own country and meet the prior education requirements for Dutch higher education, unless research shows otherwise.

This does not alter the fact for study programmes taught in Dutch, examinations or parts of examinations will not be taken when a sufficient command of Dutch has been demonstrated on the basis of the State Exams Dutch as a Second Language (Nt2) with language level B2 of the Common European Framework of Reference for Languages (CEFR), the CNaVT⁵ certificate, 'Profiel Academische Taalvaardigheid' (PAT, profile of academic linguistic command), 'Profiel taalvaardigheid hoger onderwijs' (PTHO, profile of linguistic command at higher education level) certificate or another examination. Flemish-speaking students are exempted from these examinations, as are students who have followed a Dutch-language programme at intermediate vocational education qualification level (MBO) or secondary education level (VO) abroad.

2.5.3. Exemption on the basis of an entrance examination

Applicants who are aged 21 years or older at the start of the academic year on 1 September 2019 and who do not meet the statutory requirements for prior education may be exempted from this if an entrance examination shows that they are suitable for the study programme in question and have sufficient command of Dutch to successfully follow the study programme. The Executive Board may deviate from the aforementioned age limit of 21 years for holders of a diploma issued outside the Netherlands that means the applicant is eligible to study a study programme at a higher education institution in the holder's own country. The Executive Board may also deviate from the aforementioned age limit and English-language requirement for exceptional talent applying for study programmes in the field of art.

Please refer to the EER of the study programmes in question for further information.

2.6. Non-Dutch taught study programmes

Avans also offers non-Dutch taught study programmes. In the case of study programmes taught in English, the above condition regarding knowledge of Dutch does not apply for foreign students.

⁵ Certificate Dutch as a Foreign Language, cnavt.org

Foreign students who enrol in a study programme taught in English at Avans must have a command of English at least at IELTS 6.0 level. More information is available on <http://www.avans.nl/international/programs/study-at-avans/admission-requirements>

Foreign students with a prior education that was taught entirely in English or prior education that is listed on the [diploma list](#) may be granted an exemption from this requirement. Each study programme in the field of art has its own EER that specifies separate admission requirements for English linguistic proficiency.

2.7. Nationality and diplomas

If applicants do not have either Dutch or an EER nationality, Avans will, in addition to the documents specified in article 2.9, request supplementary documentation regarding legal residence status at the time the application was submitted in accordance with the Netherlands Aliens Act. The applicant must have legal residence status in the Netherlands at the time of enrolment. Under the WHW and the Dutch Residence Status Act, the institution is obliged to check this.

Admission may be granted on the basis of a foreign diploma, after further investigation has established that the diploma can be regarded as admissible. Please refer to chapters 2.5.2 and 2.5.3. For more information, please refer to [avans.nl](#) and [internationalstudy.nl](#).

Checking the valid residence status and checking whether the diploma can lead to admission is often a time-consuming process. Submitting a request for Enrolment on time is therefore necessary, preferably before 1 May 2019. Participation in education, pending completion of enrolment, is at applicants' own risk. If the final enrolment ultimately does not take place, the costs incurred are payable in their entirety by the student.

2.8. Tuition fees 2019/2020 of funded study programmes

The statutory tuition fees are indexed annually as specified in the WHW.

Students who do not meet the requirements as specified in 2.1 must pay institution tuition fees as determined by the Executive Board.

The amount of the tuition fees can be found on [avans.nl](#).

This enrolment applies to the 2019/2020 academic year. The regular academic year runs from 1 September to 31 August 2019.

Some study programmes also offer the possibility of enrolment as of 1 February 2019.

Additionally, there are a number of study programmes where students, usually at an intermediate vocational education (mbo) level, can enrol during the academic year. If these students have paid school fees or course fees elsewhere, they may be eligible for a reduction or an adjustment to the tuition fees due, under certain conditions, as specified in article 7.4.8 paragraph 2 of the WHW.

Students must enrol for subsequent academic years on an annual basis via Studielink.

The condition for enrolment, whether for the first time or re-enrolment, is that the payment obligations must be met before 1 September 2019.

Students can use an authorisation form for this purpose.

2.9. Documents required for enrolment

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

- enrolment for the academic year 2019/2020 via Studielink studielink.nl
- if necessary, an admission statement based on additional requirements or a proof of place for programmes that employ selection
- the results of the investigation into the talent and suitability for the study programme (applicable to the School of Fine Art and Design|St.Joost)
- if necessary a statement concerning the removal of deficiencies for study programmes with a mandatory intake profile
- a digital authorisation to pay your tuition fees that is fully filled in and signed via Studielink
- if an employer is responsible for the payment, a digital authorisation in the student's name must be provided, for which Avans will make an invoice available via iAvans under the name 'Collegegeld factuur' (Tuition fees invoice) for the purposes of invoicing the employer
- for interim enrolment as referred to in 2.3.11, proof of permission from the Dean must be provided
- for enrolment as an external student, proof of permission from the Dean must be provided.

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

- enrolment for the academic year 2019/2020 via Studielink studielink.nl
- if necessary, an admission statement based on additional requirements (as an example, this may apply to a number of part-time programmes in Health Care Education)
- the results of the investigation into the talent and suitability for the study programme (applicable to the School of Fine Art and Design|St.Joost)
- a statement from the school in question that the applicant is exempt from obtaining the propaedeutic certificate of the bachelor's programme in question, supplemented with other exemptions if applicable
- a digital authorisation to pay your tuition that is fully filled in and signed via Studielink
- if an employer is responsible for the payment, a digital authorisation in the student's name must be provided, for which Avans will make an invoice available via iAvans under the name 'Collegegeld factuur' (Tuition fees invoice) for the purposes of invoicing the employer
- for interim enrolment as referred to in 2.3.11, proof of permission from the Dean must be provided
- for enrolment as an external student, proof of permission from the Dean must be provided.

As soon as all required documents have been submitted and it has been confirmed that the applicant meets all the requirements, the request for enrolment will be converted into an enrolment.

All of the aforementioned terms of enrolment must be met no later than 31 August 2019 to ensure enrolment, whether for the first time or re-enrolment, and activation or retention of the account.

Applicants who have not met the aforementioned terms after 31 August 2019 can submit a substantiated request in writing to Avans's Admissions Committee if they consider themselves eligible to refer to extraordinary circumstances that were beyond their control.⁷

⁷ For more information, please refer to Avans's [Admissions Committee Regulations](#).

All financial obligations must have been met in order to use facilities or participate in any educational activities, examinations, re-examinations, tests, preliminary examinations or resits of preliminary examinations.

In addition to the aforementioned documents, non-EEA students must possess the following when starting the study programme:

- proof of legal residence status in the Netherlands that allows for study
- proof of sufficient health insurance
- proof of sufficient financial means to fund residence in the Netherlands for the duration of the academic year in question. Please refer to ind.nl for further information on this topic.

2.10. Two or more enrolments within an academic year

Students enrolled at a Dutch university of applied sciences or research university can enrol for another study programme in the same academic year. This is possible at the same university of applied sciences or at another university of applied sciences or research university entirely. This is referred to as a second enrolment.⁸

- Students who meet the conditions as specified in 2.1. and as a result pay the statutory tuition fees, are in part or wholly exempt from paying tuition fees for the second enrolment as specified in article 7.48, paragraph 1 of the WHW.

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

Students must submit a proof of tuition fees payment for their first enrolment before they can submit a second enrolment.

- Students with a first enrolment at an institution other than Avans for which they pay institution tuition fees must pay the full amount of institution tuition fees to Avans if they apply for a second enrolment at Avans.

If students owe institution tuition fees and both the first and second enrolments take place at Avans, they may be eligible for a whole or partial exemption from paying tuition fees for the second enrolment under certain conditions. As a general rule, this applies when the institution tuition fees for the first enrolment are higher than those of the second enrolment.

- If students obtain their qualification for 1 of the 2 enrolments, they still owe the statutory tuition fees for the second enrolment if they were enrolled for both degrees simultaneously as long as the enrolments progress without interruption.

⁸ If the first enrolment is at a foreign institution, as is the case with Joint or Double Degrees, a different tuition fee scheme may apply.

3. Termination of enrolment

3.1. Termination of enrolment for a study programme

Students considering terminating their enrolment are advised to consider the consequences of deregistering regarding financial aid for studying, obtained ECTS credits, agreements on resuming studies and other such considerations. You can consult the Dean or DUO for this purpose.

Students can de-register during the academic year by submitting a request for deregistration via Studielink on studielink.nl.

We expressly recommend that the student schedules an appointment with the Dean to ensure the proper handling of the enrolment and termination of financial aid for studying.

3.1.1. Termination of enrolment at a student's request

Students enrolled in a study programme who request termination of enrolment will have their enrolment terminated at the end of the following month after the request was received. DFS informs the student involved and DUO of the termination of enrolment.

If the enrolment is interrupted in a given academic year and re-enrolment takes place in that same academic year, all obtained results in that academic year will be considered when determining the requirements of a binding rejection.

3.1.2. Termination of enrolment by order of the Executive Board

The Executive Board terminates the enrolment on the month following the month in which one of the following has happened:

- a binding rejection as specified in article 7.8b, paragraph 5
- serious fraud (by order of the Executive Board after the examination board has proposed to do so as specified in article 7.12b, paragraph 2)
- not respecting the basis and aims and objectives of the institution if there is an opportunity to follow the study programme at another institution as specified in article 7.37, paragraphs 5 and 6
- a careful consideration of all stakeholders has taken place, which resulted in the examination board or student counsellor giving a considerable recommendation regarding a student who has, through their behaviour or expressions, demonstrated unsuitability to practise one or more professions that the study programme they are following would permit them to perform as specified in article 7.42a

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With due observance of the specified number of months to wait included in this article, the refund rules as specified in 3.1.3 remain in force for the examples of termination of enrolment as specified in 3.1.2.

- violating the rules, regulations and disciplinary measures of the institution as specified in article 7.57h.
- terminating the enrolment¹⁰ if students have not met their payment obligations as specified in article 7.42 paragraphs 2 and 5. Please refer to chapter 4 of these terms of enrolment for the payment procedure.

3.1.3. Right to refund of tuition fees

Students are eligible for the refund of a twelfth of the tuition fees they owe for every month for each month remaining in the academic year after the termination of their enrolment, unless a request for deregistration is received in June, July or August. An external student is not entitled to refund of tuition fees.

Students who, in addition to their first enrolment, have a second enrolment, which is partially or wholly exempt from payment of tuition fees as specified in chapter 2.9.1. must submit a request for the return of their proof of tuition fees payment from the institution of their second enrolment and subsequently send it to Avans's Student Administration Office. The tuition fees will continue to be collected and refunds will not take place until the proof of tuition fees payment has been received by Avans.

3.1.4. Supplementary clause for non-EEA students

By enrolling as a student at Avans, and in accordance with the Code of Conduct International Student in Dutch Higher Education², non-EEA students agree that upon termination of enrolment, or much earlier after the institution has determined that the student is no longer performing reasonably during their studies, the institution will immediately notify the Immigration and Naturalisation Service (IND) of this.

4. Payment

Students pay their tuition fees in 1 or 9 instalments by means of a digital authorisation to debit. A digital authorisation may also be issued by parents or guardians. If an employer pays for a student's tuition fees, the student must issue a digital authorisation in their own name and bank account number. For the purposes of invoicing the employer, Avans will make an invoice available via iAvans under the name 'Collegegeld factuur' (Tuition fees invoice).

The authorisation to pay is issued via Studielink. Please note that an administrative fee is charged for payment by instalments.

When an instalment cannot be collected, the student in question will be given an opportunity to rectify the situation. To that effect, a reminder of the outstanding amount will be sent to the Avans e-mail address of the student in question.

¹⁰ This applies from the second month after the student has received a reminder for payment and an ultimatum letter. *Please refer to chapter 4 for the payment procedure.*

The student must pay this within 30 days of receipt of the reminder. If the payment is not made, an ultimatum letter will be sent to the Avans e-mail account of the student in question. This letter will state that the option to pay in instalments no longer applies and that the full amount has become due in a single payment. The full outstanding claim must be paid within 14 days of the date of the ultimatum letter.

If the student still fails to meet their payment obligation after this period has expired, they will immediately be excluded from further participation in educational activities and facilities, which includes blocking their account. The enrolment will then be terminated by order of the Executive Board at the start of the second month following the date on which the ultimatum letter was sent. ¹¹

This does not release the student from their payment obligations nor from the rule that the collection of the amount due is transferred to third parties, whereby, in addition to the principal sum, all costs to be incurred (including extrajudicial and judicial), the statutory interest from the moment of default and compensation payments are at the student's expense.

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

The certificate will be issued after the due tuition fees for all years of enrolment have been paid in full in addition to all other financial obligations.

Non-EEA students who had Avans submit their applications for both the Authorisation for Temporary Stay and the Residence Permit (VVR) will be charged an amount in addition to the tuition fees as compensation for the fees associated with the applications. More information on this topic can be found on [avans.nl](https://www.avans.nl).

5. Certificate of enrolment

Students who meet the admission criteria and the Associated financial obligations will receive a certificate of enrolment (available via iAvans).

6. E-mail address and communications

Students who have met all enrolment requirements will receive an Avans email address. Avans uses this email address as a primary means of communication with its students. This means that decisions taken by or on behalf of bodies of Avans are communicated to the student via this email address.

¹¹ Please refer to article 7.42, paragraphs 2 and 5 of the WHW:

Paragraph 2. If the student enrolled in a programme has not paid their tuition fees, whether statutory or institution, or examination fees after an ultimatum letter was issued to them, the Executive Board may terminate the enrolment with effect from the second month following the date the ultimatum letter was sent.

Paragraph 5. The Executive Board informs the student in question of the termination of the enrolment.

Students are expected to use this e-mail address with care in relation to Avans and to be sufficiently accessible via this e-mail address. If students only wish to receive correspondence from Avans by post, they must explicitly indicate this. If this is the case, all correspondence from Avans will be sent to the correspondence address supplied by the student in question. Any change in this correspondence address must be communicated in a timely manner and in writing via Studielink or the Municipal Personal Records Database (GBA) in accordance with the applicable procedures. Avans does not accept any liability as a result of failure to provide timely and written notification of changes to the correspondence address.

7. Other provisions

7.1. Insurance

The student, whether external or otherwise, is responsible for taking out third-party liability insurance and accident insurance during the period of their enrolment. Avans University of Applied Sciences has taken out a collective liability and accident insurance for its students. This insurance only provides secondary, limited cover.

7.2. Indemnity

The student, whether external or otherwise, indemnifies the Avans Foundation from third-party claims regarding copyright and patent rights. This refers to claims that may arise in connection with the use of things such as software, registration, books and magazines that are the property of Avans or that are under management of and made available by Avans, or of which the student, whether external or otherwise, could have become familiar with in some other way.

Any costs, including judicial and extrajudicial, associated with the aforementioned claims against Avans, as well as interest, are entirely at the expense of the student, whether external or otherwise, who violates the rights referred to in this article.

7.3. Protection of personal data

When processing personal data (i.e. all data that can be traced to a person), Avans University of Applied Sciences complies with the Dutch Personal Data Protection Act (which will be replaced by the General Data Protection Regulation [GDPR] with effect from 25 May 2018) and the Regulations for the Protection of Personal Data of Students. This can be found under the 'studentinfo' heading on iAvans.

7.4. Compensation/fines

7.4.1. Violation of intellectual property rights

If the rights mentioned in 7.2 are the property of Avans or the Avans Foundation, Avans has the authority to recover all damages from students, whether external or otherwise, that violate these rights.

7.4.2. Unlawful participation in education

Individuals who are not enrolled but do use the educational facilities are liable to pay Avans compensation that, at most, is equal to the tuition fees due as specified in article 15.2 of the WHW. Avans may also report a criminal offence (article 15.3 of the WHW), and this violation can be punished with a second-category fine.

Test or examination results in question are not valid unless all enrolment requirements have been met.

7.4.3. Obligation to provide information and proof of identity

Individuals who do not provide their name and address and proof of enrolment at first request to persons designated by the Executive Board may be denied access to Avans's buildings and grounds. These individuals may also be liable to a fine of the first category as specified in Article 15.4 of the WHW.

Supplying incomplete or incorrect information at the time of enrolment may lead to termination of the enrolment.

In the event of financial loss, the student or external student assumes all liability. If Avans must enact collection measures, all related costs will be payable by the student or external student.

7.5. Exclusion of liability

The Executive Board bears no responsibility whatsoever for the loss of, theft of or damage to personal property that occurs within the buildings or on grounds of Avans or in buildings or on grounds used by it.

7.6. Complaints

Students, whether external or otherwise, who consider themselves disadvantaged in their interests with regard to enrolment, termination of enrolment or requests for either may submit a written complaint to that effect with the Executive Board's Disputes Advisory Committee within 6 weeks of the date of the decision, in accordance with the provisions of the Student Appeals Procedure of Avans University of Applied Sciences. An appeal can be lodged with the Appeals Tribunal for Higher Education ('College van Beroep voor het Hoger Onderwijs') against the Executive Board's decision on the complaint.

The regulations for objections are included in the Complaints and Grievances Procedure for students of Avans University of Applied Sciences. These regulations can be found on iAvans.

7.7. Hardship clause

The Student Administration Office Coordinator is authorised, within the scope of the WHW and in so far as it does not fall within the powers of the Admissions Committee, to address injustices of such a nature that can apply to the application of these regulations, as well as take decisions that these regulations do not provide for.

To that end, students must submit a supported written request to:

Avans Hogeschool, DFS, Attn: The Student Administration Office Coordinator, PO Box 90116
4800 RA Breda, The Netherlands.

7.8 Effective date and official title

These regulations apply to applications and enrolments for the 2019/2020 academic year. The regulation can be cited as '**Regulations on terms of enrolment Avans University of Applied Sciences 2019/2020**'.