

# STUDENT GUIDE

## Student Counsellor's Office information leaflet

### GRADUATING AND DEREGISTERING

If you are studying full-time or part-time or are following a work-study track at Avans University of Applied Sciences and will be graduating, read below when you can deregister and what consequences there are. Avans will only automatically end your enrolment when you graduate. If you would like to end the enrolment on another date, please read the information listed under Continuing enrolment.

### DEREGISTERING DURING THE ACADEMIC YEAR

You have passed your examination, ending your study programme during the course of the year.

#### Stopping enrolment after diploma date

You are entitled to a tuition fee refund from the first day of the month following the day on which you ended your enrolment via Studielink. This is on condition that you are not enrolled as a student on another higher education study programme. If Avans deregisters you in June, July or August, you will not be entitled to a tuition fee refund.

Cancel your financial aid for studying yourself via duo.nl You must also remove your public transport student travel product from your public transport pass (ov-chipkaart) via an NS ticket machine.

#### Continuing enrolment

If you are graduating earlier but want to continue your enrolment until the end of the academic year, you can. You can deregister on Studielink between your diploma date and 31 August. You will receive a message in Studielink that Avans has deregistered you.

If you want to request a correction to that date, please click on the link in the message. A form (formdeskformulier) will then open. Please indicate your desired deregistration date on this form.

If you deregister in June, July or August, you will not be entitled to a tuition fee refund. You are also not entitled to a tuition fee refund if you are still enrolled as a student on another higher education study programme. Cancel your financial aid for studying yourself via duo.nl Make sure you cancel your student travel product on your public transport chip card (ov-chipkaart).

If you deregister after your diploma date, you can receive financial aid for studying until the end of the academic year at the latest. This is of course only possible if you have not yet used up your financial aid entitlement.

### DEREGISTERING IF YOU ARE NOT ABLE TO GRADUATE NOW

If you will not be able to pass the final examination this academic year and still have final examination obligations after 1 September, such as the discussion of the final examination assignment, the final examination dissertation or sitting an examination subject, you must re-enrol for the next academic year. You will therefore continue your enrolment, and you are in principle entitled to financial aid for studying.

### CONSEQUENCES FOR STUDENT FINANCIAL AID

Once you have graduated, you are obliged to pass on any changes to Duo in connection with repayments and checks. Terminate your financial aid via duo.nl and also cancel your student travel product on your public transport chip card. Remember that your entitlement to financial aid depends, among other things, on your enrolment as a student.

#### Maximum allowed supplementary earnings

If you still fall under the old basic grant system and are still receiving financial aid after your study programme ends, you must also take into account the maximum limit for supplementary earnings. Have a look at duo.nl for the exact amount of the limit.

### INFORMATION

For more information or for advice, please contact one of the student counsellors. You can ask about their availability at the Student Information Desk in Breda, 'sHertogenbosch and Tilburg. Please phone +31 88- 525 75 50, or drop by the desk at your campus.

### USEFUL WEBSITES

- [Duo.nl](https://duo.nl) to check your rights and obligations regarding financial aid for studying
- [Ov-chipkaart.nl](https://ov-chipkaart.nl) for information about the use of the student travel product
- [Studentinfo.avans.nl](https://studentinfo.avans.nl) for more information about financial and other matters.