

Regulations for Enrolment

Wageningen University 2020-2021

Regular

**Student, Extraneus, Pre-master's student,
Education Module student**

Education and
Student Affairs

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definitive

These regulations are an implementation of Chapter 7 of the Higher Education and Research Act (WHW), containing the principle rules governing enrolment, termination of enrolment and tuition fees. In a number of Articles the Executive Board is commissioned and is given authority to develop further rules governing, for example, enrolment procedures, the level of the tuition fees for students not subject to the statutory fee levels, payment instalments of the tuition fees, and any reduction in or exemption from tuition fees.

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Definitions and acronyms

- Academic year: the year from September 1 through August 31
- BBC: Proof of Payment of Tuition Fees (*Bewijs Betaald Collegegeld*). The proof of payment is issued by the institution where the student has paid the tuition fees. The statement shows that the student has paid tuition fees for this academic year at another Dutch institution of higher education for his/her enrolment as a student in a government funded study programme.
- BRON: Basic Register for Education (in the Netherlands; including Higher Education)
- Cohort 20XX: year of first enrolment of a student for a study programme
- Credit (European credit): measure for the size of a course
- Croho: the central government register for higher education
- DUO: *Dienst Uitvoering Onderwijs* - Information Management Group, Groningen
- 'Education Module' student: student who holds a diploma of a bachelor's programme and wants to obtain a secondary teaching qualification in a subject by registering for the education module of Wageningen University; in accordance with chapter 4 of the ['Royal Decree Experiments flexibilization of higher education'](#) of April 8 2016. The bachelor's programmes and courses concerned, are listed in the ['Regeling Verwantschapstabel educatieve minor'](#) of the Ministry of OCW
- EER: Education and Examination Regulations of Wageningen University
- Enrolment: enrolment as student or *extraneous* for the academic year 2020-2021. This can be either a first enrolment or a re-enrolment. The term 'student' may also refer to a pre-master's student or an education module student
- Executive Board: the Executive Board (*College van Bestuur*) of Wageningen University
- *Extraneous*: examination student (may only take interim examinations and the exam within the study programme enrolled; has no right to receive teaching)

- First year student: student who enrolls for the first time for the first year of a Wageningen University study programme
- IND: Immigration and Naturalisation Service
- Institutional tuition fee: the tuition fee rate established by the Executive Board for students who are not entitled to pay the statutory tuition fee (there are several rates of institutional tuition fee)
- Institutional tuition fee 1 (ic1): tuition fee to be paid by a student who does not qualify for the statutory tuition fee but who, on the basis of the 2020-2021 price policy of Wageningen University, belong to one of the groups of persons who pay the institutional tuition fee equal to the statutory tuition fee rate
- Institutional tuition fee 2 (ic2): tuition fee to be paid by a student who (i) enrolls in a bachelor's or master's programme and who has already obtained a bachelor's or master's degree from a government funded Dutch Institution for Higher Education after September 1, 1991, and who (ii) meets the nationality requirement referred to in Section 7.45a, paragraph 1, of the WHW. This requirement implies that the student belongs to one of the groups of persons as referred to in [Article 2.2 of the Student Finance Act 2000](#), or has the Surinamese nationality
- Institutional tuition fee 3 (ic3): tuition fee to be paid by a student who does not meet the nationality requirement as referred to in Section 7.45a, paragraph 1, of the WHW. The student does not belong to one of the groups of persons as referred to in [Article 2.2 of the Student Finance Act 2000](#), nor does the student has the Surinamese nationality
- Isat-code: the code (a number) given in Croho to a bachelor's or master's study programme
- OCW: Ministry of Education, Culture and Science
- OER: Education and Examination Regulations of Wageningen University
- Pre-master's student: student who enrolls for an individual pre-master's programme to repair 'deficiencies' in previous education and thus become admissible to a master's programme of Wageningen University
- Re-enrolment: enrolment in 2020-2021 for a study programme for which the student already has been enrolled in a previous academic year
- Regular education or regular education programme: all the courses and study programmes belonging to the initial education of Wageningen University and as included in the [Study Handbook 2020/2021](#) of WU
- SSC: Student Service Centre of Wageningen University
- Statutory tuition fee: the tuition fee as defined by Article 7.45 of the WHW annually set by the legislator for students complying with Article 7.45a WHW
- Student: a person who enrolls for a study programme of Wageningen University as a 'student' as defined by Article 7.32 WHW
- Studielink: the digital portal in the Netherlands for application and enrolment as a student at non-private institutions of higher education in the Netherlands
- [Study Handbook](#): the study guide 2020/2021 of Wageningen University, which contains information about the bachelor's and master's programmes, minors and all subjects from the university's regular education programme in the academic year 2020-2021
- UWHW 2008 ('*Uitvoeringsbesluit Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*'): includes the implementation decrees related to the Dutch Higher Education and Research Act
- WHW: Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*)
- WO: academic education (*wetenschappelijk onderwijs*)
- WSF: Student Grants and Loans Act (*Wet Studiefinanciering 2000*)
- WU: Wageningen University
- WUR: Wageningen University and Research
- WUR card: card issued once only by Wageningen UR to every student at the time of first enrolment. In combination with the annually issued proof of enrolment, the WUR card grants the holder certain rights.

1 Enrolment as a student or extraneus

- 1.1 Those who want to use the educational and/or examination facilities offered by Wageningen University for a regular bachelor's or master's study programme must enrol every academic year as a **student** or as an **extraneus** at Wageningen University. 'Education and/or examination facilities' also includes internships and thesis projects that, as part of a Wageningen study programme, are followed outside the teaching facilities of Wageningen University.
- 1.2 For enrolment as a student or *extraneus* in the academic year 2020-2021, the student must satisfy:
 - a. the statutory preliminary education requirements and admission requirements set out in Chapter 7 Title 2 WHW,
 - b. the admission requirements set by the Executive Board in the OER 2019-2020, for students who have submitted their request for enrolment in the academic year 2019-2020, or in the OER 2020-2021, for students who have submitted their request for enrolment in the academic year 2020-2021, and
 - c. the general conditions for enrolment set out in Chapter 7, Title 3, section 1a WHW.
- 1.3 Enrolment as an *extraneus* is only possible if the Executive Board decides that this enrolment does not harm the nature and interest of education.
- 1.4 Additional requirement for students or *extraneus* enrolling for the first year of a bachelor's programme:
 - a. First year students with a grade of preliminary education for the bachelor's programmes must satisfy the general conditions for application, study choice activities and study choice advice as set out in in Chapter 7, Title 3, section 1 of the WHW and the [Matching Regulations 2020/2021](#) of Wageningen University.
- 1.5 WU will refuse enrolment if the student or *extraneus* has financial obligations to the university dating from former academic years.
- 1.6 A student or *extraneus* cannot enrol for a specific study programme again when in the three years preceding enrolment, a negative binding study advice for that study programme was received.
- 1.7 A student or *extraneus* can only enrol as of September 1, 2020. To enrol as of September 1, 2020, the request for enrolment, required supporting documents and proof of payment of tuition fees or examination fees must be received by WU before September 1, 2020, unless another deadline for submitting the request for enrolment applies based on a regulation determined by the Executive Board. The latter concerns the [Matching Regulations 2020/2021](#) and the WU Education and Examination Regulations 2019-2020, Appendix 3 regarding the admission to the master's programmes.
- 1.8 In the event a student cannot fulfil the enrolment obligations as mentioned in Article 1.7 before September 1, the student may be enrolled on a retroactive basis, as of September 1, 2020, if the following three conditions are met:
 - a. the student has submitted the request for enrolment before the deadlines as mentioned in article 1.7 of these regulations,
 - b. the student fulfils all other enrolment requirements in the month of September,
 - c. the programme director gives his or her consent in writing.

- 1.9 In contravention to Article 1.7, a student can enrol for the first time for a master's programme as of February 1, 2021 in the following cases:
- a. when the study programme has a formal second starting moment¹ in February, or
 - b. when the programme director of a programme without second starting moment² gives his or her consent in writing.
- To enrol as of February 1, 2021, the request for enrolment, required supporting documents and proof of payment of tuition fees or examination fees must be received by WU before February 1, 2021. In this process, the deadline for application for the assessment of admission to the master's programme, as referred to in appendix 3 of the relevant EER, has to be taken into account.
- 1.10 In contravention to Article 1.7, re-enrolment as of February 1, 2021 for a bachelor's programme or for a master's programme is also possible. To re-enrol as of February 1, 2021, the request for enrolment, required supporting documents and proof of payment of tuition fees or examination fees must be received by WU before February 1, 2021.
- 1.11 In the event a student cannot fulfil the enrolment obligations as mentioned in Article 1.9 and 1.10 before February 1, the student may be enrolled on a retroactive basis, as of February 1, 2021, if:
- a. the student has submitted the request for (re-)enrolment before February 1, 2021,
 - b. the student fulfils all other enrolment requirements in the month of February, and
 - c. the programme director gives his or her consent in writing.
- 1.12 Only in exceptional circumstances for example as set out in Article 7.51 paragraph 2c to g WHW, a student or *extraneus* can apply for enrolment for a bachelor's or master's programme on a date other than 1 September or 1 February as referred to in Articles 1.7, 1.9 and 1.10. The head of the SSC decides on this application based on the advice of a student counsellor. The enrolment starts as of the first of the month following the month in which the applicant has satisfied all the enrolment requirements. When the student, prior to the enrolment, makes use of education and examination facilities, this is seen as unlawful use following Article 10.2a and 10.3.
- 1.13 In contravention to the Articles 1.7 to 1.11, students who have finished a bachelor's programme of WU, can apply for enrolment for a master's study programme to which admission is granted following the EER, in the month following their bachelor's graduation on the condition that all other enrolment requirements for the master's programme are satisfied.
- 1.14 The enrolled student/*extraneus* receives a WUR-card once only and for each academic year a proof of enrolment.

¹ Master's programmes with a formal [second starting moment in February 2020](#): MAB (Biosystems Engineering), MBI (Biology), MBT (Biotechnology), MES (Environmental Sciences), MFN (Forest and Nature), MPS (Plant Sciences).

² For two WU programmes, MID (International Development Studies) and MFT (Food Technology), the starting date to apply in this Article is 1 January 2021, taking into account Article 1.9b. At all instances where Article 1.11 mentions 1 February, for these two study programmes one should read 1 January.

2. Enrolment as a pre-master's student

- 2.1 Those who, by virtue of any deficiency in previous education, cannot be admitted directly to a master's study programme of Wageningen University, may, on the recommendation of the Master's Admission Committee, enrol as a pre-master's student for a related BSc programme.
- 2.2 The pre-master's student can enrol as of 1 September 2020 or as of 1 February 2021. The request for enrolment with the required documents must have been received by Wageningen University by August 1, 2020, or January 1, 2021, respectively, and the fees due for the pre-master's programme must have been paid by September 1, 2020, or February 1, 2021, respectively.
- 2.3 For enrolment as a pre-master's student, the student must satisfy:
- a. the statutory preliminary education requirements and admission requirements set out in Chapter 7 Title 2 WHW as well as the admission requirements set by the Executive Board,
 - b. the general conditions for enrolment set out in Chapter 7, Title 3, section 1 WHW.
- 2.4 Registering for courses
- a. During the enrolment as a pre-master's student, the student is only entitled to register for the courses of the pre-master's programme. The pre-master's programme comprises a maximum of 30 ECs.
 - b. The pre-master's student who registers for other courses than his pre-master's programme courses at WU, makes unlawful use of educational or examination facilities of WU and is liable to pay compensation to WU as mentioned in Article 10.2b of these regulations. The pre-master's student enrolment will be terminated immediately if the compensation is not paid before the deadline set by the Executive Board.
 - c. The pre-master's student who desires to register for more courses than the courses of the pre-master's programme, has to enrol as a (full-time) student for a bachelor's programme. All regulations on enrolment as a student and the corresponding tuition fee will be applied.
- 2.5 The pre-master's student will be enrolled during one academic year only. The pre-master's programme must be completed within this academic year. Only in exceptional circumstances, for example as set out in Article 7.51 paragraph 2c to g WHW, a pre-master's student can apply to the SSC for re-enrolment in the next academic year. The head of the SSC decides on the application, based also on the advice of a student counsellor.
- 2.6 In contravention to the Articles 1.7 to 1.11, students who have finished a pre-master's programme of WU, can apply for enrolment for the master's study programme wherefore the pre-master's programme gives admission as of the first of the month following the month of completion of the pre-master's programme, on the condition that all other enrolment requirements for the master's programme are satisfied.
- 2.7 The enrolled pre-master's student will receive a WUR-card once only and for each academic year a proof of enrolment.

3 Enrolment as a student for the education module

- 3.1 Those who already hold a diploma of a bachelor's programme and wants to obtain a limited secondary teaching qualification in a subject, can obtain this teaching qualification by completing the education module of Wageningen University. This in accordance with chapter 4 of the ['Royal Decree Experiments for flexibilization of higher education'](#) of April 8, 2016. The education module has a study load of 30 credits.
- 3.2 Those who want to complete the education module as mentioned in Article 3.1, can enrol as a 'education module' student at WU for the bachelor's programme of which the student holds a diploma. The bachelor's programmes of WU and courses concerned are listed in the ['Regeling Verwantschapstabel educatieve minor'](#) of the Ministry of OCW.
- 3.3 Enrolment as a 'education module' student is only possible as of 1 September 2020 or as of 1 February 2021. To enrol as of 1 September 2020 or as of 1 February 2021, the request for enrolment, required supporting documents and proof of payment of tuition fees must be received by WU before 1 September 2020 respectively before 1 February 2021.
- 3.4 For enrolment as a 'education module' student, the student must satisfy the following conditions:
- the student holds the diploma of a bachelor's programme included in the appendix of the ['Regeling Verwantschapstabel educatieve minor'](#) which gives the student the right to teach in a designated subject as included in the aforementioned appendix and in accordance with the aforementioned 'Regeling',
 - the student applies for the educational module taking into account the application procedure and deadlines of application as mentioned on the website [Minor Education](#)
 - after admission to the education module, the student submits a request for enrolment as 'education module student' to the Student Service Centre of WU, taking into account the conditions and deadlines as mentioned in article 3.3. The student will be enrolled in a WU bachelor's programme which is included in the appendix of the ['Regeling Verwantschapstabel educatieve minor'](#) and gives a teaching qualification for the same designated subject as the bachelor's programme in which the student graduated.
 - the general rules and conditions for enrolment set out in Chapter 7, Title 3, section 1 WHW are met.
- 3.5 Students who do not have a diploma of a bachelor's programme as referred to in Article 3.4a of these regulations, but have a diploma from a former undivided academic programme of study (*doctoraal diploma*) which may be regarded as the legal predecessor of a WO bachelor mentioned in the [Regeling Verwantschapstabel educatieve minor](#), may be admitted to the educational module in specific cases. After their application for the module and upon proposal of the coordinator of the educational minor of WU, it will be assessed whether the curriculum of the student's prior academic education provides sufficient relationship and sufficient substantive basis for admission to the educational module. The assessment is done by the programme director of the bachelor's programme related to the subject for which the teaching qualification will be obtained, a subject didactician from the educational minor and the examination committee Social Sciences. The examination committee ultimately decides on the admission.
- 3.6 Registering for courses:
- During the enrolment, the 'education module' student is only entitled to register for the courses of the education module. The education module programme comprises 30 ECs.
 - The 'education module' student who registers for other courses than the education module courses at WU, makes unlawful use of educational or examination facilities of WU and is liable to pay compensation to WU as mentioned in Article 10.2b of these regulations. The student's enrolment will be terminated immediately if the compensation is not paid before the deadline set by the Executive Board.

- 3.7 The 'education module' student will be enrolled during one academic year only. If the education module programme is not successfully completed in this first year, the student can apply to the SSC for re-enrolment in the next academic year. The head of the SSC decides on the application, based also on the advice of a student counsellor.
- 3.8 The enrolled 'education module' student will receive a WUR-card once only and for each academic year of enrolment a proof of enrolment.

4 Rights following enrolment

- 4.1 A person enrolled as a student for a study programme has the following rights:
- a. to participate in the regular education of the university, if prerequisites laid down are met, unless the Executive Board imposes restrictions,
 - b. to take interim examinations in the courses belonging to the study programme and to take the examination of the study programme for which enrolled,
 - c. to access libraries, laboratories and other academic facilities and collections belonging to the university, unless the Executive Board restricts such access,
 - d. to use student facilities, including the services of the Student Counselling Service and sports and cultural facilities. The student must pay for the use of sports facilities and have sporting rights of Sports Centre De Bongerd,
 - e. to receive study supervision from lecturers and study advisors,
 - f. to exercise active and passive voting rights for the study programme committees and participatory bodies,
 - g. the opportunity to participate in committees or organs within Wageningen University like programme committees, Appeals Board etc.,
 - h. the opportunity to take on the role of student assistant,
 - i. the right, in the event of a resolution to end a study programme taken by the minister or Wageningen University, to complete the study programme within a reasonable period of time at the same or another institution.
- 4.2 A person enrolled as an *extraneus* has the following rights:
- a. to take interim examinations and exams within the study programme enrolled,
 - b. to access libraries and other academic facilities and collections belonging to the university, unless the Executive Board restricts such access.
- 4.3 The pre-master's student and the 'education module' student are only entitled to participate in the education within the pre-master's programme respectively the education module programme and to take the interim examinations within the individual study programme. Furthermore, the pre-master's student and the 'education module' student have the rights of a student as described in Article 4.1, sub c to i.

5 Termination of enrolment

- 5.1 Except in the case of any interim termination of enrolment, enrolment ends on the final day of the academic year, August 31, 2021.
- 5.2 The institution shall terminate the enrolment during the academic year in response to a request by the enrolled person through Studielink. Termination of enrolment takes effect as from the month following the month in which the request is received by the SSC or, at the request of the enrolled person, at a later date. If the student has received a Proof of Payment of Tuition Fees (BBC) from WU for a second enrolment at another university, the SSC will inform the other university of the termination of his/her enrolment at WU. If the student has received a BBC from

WU for a second enrolment at a higher professional education institution (hbo), the student must submit the original BBC or a certificate of de-enrolment from the other hbo institution. Upon termination of enrolment, the student may be entitled to a refund of tuition fees paid for each month of the academic year remaining after the date of de-registration (see Article 9.3).

- 5.3 Wageningen University may, except on the application of the student pursuant to Article 5.2, terminate the enrolment during the academic year in the following circumstances:
- a. If, following enrolment, it is established that at the time of enrolment the enrolled person failed to satisfy any conditions for enrolment. The enrolment will be terminated with immediate effect.
 - b. If the enrolled person, even after receiving formal notice by the university, has failed to pay any instalment of the tuition fees on time. The enrolment will be terminated as from the second month following the month in which the notice is sent.
 - c. If the person is enrolled at WU with exemption of payment of tuition fees on the basis of a BBC from another Dutch institution of higher education and the person terminates his/her enrolment at the other institution, the BBC will no longer be valid. WU will end the enrolment of the student as from the date of de-registration at the other institution, unless the student has fulfilled the financial obligations to WU before that date in order to retain his/her enrolment as a student at WU for the rest of the academic year;
 - d. If the enrolled person:
 - is guilty of serious fraud related to the study programme as defined in Article 7.12b (2) WHW and the Examining Board proposes the termination of the enrolment, or
 - is in breach of the regulations and measures adopted by the Executive Board for the use of buildings and premises or otherwise causes serious disturbance and continues with such disturbance even after receiving formal warning by the Executive Board, the enrolment is terminated permanently with immediate effect.
 - e. If the student receives from the Executive Board a binding refusal following a negative study advice. The enrolment will be terminated as from the first day of the month following the date of the refusal and re-enrolment in the study programme in the next academic year is not possible.
- 5.4 In the case of termination of enrolment pursuant to Articles 5.2 and 5.3, the institution shall notify the affected party, DUO and if applicable IND.

6 Tuition fees

- 6.1 The student who enrolls for a bachelor's or master's study programme must pay the statutory tuition fees (reduced or full) or institutional tuition fees in accordance with the terms of Article 7, sections 45, 45a and 46 of the WHW. The situation on the first day of enrolment determines the level and type of tuition fees to be paid.
- 6.2 A pre-master's student who enrolls for a pre-master's programme, pays a fee as defined in Article 7.57i WHW. When the student finishes the pre-master's programme and enrolls for a master's programme, he/she must pay the statutory tuition fees or institutional fees in accordance with the terms of Article 7, sections 45, 45a and 46 of the WHW, as of the first month of enrolment for the master's programme.
- 6.3 The 'education module' student who enrolls for the education module, pays half of the statutory tuition fee as defined in Article 7, section 45.1 of the WHW, per year of enrolment (€1071,50 in 2020-2021).

- 6.4 The flow chart in Figure 1 on page 12 indicates the type of tuition fees relevant for the various enrollers. In the table on page 11, the concepts used in the flow chart are explained. When there is uncertainty or unhoped-for mistakes regarding the flow chart or the table, legal requirements on the tuition fees and the Price Policy Memo of Wageningen University for 2020-2021 as determined by the Executive Board are binding.
- 6.5 If at any time during the academic year it is established that a student is enrolled for one of the fee levels in the table but fails to meet the conditions for that fee level during the period of enrolment or any part thereof, then for the period of enrolment during which he/she does not meet the conditions, the student shall be liable to pay the relevant level of fees to WU.
- 6.6 The Executive Board may define a special institutional tuition fees to one or a group of study programmes or to a specific group of students. The Executive Board decided to define at least two different institutional fees in 2020-2021 for:
- a. the part-time online master specialisations 'Plant Breeding' (specialisation of Master Plant Sciences), 'Nutritional Epidemiology and Public Health' (specialisation of master Nutrition and Health) and 'Food Technology' (specialisation of Master Food Technology),
 - b. the master's programme Water Technology (joint degree).

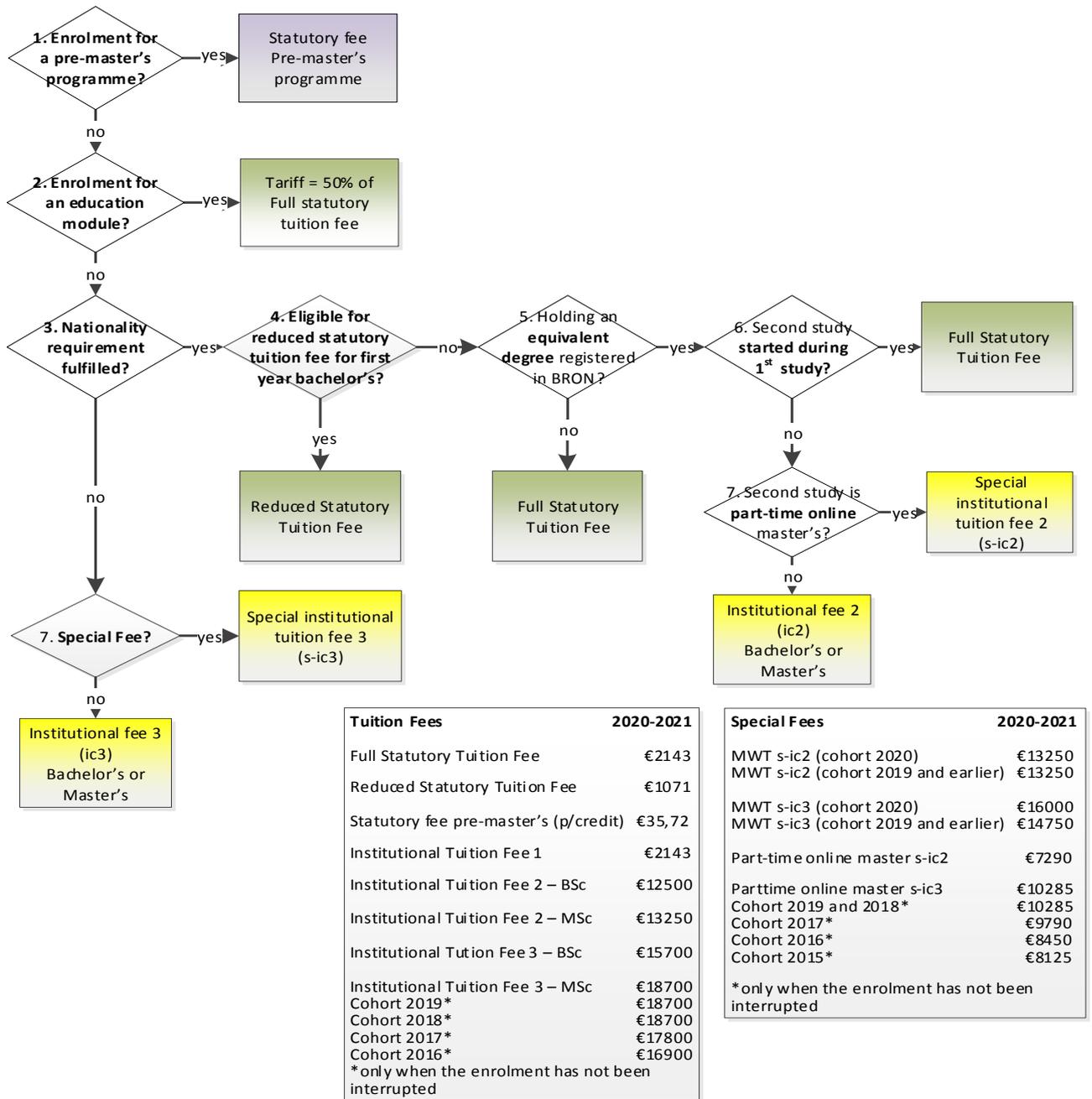


Figure 1 Decision Tree regarding the tuition fees to be paid in 2020-2021 for bachelor's and master's study programmes, pre-master's programmes and education module.

Explanation of the conditions in the flow chart:

1. Enrolment for a pre-master's programme: Student who is enrolled in an individual pre-master's programme giving admission to an master's study programme. The pre-master's student pays a special pre-master's fee (1/60 part of the statutory tuition fee for each credit of his or her pre-master's programme, to a maximum of 30 credits).

2. Enrolment for an education module: Student who has graduated in a bachelor's programme of and wants to enrol in the same programme as a student to attend the education module of 30 credits, in order to obtain the grade-two teaching qualification for secondary education in a specific subject.

3. Nationality requirement: a student who meets the requirements regarding nationality mentioned in Article 7.45a, paragraph 1b of the WHW (=nationality of one of the countries of the EER or Suriname or belongs to one of the groups of persons as defined in Article 2.2 of the Student Grants and Loans Act 2000 (WSF 2000)).

4. Eligible for reduced statutory tuition fees for first years bachelor's students: the student who meets the conditions for reduced statutory tuition fees referred to in Article 2.4c of the 'Uitvoeringsbesluit WHW (UWHW)' is eligible for the reduced statutory tuition fee for the 2020-2021 academic year, or a part of it. This applies to students who are enrolling in a bachelor's programme and who have not previously been enrolled in higher education in the Netherlands. DUO issues the tuition fees indication 'L' for these students via Studielink. The DUO indication includes the number of months for which the student is entitled to the reduced statutory tuition fees in the academic year 2020-2021. If the number of months is 11 or less, the student will be charged the full statutory tuition fee for the number of months for which no entitlement exists.

5. Holding an equivalent degree registered in BRON: A student who wants to enrol for a bachelor's programme and already obtained a bachelor's degree (or equivalent degree) which is registered in BRON, or a student who wants to enrol for a master's programme and already obtained a master's degree (or equivalent degree) which is registered in BRON. The degree/diploma has been awarded after August 31, 1991 and is registered in BRON.

6. Second study started during 1st: A student who before obtaining a bachelor's or master's degree has begun a second bachelor's or master's degree at WU. Such a student may complete this second study programme for the statutory tuition fee, provided the enrolment at WU is not interrupted.

7/8 Special institutional fees: see Article 6.6

7 Examination fees

- 7.1 Examination fees will be paid by those who enrol as an *extraneus* for a study programme. The examination fees equal the tuition fees that such person would have had to pay when enrolled as a student.

8 Payment of fees

- 8.1 The fees due must be paid by the student before September 1, 2020, taking into account Article 1.8. When enrolment takes place after September 1, payment is due before the first day of the month when enrolment starts, taking into account Article 1.11.
- 8.2 It is possible to pay the statutory fees and the institutional fees 1 and 2 in five instalments. Examinations fees, fees for pre-master's programmes and institutional fees 3 must be paid in one payment. Payment in instalments is only possible through a direct debit from a European SEPA bank. The authorisation should be given in the same terms as mentioned for payment in Article 8.1. For payment in five instalments, an extra administration fee of 24€ is charged.

9 Reduction in, exemption from and refund of tuition fees

9.1 Reduction in tuition fees

- a. A student who enrolls in the course of an academic year for a bachelor's or master's study programme will have to pay his/her tuition fees pro rata the remaining months of that academic year.
- b. A student who is enrolled as of 1 February in a master's programme with an official second starting date in February, as referred to in Article 1.9 of these regulations, and pays the institutional tuition fee 2 (ic2) or institutional tuition fee 3 (ic3), may apply once for a waiver of one month of tuition fees in the academic year of the student's graduation. To qualify for the waiver, all of the following conditions must be met:
 - the student has enrolled in the master's programme for the first time as of 1 February,
 - the nominal duration of the master's programme for which the student is enrolled is 24 months,
 - the student has been continuously enrolled as a student in the master's programme and graduates in the 25th month of enrolment,
 - the student had to be enrolled 1 month longer than the nominal duration of the programme in order to be able to take a re-sit in February in one or more subjects from the student's examination programme in order to graduate in the programme.

The application for the waiver must be submitted by the student to the Student Service Centre before 1 December in the academic year of graduation.

9.2 Exemption from statutory tuition fees or pre-master's programme fees

An exemption from payment of statutory tuition fees, pre-master's programme fees or education module tuition fees is possible for those who already have a first enrolment as a higher education student in the Netherlands and who also want to enrol at WU as a student for a second bachelor's or master's study, a pre-master's programme as defined in chapter 2 of these regulations or an education module as defined in chapter 3 of these regulations and who satisfy the following conditions:

- a. the first enrolment is an enrolment as a student, as defined in the WHW, at WU or another funded institution for higher education in the Netherlands, the Open University excluded,
- b. the student pays the statutory tuition fees, as defined in Article 7.45a of the WHW, for the first enrolment at the institution for higher education,
- c. the student is eligible for payment of the statutory tuition fees at WU as mentioned in Article 7.45a of the WHW,
- d. the amount of tuition fees to be paid to WU is equal to or less than the statutory tuition fees paid for the first study programme. If the tuition fees to be paid to WU are higher, then the difference has to be paid,
- e. the student supplies an original BBC from the institution of his/her first enrolment.

If the above mentioned conditions are not fulfilled, exemption from payment of tuition fees is not possible and the student will have to pay the full relevant institutional fee.

9.3 Refunding of tuition fees

A student whose enrolment is terminated pursuant to Article 5.2, 5.3a or 5.3c may be refunded the tuition fees. Pre-master's students, 'education module' students and *extranei* are not entitled to refund fees. Any refund will be set off against with outstanding instalments of the tuition fees and/or other financial claims against the student.

The amount of the refund will be as follows:

- a. For a student liable to pay the statutory tuition fees or the institutional fee 1 and the raised statutory fee or the institutional fee 1 raised, the amount of the refund will be 1/12 of the tuition fees owed for each complete month following termination of enrolment. No refund will be made if enrolment is terminated as of 1 July or 1 August.
- b. For a student liable to pay institutional tuition fees 2 or 3, the amount of the refund will be 1/12 of the tuition fees owed for each complete month following termination of enrolment.

No refund will be made if enrolment is terminated as of 1 July or 1 August unless the termination of enrolment is the result of graduation.

- c. In the event of the death of a student during an academic year the amount of the refund will be 1/12 of the tuition fees owed for each complete month following his/her death.
- d. In the case of enrolment for two or more study programmes at the same time at WU, whereby an exemption from tuition fees is granted in respect of the first study programme, a refund is only possible if enrolment for all study programmes is terminated at the same time.

10 Other provisions

10.1 Hardship clause

In extremely exceptional circumstances, the Executive Board may make exceptions to the as application of a regulation would lead to a compelling case of unfairness. A request under this clause must be made in writing and supported as far as possible by documentary evidence. Application of this hardship clause may not result in any reduction in, or exemption from, the statutory tuition fees except as provided for by Article 7.48 sections 1 to 7 WHW.

10.2 Compensation

- a. Those who are not enrolled at Wageningen University and make use of the education and/or examination facilities of WU, are liable to pay compensation to WU of up to the highest level of the WU institutional tuition fees, pursuant to Article 15.2 WHW. To enrol, the applicant must then satisfy the conditions set out in these regulations which apply to the applicant. In the event of enrolment, results obtained in the period of non-enrolment are not valid and cannot lead to exemptions.
- b. Those who are enrolled at WU as pre-master's student or as education module student and make use of education and/or examination facilities of WU which are not part of the student's education programme, are liable to pay compensation to WU of up to the highest level of the WU institutional tuition fees, pursuant to Article 15.2 WHW. To enrol as a student, the applicant must then satisfy the conditions set out in Chapter 1 of these regulations. In the event of an enrolment as a student, any previous results which were not part of the pre-master's programme or educational module will not be valid and cannot lead to exemptions.

10.3 Penalty

A person who is not enrolled but who makes use of the teaching and/or examination facilities of Wageningen University may be liable to pay a second-category penalty pursuant to Article 15.3 WHW.

10.4 Closure of WUR account

In the event that tuition fees are not paid on time or at all, Wageningen University will block the WUR card of the student, as a suspensive measure, two weeks following the first formal warning. In the event of termination of enrolment of a student during the academic year, WU will close the student's WUR account two weeks following such termination of enrolment. In the event of termination as provided in Article 5.3c, the WUR account is closed with immediate effect.

10.5 Implementation of the regulations for enrolment

The head of the Student Service Centre is responsible for the implementation of the provisions of this Regulations for Enrolment. In cases not covered by this regulations, any decision will be taken by Executive Board on the advice of the head of the Student Service Centre.

10.6 Objection

A formal objection may be filed with the Student Legal Protection Desk (email: legalprotection.students@wur.nl), addressed to the Executive Board, against any decision taken pursuant to this resolution within six weeks of receipt of such decision. Notice of the right to object shall be contained in the decision of or on behalf of the Executive Board. The procedure for appeal is laid down in the Student Charter.

10.7 Term of Validity

These regulations are valid for the academic year 2020-2021, except where any parts of these regulations become invalid in the interim as a result of any changes in the law, or if the Executive Board, following consultation with the Student Council, decides on any interim amendment.

These Regulations have been enacted by the Executive Board at its meeting of April 20, 2020