



**Universiteit  
Leiden**

# **Regulations for student registration and tuition fees 2022-2023**

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# 1. Definitions

Academic year	Period of time commencing on 1 September and ending on 31 August of the following year.
Application	Request for student registration submitted via Studielink.
BBC	Proof of payment of statutory tuition fee (bewijs betaald collegegeld) issued by a Dutch higher education institution, on the grounds of article 7.48 of the Law.
BSA	<a href="#">Binding study advice</a> .
BRON HO	<a href="#">Basic register of education (basisregister Onderwijs)</a> .
CBB	Committee for appeals and objections (commissie voor beroep en bezwaar).
Compulsory matching	<a href="#">Compulsory element</a> of the admission procedure for individuals requesting first registration on a bachelor's programme, on the grounds of article 7.31b of the Law.
DUO	<a href="#">Education and Implementation Service</a> (Dienst Uitvoering Onderwijs).
Executive Board	Board of Leiden University.
Framework for compulsory matching at Leiden University	Overarching <a href="#">legal framework</a> concerning the study choice matching activity.
Higher Education Financial Regulations (The) Individual	<a href="#">Higher education financial regulations</a> (regeling financiën hoger onderwijs).
Law/WHW	<a href="#">The Law Governing Higher Education and Academic Research</a> (de Wet op het Hoger onderwijs en Wetenschappelijk onderzoek).
Numerus Fixus	A bachelor's programme with a limited number of places that employs a selection and placement procedure.
OER	A study programme's course and examination regulations (onderwijs- en examenregeling).
Premaster	A conversion or bridging programme aimed at facilitating transfer within a reasonable timeframe to a related master's programme at Leiden University, as an opportunity to eliminate deficiencies in relation to not meeting admission requirements as referred to in article 7.30 of the Law.
Registering student	An individual who submits (for the first time) a request for registration as a student on a bachelor's or master's programme.
Registration	Registration as a student whereby all admission and registration requirements have been met.
Registration requirement	Requirement that must be met in order to be registered as a student.
Regulations on Financial Support (FOS)	<a href="#">Regulations on financial support for students</a> (regeling financiële ondersteuning studenten) as laid down by Leiden University.
Regulations on other contributions	<a href="#">Regulations on other contributions from students in higher education</a> (Regeling andere bijdragen van studenten in het hoger onderwijs).
Re-registration	Request for student registration on the same bachelor's or master's programme directly following the previous academic year.
SEA	Student and Educational Affairs Expertise Centre.
Selection and placement	The <a href="#">selection procedure</a> that an individual must take part in when applying for a study programme with a limited number of places (numerus fixus).
Student	An individual who is registered as a student at Leiden University.
Studielink	The shared <a href="#">application and registration system</a> for all Dutch universities and universities of applied sciences (hogescholen) and the Education and Implementation Service (Dienst Uitvoering Onderwijs: DUO).
Termination of student registration	Student registration that is terminated as of a specific date at the request of the student.
uSis	Student information system used by Leiden University.
Unit of study	A course, as described in the <a href="#">Prospectus</a> .
Waiver	Contribution to tuition fee costs.
WSF2000	<a href="#">The Law Governing Student Finance 2000</a> (de wet op de studiefinanciering 2000).

## 2. Application

### *Article 7.31b. Rights and obligations upon application no later than 1 May*

1. In the event that an individual has applied for one or more bachelor's programmes no later than 1 May, in the manner referred to in Article 7.31a, first paragraph, they shall have the right to participate in study choice activities to be organised by the institution with respect to the relevant bachelor's programmes. The Executive Board of the institution may decide that participation in the study choice activities shall be mandatory for the individual.
2. In the event that bridging the distance between an individual's home/place of residency and the location of the study choice activities would lead to serious inconvenience for the individual, the Executive Board of the institution shall make provisions that permit the individual to take part in the study choice activities without the requirement of being physically present.
3. With respect to each individual who has applied and participated in the study choice activities, the Executive Board of the institution shall issue study choice recommendations. A maximum number of study choice recommendations to which the individual is entitled may be set down by Ministerial Order.
4. In the event that the second sentence of the first paragraph has been implemented and the individual does not participate in the study choice activities referred to in that paragraph without a valid reason, the Executive Board of the institution may decide to refuse to register the individual as a student.
5. To implement paragraphs 1 to 4, the Executive Board of the institution shall set down further rules pertaining to:
  - a. the nature and the content of the study choice activities for the institution or for each programme;
  - b. the timeframe within which the study choice activities shall take place;
  - c. the timeframe within which and the manner in which the study choice recommendations shall be issued;
  - d. the valid reasons for failing to participate in study choice activities;
  - e. the consequences of failing to participate in study choice activities without a valid reason; and
  - f. the provisions as referred to in paragraph 2.
6. Paragraphs 1 to 4 do not apply to applications for bachelor's programmes for which a selection procedure is in place.

### 2.1. Application for first student registration in Studielink

1. First registration on a bachelor's programme is only possible if the individual applies for the study programme by 1 May at the latest.
2. If the individual is applying for more than one bachelor's programme, the requirement to apply by 1 May at the latest applies to one of the bachelor's programmes only.
3. The individual must take part in matching activities if this is compulsory<sup>1</sup>. This also applies to applications for second or subsequent bachelor's programmes.
4. If an individual receives negative binding study advice for a Dutch university or university of applied sciences bachelor's programme after 1 May, and as a consequence cannot apply before or on 1 May, they are exempted from the requirement to apply for the bachelor's programme by 1 May.
5. For bachelor's programmes with a selection and placement procedure (*numerus fixus*), the individual must apply in Studielink by 15 January 23:59 at the latest.

### 2.2. Participation in study choice activities

1. After application in Studielink, the individual will receive a study choice check questionnaire, which they must complete and submit to the bachelor's programme.
2. For bachelor's programmes with compulsory matching, completion of the matching activity is a registration requirement. The matching activity must be completed before the start of the academic year.
3. The individual is exempted from taking part in the compulsory matching activity if they have completed the matching activity for the study programme in question in the previous academic year.
4. The first and second paragraphs of this article do not apply for registration on bachelor's programmes for which a Selection and Placement procedure is in place (*numerus fixus*). For these bachelor's programmes, the procedures as laid down in the *Regulations on selection and placement* for the study programme in question apply.

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<sup>1</sup> See the website for more information on [compulsory matching](#) and an overview of participating study programmes.

### 2.3. Not applying by 1 May or completing compulsory study choice activity

1. Requests for student registration will be refused if:
  - a. the individual does not apply on time in Studielink for a bachelor's programme with compulsory matching, or
  - b. the individual does not complete all elements of the matching activity.
2. The individual will receive an official decision to this effect from the Executive Board.

## 3. Student registration

### *Article 7.33 WHW Student registration procedure*

1. Without prejudice to Article 7.39, student registration shall take place in accordance with rules of a procedural nature, to be set down by the Executive Board of the institution.
2. The Executive Board of the institution shall issue a certificate of student registration to registered students, specifying their rights.
3. By or pursuant to a general order, requirements may be set down regarding the rules referred to in the first paragraph.

### 3.1. General conditions for first registration

1. The individual must submit a request for student registration on time via Studielink. This applies to all bachelor's, master's and post-initial study programmes.
2. Individuals with EU nationality must:
  - a. submit a copy of a valid passport or European identity card if verification of identity is not possible via Studielink or the Education and Implementation Service (Dienst Uitvoering Onderwijs: DUO), and;
  - b. meet payment obligations as referred to in Article [5.7](#).
3. Individuals with non EU/EEA/Swiss nationality must:
  - a. submit a copy of a valid passport and;
  - b. if applicable, submit a copy of a Dutch residence permit or confirmation of receipt of a residence permit request issued by the IND, as proof of lawful residency in The Netherlands.
  - c. meet payment obligations as referred to in Article [5.7](#).
4. The condition stated in the third paragraph under b. is not applicable if the individual is a non-Dutch national who is residing outside The Netherlands on the day on which the study programme commences.
5. Non-EU/EEA/Swiss students registering for the first time as students of Leiden university and for whom Leiden University is acting as guarantor for their residence permit, must have paid the visa fee imposed by the IND by 31 May before the start of the academic year.

### 3.2. Additional conditions for first registration on a bachelor's programme

1. The following are required for first registration on a bachelor's programme:
  - a. For individuals with a Dutch previous education: evidence of sufficient previous education for the bachelor's programme in question (this information is received automatically via Studielink/DUO).
  - b. For individuals with a previous education that does not meet the requirements as stated in article 7.24, first paragraph and article 7.25 of the Law, or with a non-Dutch previous education that does not grant direct access on the basis of the European Convention: an unconditional admission statement.
2. For individuals wishing to register on a higher year of a bachelor's programme that employs a selection and placement procedure (numerus fixus) who have not previously been registered as students of Leiden University, an admission statement issued by the bachelor's programme in question is required.

### 3.3. Additional conditions for first registration on a master's programme

1. First registration on a master's programme can only take place if the individual submits a request for registration on the study programme via Studielink before the deadlines stated in article 2.1, second paragraph of the Regulations for admission to master's programmes.
2. Registration on the master's programme can only take place if the individual has met the conditions of admission as specified in 7.30b of the Law and the OER of the master's programme in question.

3. When registering for a joint master's programme or a joint specialisation with a foreign institution of higher education, the Executive Board may require that the individual remains registered as a student of Leiden University, without interruption, for the duration of the master's programme or specialisation.

### 3.4. Withdrawal of request for first registration

1. If the general and additional conditions for registration as specified in Article [3.1](#) and [3.2](#) or [3.3](#) are not fulfilled, and the admission statement is not present, the request for student registration will be considered withdrawn.
2. A request for student registration as referred to in the first paragraph of this article, with a commencement date of 1 September, will be cancelled no later than 31 October.
3. A request for student registration as referred to in the first paragraph of this article, with a commencement date of 1 February, will be cancelled no later than 31 March.

### 3.5. Re-registration on a bachelor's or master's programme

1. Students wishing to continue following the study programme after the first registration must:
  - a. submit a request for re-registration via Studielink, and;
  - b. issue an irrevocable authorisation to the university to collect the tuition fees due in a single instalment or in five instalments, or submit a proof of tuition fee payment as referred to in Article [5.7](#).
2. Re-registration is not possible if the student has been issued with negative BSA for the bachelor's programme in question, or for a related bachelor's programme that shares the same propaedeutic phase, and if that negative BSA was issued in the previous four academic years.
3. If the student invokes 7.8b, fifth paragraph, of the Law, re-registration cannot be refused until the Board of Examiners has issued advice on the request.

## 4. Start and termination of student registration

### 4.1. Start date of registration on a bachelor's programme

1. Registration will take effect on the first day of the month, as set out in Article 7.32, seventh paragraph, of the Law.
2. Retroactive registration is not possible on the basis of Article 7.32, seventh paragraph of the Law, in conjunction with Article 3b of the Higher Education Financial Regulations.
3. Registration will take effect on 1 September if the request for registration has been submitted via Studielink before 1 September and the conditions as stated in Article [3.1](#) and [3.2](#) have been met.
4. A request for registration on the first year of a Bachelor's programme with effect from a date after 1 September is only possible with the permission of the Bachelor's programme in question.
5. A request for registration on the first year of a Bachelor's programme as of 1 February will not be granted, unless the OER of the programme in question states otherwise.
6. A request for mid-term registration based on circumstances as referred to in Article 7.8b, paragraph 7, of the Law will be submitted to the Executive Board. The Executive Board will assess whether the personal circumstances justify registration with effect from a later date.
7. Upon the granting of a request for mid-term registration, registration will take effect:
  - as of the first day of the month following the month in which the request for registration was made, and
  - if the conditions referred to in Articles [3.1](#) and [3.2](#) are met.
8. Mid-term registration as of 1 October is not possible on the basis of Article 7.32, seventh paragraph of the Law, in conjunction with Article 3b of the Higher Education Financial Regulations.

### 4.2. Start date of registration on master's programme

1. Registration will take effect on the first day of the month, as set out in Article 7.32, seventh paragraph, of the Law. Registration will take effect on 1 September or 1 February. For certain study programmes, the Executive Board has decided to permit different registration dates, this being stated in the OER of the study programme in question.
2. Retroactive registration is not possible on the basis of Article 7.32, seventh paragraph of the Law, in conjunction with Article 3b of the Higher Education Financial Regulations.

3. Registration will take effect on 1 September if the request for registration has been submitted via Studielink before 1 September and the conditions as stated in Article [3.1](#) and [3.3](#) have been met.
4. Registration will take effect on 1 February if the request for registration has been submitted via Studielink before 1 February and the conditions as stated in Article [3.1](#) and [3.3](#) have been met. The possibility of registering as of 1 September or as of 1 February is detailed in the OER of the master's programme in question.
5. A request for mid-term registration based on circumstances as referred to in Article 7.8b, paragraph 7, of the Law will be submitted to the Executive Board. The Executive Board will assess whether the personal circumstances justify registration with effect from a later date.
6. Upon the granting of a request for mid-term registration, registration will take effect:
  - as of the first day of the month following the month in which the request for registration was made, and
  - if the conditions referred to in Articles [3.1](#) and [3.3](#) are met.
7. Mid-term registration as of 1 October is not possible on the basis of Article 7.32, seventh paragraph of the Law, in conjunction with Article 3b of the Higher Education Financial Regulations.

#### 4.3. Registration termination date

*Article 7.42. Termination of registration*

1. When so requested by a registered student, the Executive Board shall terminate the individual's registration with effect from the following month.
2. In the event that a registered student fails to pay their statutory tuition fee, institutional tuition fee, OU tuition fee or examination fee following a reminder, the Executive Board may terminate the individual's registration with effect from the second month following the reminder.
3. If student registration is terminated in cases as referred to in Article 7.8b, fifth paragraph, Article 7.12b, Article 7.37, fifth or sixth paragraphs, Article 7.42a or Article 7.57h, first or second paragraphs, the Executive Board shall terminate registration with effect from the following month.
4. The Executive Board shall set down rules of a procedural nature for the purpose of this Article.
5. The Executive Board shall notify the person involved and Our Minister regarding the termination of the registration.

1. The student must submit a request for termination of student registration via Studielink.
2. The student may terminate their registration in the interim and upon graduation.
3. Termination of registration shall take place on the last day of the month in which the request was submitted or on the last day of a month to be determined by the student, which is after the month in which the request was submitted.
4. The registration ends on 31 August, unless it is terminated prematurely pursuant to Article 7.8b fifth paragraph, Article 7.12b, Article 7.37 fifth paragraph, Article 7.42, Article 7.42a or Article 7.57h of the Law.

## 5. Tuition fee

### *Article 7.45. Amount of statutory tuition fee*

1. The amount of the full statutory tuition fee shall be set down in a general implementation order.
2. The amount of the partial statutory tuition fee shall be set down by the Executive Board of the institution and range between a minimum and a maximum amount. These amounts shall be set down in a general implementation order.
3. The partial statutory tuition fee shall not exceed the full statutory tuition fee, or if applicable to a student, the reduced statutory tuition fee.
4. The Executive Board of the institution shall notify Our Minister of the amount the Executive Board has set down pursuant to the second paragraph.
5. The amount of the reduced statutory tuition fees shall be determined by a general implementation order, whereby a distinction may be made between study programmes, academic years, the way in which the study programme is organised and intake cohorts.
6. The amounts set down by or pursuant to a general implementation order, as referred to in the first, second and fifth paragraphs, are subject to annual indexation in accordance with the consumer price index, in a manner set down by or pursuant to a general implementation regulation.

### *Article 7.45a. Claim to statutory tuition fee*

1. Statutory tuition fees must be paid by students who belong to one of the groups of persons defined in section 2.2 of the Law Governing Student Finance 2000 or who have Surinamese nationality. An additional condition for registration on an associate degree programme is that, according to the register of participants in education, in the period since 1 September 1991, the student has not previously obtained an associate degree, a bachelor's degree or a master's degree as referred to in Article 7.10a, from a funded institution in the context of initial education. An additional condition for registration on a master's degree programme is that, according to the register of participants in education, in the period since 1 September 1991, the student has not previously obtained a master's degree as referred to in Article 7.10a, from a funded institution in the context of initial education.
2. The category of students referred to in the first paragraph may be expanded by a general implementation order.
3. A student as referred to in the first and second paragraphs, who is registered on a full-time programme, shall owe the full statutory tuition fee referred to in Article 7.45, first paragraph.
4. A student as referred to in the first and second paragraphs, who is registered on a part-time or work-based programme, shall owe the partial statutory tuition fee referred to in Article 7.45, second paragraph.
5. The reduced statutory tuition fee shall be owed by groups of students to be determined by a general implementation order, whereby a distinction may be made between the programme, the year of study, the way in which the programme is organised and the intake cohort.
6. If a student as referred to in the first and second paragraphs follows more than one programme and completes the programme on which he was registered first, this student shall owe the statutory tuition fee for the remaining part of the academic year. In such a case, the amount owed shall be calculated in proportion to the number of months remaining of the academic year concerned.
7. With respect to the condition referred to in the first paragraph, the following shall be equated with a student who has earned a bachelor's degree as referred to in Article 7.10a:
  - a. a student who has passed the final examination of a professional higher education programme carrying a workload of 168 credits, in accordance with the Law as it read on 31 August 2002, and
  - b. a student who has passed the kandidaats [first cycle] examination of an academic higher education programme as referred to in Article 7.8, as that Article read on 31 August 2002.
8. With respect to the condition referred to in the first paragraph, the following shall be equated with a student who has earned a bachelor's and master's degree as referred to in Article 7.10a:
  - a. a student who has passed the final examination of an academic higher education programme as referred to in Article 7.3, as that Article read on 31 August 2002;
  - b. a student who has passed the final examination of an academic higher education programme, pursuant to Article 18.15.
9. With respect to the condition referred to in the first paragraph, a student who successfully completed the final examination of an Ad-programme before the Act on the Introduction of Associate Degree Programmes entered into force shall be equated with a student who has earned an associate degree.



#### Article 7.46. Institutional tuition fee

1. A student who fails to satisfy the conditions referred to in Article 7.45a, first, second and sixth paragraphs, and is not registered for a unit of study at the Open University, shall owe the institutional tuition fee.
2. The amount of the institutional tuition fee shall be determined by the Executive Board of the institution. The Executive Board of the institution may set down a different institutional tuition fee for each programme or cluster of programmes or for each group or groups of students.
3. Without prejudice to Article 7.3f, the institutional tuition fee shall amount to a minimum of the full statutory tuition fee, referred to in Article 7.45, first paragraph.
4. If the student referred to in the first paragraph satisfies the conditions referred to in Article 7.45a, first, second, and sixth paragraphs during an academic year, they shall, upon their own request, owe the statutory tuition fee for the remaining part of the academic year, and the Executive Board of the institution shall refund the higher institutional tuition fee paid by the student for the remainder of the academic year.
5. The Executive Board of the institution shall set down rules pertaining to the application of this Article.

### 5.1. Amount of tuition fee

1. Statutory tuition fee applies to:
  - a. students who, according to the Key Register of Persons, meet the nationality requirements stipulated in Article 7.45, 7.45a of the Law and Article 2.2. of the SF2000; and
  - b. students who according to the information in BRON-HO<sup>2</sup>:
    - for bachelor's programmes, have not previously obtained a bachelor's degree from a research university or university of applied sciences, or a diploma from a Dutch university obtained before the bachelor/master system was introduced (*doctoraal diploma*), or
    - for master's programmes, have not previously obtained a master's degree or a diploma from a Dutch university obtained before the bachelor/master system was introduced (*doctoraal diploma*), or
    - the programme for which a degree/diploma was obtained was not within the field of education or healthcare, whereas the second study programme is in one of these fields, and the student has never previously paid statutory tuition fee for a second degree programme in the field of education or healthcare (this exception may be invoked only once, whether it be in relation to a programme in the field of education or healthcare).
2. Reduced statutory tuition fee, as referred to in Article 7.45, fifth paragraph of the Law and the WHW Implementation decree 2008, applies to students as referred to in the first paragraph who are registered on a bachelor's programme for the first time in an academic year.
3. Institutional tuition fee applies to students who do not meet the requirements stipulated in the first paragraph of this article.

### 5.2. Setting tuition fees

1. The amount of the institutional tuition fee for full-time, part-time and work-based programmes is determined annually by the Executive Board in the decree on *Institutional tuition fee and other education tariffs*.
2. The information in the BRON-HO is used to determine whether a student must pay the statutory tuition fee, as outlined in Article 7.45, first paragraph of the Law, or the institutional tuition fee, as outlined in Article 7.46 of the Law. If it becomes apparent at a later stage that the amount of tuition fees was determined on the basis of incorrect or incomplete information, Leiden University is entitled to charge the student the amount due.
3. If a student registers on more than one programme and meets the requirements as set out in Article [5.1](#), the student must pay the tuition fee for the study programme for which the highest tuition fee applies.
4. For Leiden University College, a tariff that is higher than the statutory tuition fee, as described in Article 6.7, fourth paragraph, will be applied.

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<sup>2</sup> According to the Basic Register of Education, since 1991 have not previously been registered on a higher education study programme at a Dutch university or university of applied sciences.

### 5.3. Waivers and scholarships

Waivers and scholarships with respect to the tuition fees referred to in Article [5.1](#), third paragraph, may be granted by a study programme or by the Director of SEA. The study programme or the Director of SEA may grant a waiver with regard to the tuition fees referred to in [5.1](#), third paragraph, for a portion of the non-statutory part of the tuition fee, and so reduce the amount of tuition fee with this waiver or scholarship in accordance with Article 7.46, third paragraph, of the Law. For non-EEA students, a ceiling has been set for the maximum reduction of the non-statutory part of the tuition fee<sup>3</sup>.

### 5.4. Ruling on second study programmes within Leiden University

1. For students required to pay institutional tuition fee for a second bachelor's programme at Leiden University that they started whilst registered for a first bachelor's programme at Leiden University, the institutional tuition fee shall be set as equivalent to the statutory tuition fee in cases of uninterrupted student registration.
2. For students required to pay institutional tuition fee for a second master's programme at Leiden University that they started whilst registered for a first master's programme at Leiden University, the institutional tuition fee shall be set as equivalent to the statutory tuition fee in cases of uninterrupted student registration.
3. For students who completed a first bachelor's programme at Leiden University in the academic year immediately preceding the academic year in which they started a second bachelor's programme at Leiden University, the institutional tuition fee shall be set as equivalent to the statutory tuition fee.
4. For students who completed a first master's programme at Leiden University in the academic year immediately preceding the academic year in which they started a second master's programme at Leiden University, the institutional tuition fee shall be set as equivalent to the statutory tuition fee.

### 5.5. Hardship clause when setting tuition fees

The student may submit a request to the Director of SEA if the provisions in Articles [5.1](#), [5.2](#) and [5.3](#) lead to serious inequities. On the basis of this request, the Director of SEA can deviate from the provisions in these articles.

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<sup>3</sup>Based on the Language and Accessibility Bill ([wetsvoorstel Taal en Toegankelijkheid](#)) and adopted in the Institutional tuition fee tariffs and other educational tariffs ([Tarieven instellingsgeld en overige onderwijstarieven](#)) 2022-2023.

## 5.6. Reductions and exemptions

### *Article 7.48. Reduction, exemption and refund of tuition fee*

1. If a student as referred to in Article 7.45a is registered on a programme at an institution and wishes to be registered on a second study programme at the same or another government-funded institution, with the exception of the Open University, they shall be exempted from paying tuition fee for the latter registration. If the amount paid or to be paid for the first registration is less than the full statutory tuition fee referred to in Article 7.45, first paragraph, the difference shall be owed. A general implementation order may be issued stipulating that a student who is entitled to pay statutory tuition fee by virtue of a general implementation order as described in Article 7.45a, may not be exempted from paying tuition as described in this paragraph.
2. Anyone owing school fees or course fees for attending government-funded education, pursuant to the *Les- en cursusgeldwet* [School and Course Fees Act], and who instead or in addition wishes to register in the same academic year for which they owe the statutory tuition fee, referred to in Article 7.45, first paragraph, shall owe tuition fee amounting to the difference between the fee already paid and the statutory tuition fee referred to with respect to their registration on a programme provided by a government-funded institution, with the exception of the Open University. If the tuition fee owed is less than the amount already paid, they shall be exempted from payment of a tuition fee.
3. A student who registers during the academic year shall owe only part of the statutory tuition fee owed. In such a case, the amount owed shall be calculated in proportion to the number of months remaining in the academic year concerned.
4. The student shall be entitled to a refund of a twelfth part of the statutory tuition fee owed by them for each month of the academic year following termination of their registration, unless a payment plan has been arranged as referred to in Article 7.47, sub-section b. In the event that a student should die during the course of the academic year, a twelfth part of the statutory tuition fee paid by them shall be refunded for each subsequent month of the academic year following their decease. Upon termination of student registration with effect from July or August, the student shall not be entitled to termination of payment of the instalments referred to in Article 7.47, sub-section b, nor to a refund of the tuition fee paid for those months, unless the Executive Board of the institution has arranged otherwise. This paragraph shall not apply to the Open University.
5. Reduction of or exemption from the statutory tuition fee in cases other than those referred to in the first up to and including fourth paragraphs, Articles 7.3f and 7.47a shall be deemed inefficient spending of the government contribution, as referred to in Article 2.9, first paragraph.
6. The board of the Open University shall set down regulations covering a provision in the form of a reduction of the OU tuition fee for students as referred to in Article 7.45b, first and second paragraph, whose means tested income referred to in Article 8, first up to and including sixth paragraphs, of the *Algemene wet inkomensafhankelijke regelingen* [General Income-related Schemes Act], amounts to less than 110% of the taxable minimum wage. In the regulations, the Executive Board of the institution shall set out which documents must be submitted upon application. The amount of the reduction referred to in the first sentence shall, in any case, depend on the income of the person involved.
7. A general implementation order may be adopted to ensure that the obligation to pay the difference, as described in the first paragraph, second sentence, does not apply if the student must pay reduced statutory tuition fees for one of their registrations and also meets the conditions to be set.

1. When determining the individual tuition fee for students who must pay the statutory tuition fee, a reduction or exemption from tuition fees shall apply if:
  - student registration commences on 1 November or later: the tuition fee shall be reduced in proportion to the number of month;
  - the student is registered at the university or another institution of higher education on another study programme for which they have paid statutory tuition fee and have received a BBC (proof of payment of statutory tuition fee): the tuition fee shall be reduced by the amount previously paid, unless the situation described in Article 7.48, seventh paragraph, of the Law applies.
2. If the individual does not meet the requirements specified in Article [5.1](#), a reduction or exemption from tuition fee will only apply if:
  - a. student registration starts on 1 November or later: the tuition fee will be reduced in proportion to the number of months;
  - b. the student is registered at Leiden University on another study programme: the tuition fee shall be reduced by the amount previously paid;
  - c. the student has been granted a waiver: the tuition fee shall be reduced by the amount of the waiver;

- d. the student receives a scholarship via the UAF: reduction of tuition fees by way of a scholarship via the UAF is only possible if it concerns a first registration on a bachelor's or master's programme in The Netherlands, or if the student has not previously obtained a bachelor's or master's degree in The Netherlands.

### 5.7. Collection of tuition fees

1. The student's payment obligation applies for the duration of the entire academic year and ends automatically on 31 August of the academic year.
2. Tuition fee can be paid by:
  - a. issuing an irrevocable direct debit authorisation to the university for the collection of the tuition fees owed in one lump sum or in five equal instalments. For student registration commencing on 1 February, it is possible to pay the tuition fee for the remainder of the academic year in 3 instalments. In the event of collection in instalments, the first instalment shall be increased by € 24.00 in administration costs, as referred to in Article 2.4 of the Implementation decree WHW 2008;
  - b. a single bank transfer to the relevant bank account number;
  - c. submitting a BBC issued by another educational institution, provided that the student owes the statutory tuition fee or is following a pre-master programme;
  - d. issuing a bank statement or scholarship letter before the commencement of student registration, by non-EEA students who are registering at Leiden University for the first time and for whom Leiden University is acting as guarantor for the residence permit, followed by payment of the invoice issued by the Executive Board;
  - e. transferring the tuition fee in one lump sum or in instalment to the relevant bank account number: this applies to non-EEA students;
  - f. entering into an instalment agreement with Leiden University prior to (re)registration by non-EEA students who wish to pay in instalments. The tuition fee can be paid in five equal instalments. For student registration commencing on 1 February, it is possible to pay the tuition fee for the remainder of the academic year in 3 instalments. In the event of collection in instalments, the first instalment shall be increased by € 24.00 in administration costs, as referred to in Article 2.4 of the Implementation decree WHW 2008;
3. If a student does not have a SEPA bank account (Single Euro Payments Area), they are obliged to pay the tuition fee owed on time and in one lump sum.

### 5.8. Consequences of not paying tuition fees (on time)

1. If a direct debit authorisation has been issued for tuition fee payments and an instalment cannot be collected or the payment deadline is not met, a reminder shall be sent in the event of late payment, setting down a further deadline by which the amount owed must be paid.
2. If the tuition fee, or part of the tuition fee, has not been paid by the end of the academic year (31 August), student registration for a subsequent academic year will not be effected until the outstanding amount of tuition fee has been paid. The tuition fee for the academic year in which the student wishes to register must then be paid in one lump sum.
3. A payment shall be deducted from the longest outstanding tuition fee claim.
4. If collection of the outstanding amount proves to be impossible, the student's registration shall be terminated with effect from the second month following the month in which the demand for payment, as referred to in the first paragraph, was sent. Subsequently, the claim will be transferred to a collection agency.
5. The statutory collection costs will be borne by the student.

### 5.9. Refunds

1. If student registration is terminated during the academic year, or if the student dies during the academic year, a one-twelfth part of the tuition fees shall be refunded for each month still remaining in the academic year. This shall not apply to the months of July and August.
2. If a student is also registered at another institution of higher education on a study programme for which statutory tuition fee is due and for which Leiden University has issued a BBC, a refund will not be given until said BBC has been returned to Leiden University.
3. If registration on a teaching module is terminated during the academic year, tuition fees will be calculated in proportion to the number of months the student was registered provided that the student was registered on the teaching module for at least 6 months.
4. If a student owes a lower amount of tuition fees than they have already paid, the difference shall be refunded on a pro rata basis.

5. In the event of termination of registration by the student after the month of June, the student shall not be entitled to a refund of the tuition fees paid, as referred to in Article [5.7](#), for the remaining months of the academic year in question.
6. The amount of tuition fee to be refunded shall be set off against any outstanding financial claims of the University against the student.

#### 5.10. Setting tuition fee at zero for joint programmes

Tuition fee will be set at zero by the Director of SEA for students who are registered on a joint programme (joint degree) with a foreign university and who have paid tuition fee to the foreign university. The condition for setting the tuition fee at zero is that the student is enrolled at Leiden University for the entire duration of the study programme.

#### 5.11. Tuition fee exemption in connection to board position

Students who are designated for a board position for a duration of 12 months in accordance with the FOS Regulation, are exempted from paying statutory tuition fee once and for a specified period on the grounds of Article 4.7a of the Law.

## 6. Premaster

*Article 7.57i. Support to further the transfer to university master's programmes*

1. The teaching and examination regulations of the university of applied sciences, research university and Open University concerned set out how those who have passed the final examination of a related bachelor's programme shall be offered support by the Executive Board of the institution to further a smooth transfer to a related university master's programme.
2. The executive board of the institution may charge a fee for the support referred to in the first paragraph.
3. The fee referred to in the second paragraph must not exceed the full statutory tuition fee referred to in article 7.45, first paragraph, for support that corresponds to a study load of 60 credits or more, or in the case of transfer to a master's programme at the Open University, the maximum OU tuition fee, as referred to in article 7.45b, paragraph 1.
4. The fee referred to in the second paragraph must not exceed a proportional part of the statutory tuition fee referred to in article 7.45, first paragraph, for support that corresponds to a study load of less than 60 credits, or in the case of transfer to a master's programme at the Open University, a proportional part of the maximum OU tuition fee, as referred to in article 7.45b, paragraph 1.
5. The first and second paragraphs of Article 7.4 apply accordingly to the calculation of the study load of the support.
6. Students who utilise the support whilst following a programme for which statutory tuition fee is due, as described in article 7.45, first paragraph, or OU tuition fees, as described in article 7.45b, first paragraph, are exempted from paying a fee for the support.
7. Students who makes use of the support and, contrary to article 7.32, third paragraph, are registered on a study programme for that purpose only, must pay a compensation for the support instead of tuition fee during the period that they receives support.

### 6.1. Registration on a premaster

1. Registration on a premaster is only possible if the student applies on time in Studielink.
2. Registration on a premaster is only possible if an admission statement has been issued for the study programme concerned.
3. Registration on the premaster will take effect on 1 September or 1 February if the conditions referred to in Article [3.1](#) have been met.
4. A student may be registered on a premaster for a maximum of two academic years.
5. Only in cases of exceptional circumstances can the Executive Board, upon the advice of the Board of Examiners, extend registration on a premaster by an additional year.
6. The provisions of the fourth paragraph do not apply to individuals who follow a premaster programme during a bachelor's programme.

### 6.2. Premaster fee

1. The premaster fee payable by the student is determined on the basis of the data recorded in uSis. The following provisions apply for registration on a premaster only:

- a. For a premaster of 60 credits or more, the premaster fee for EEA students shall be set as equivalent to the statutory tuition fee;
  - b. For a premaster of 60 credits or more, the premaster fee for non-EEA students shall be set as equivalent to the statutory tuition fee;
  - c. For a premaster of less than 60 credits, the maximum premaster fee for EEA shall amount to a proportional part of the statutory tuition fee (calculated on the basis of the number of credits or the number of months of student registration, also see point 3 of this article);<sup>4</sup>
  - d. For a premaster of less than 60 credits, the minimum premaster fee for non-EEA students shall amount to a proportional part of the statutory tuition fee (calculated on the basis of institutional fee set as equivalent to statutory tuition fee, and on the basis of the number of credits or the number of months of student registration).
2. The fees due for the premaster shall be paid by the premaster student in the first year of study. A premaster student who has paid the premaster fees due or has been exempted from doing so shall not be required to pay the premaster fees again when registering on the study programme concerned in a subsequent academic year.
  3. If registration on a premaster of 60 credits or more is terminated in the course of the academic year, the premaster fees shall be calculated in proportion to the number of months the student was registered.
  4. If registration on a premaster of less than 60 credits is terminated in the course of the academic year, the premaster fees shall be calculated in proportion to the number of months the student was registered. If calculation on the basis of the number of credits is more favourable for the student, the calculation of the fee shall be done in this way.
  5. In the event of multiple registrations the following applies:
    - a. that for a second registration on a study programme or premaster, no exemption from or reduction of the tuition fee owed shall apply;
    - b. a premaster student who already holds a degree and who, in addition to the premaster, is registering for other educational units, shall pay the institutional tuition fee for said units;
    - c. a premaster student who, for the same period, is following another programme of higher education for which they are paying statutory tuition fees, shall be exempted from paying the premaster fee.

## 7. Post-initial master's programmes (Advanced masters)

1. Registration on a post-initial master's programme is only possible if the student applies on time in Studielink.
2. Registration on post-initial master's programme is only possible if an admission statement has been issued for the study programme concerned.
3. Before the start of the post-initial master's programme, the conditions as referred to in Article [3.1](#) must have been met.
4. Students must pay the institutional tuition fee for a post-initial master's programme, in accordance with the decree on *Institutional tuition fee and other education tariffs*.
5. Students following a post-initial master's programme at Leiden University are subject to the conditions of these regulations, with the exception of the provisions in articles [5](#), [6](#) and [8](#).

## 8. External students

1. Registration as an external student is only possible if a request has been submitted for this purpose.
2. Student registration will only be finalised once the examination fees due, equivalent to the amount of statutory tuition fee, have been paid.
3. Exemptions, reductions or refunds of examination fees are not possible.

## 9. Replacement certificates in the case of name or gender changes

1. A replacement diploma and diploma supplement, or a replacement statement, may be issued to holders of attestations (7.11, second paragraph of the Law) and statements (7.11 fifth paragraph of the Law) in cases of:
  - a. changes of first name (given name) – if this has also been changed on the birth certificate pursuant to Article 4, fourth paragraph, book 1 of the Civil Code,

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<sup>4</sup> See the [Tarieven instellingscollegegeld en overige onderwijstarieven](#) [Institutional tuition fee and other education tariffs].

- b. changes of surname (family name) – if this has also been changed on the birth certificate pursuant to Article 7, first paragraph of the Civil Code, or
  - c. changes of gender – if this has also been changed on the birth certificate pursuant to Article 28b, first paragraph, book 1 of the Civil Code.
2. The replacement certificate may only be issued if the original certificate is handed in.
  3. The replacement certificate shall be issued upon receipt of the required documentary evidence, as referred to in paragraph 1, and upon submission of the original certificate.
  4. The Executive Board may charge a fee for the replacement of attestations or statements, this fee not exceeding the amount of any costs arising from the provision of said replacements<sup>5</sup>.
  5. Leiden University shall pass on the changed data to BRON-HO and the Diploma Register.

## 10. Unauthorised use of education or examination facilities

Anyone who makes use of education or examination facilities without being registered as a student shall be liable to pay compensation for the unlawful use of these facilities to the amount of €1000, in addition to the statutory or institutional tuition fees owed, as specified in Article 5 of these regulations.

## 11. Basic Register of Education – Higher Education (BRON-HO)

The Executive Board is authorised to provide information to the BRON-HO and to obtain information from the BRON-HO (Article 7.52 of the Law).

## 12. Electronic mailing

Decisions and messages relating to student registration, termination of registration and tuition fees, as referred to in these regulations, shall be sent to the registering student electronically via Umail, Studielink, or to the e-mail address specified by the registering student in Studielink.

## 13. (Digital) Proof of student registration and LU-card

1. After completion of student registration, the student will be provided with digital proof of student registration (student or registration card)<sup>6</sup> for each study programme. A digital statement of student registration will also be provided.
2. The proof of student registration will be issued per study programme per academic year.
3. The proof of student registration is only valid in combination with a valid passport, European identity card or university identity card: the LU-card<sup>7</sup>.
4. After completion of student registration, the student can request a LU-card.
5. The LU-card is only valid if it bears a passport photo of the student.
6. The LU-card remains valid for the entire period of study. After graduation, the LU-card status is changed to 'alumnus'.
7. If a student is unable to produce a valid proof of student registration and proof of identity, they may be denied access to the educational programme and educational facilities by or on behalf of the Executive Board.
8. The student can load credit onto their LU-card for printing and photocopying purposes. They can request a refund of this credit at any time<sup>8</sup>. Two years after termination of student registration, the remaining credit on the LU-card expires.

## 14. Objections

1. The individual or student can lodge an objection with the Executive Board against a decision made pursuant to these regulations.
2. Objections can be submitted to Leiden University's Appeals and Objections Committee via [secretariaat-jz@bb.leidenuniv.nl](mailto:secretariaat-jz@bb.leidenuniv.nl).

<sup>5</sup> Regulation on other contributions, Government Gazette (Staatscourant) 2021 nr.33378, 1 July 2021.

<sup>6</sup> See the website for information about [student cards and registration cards](#).

<sup>7</sup> See the website for information about [LU-cards](#).

<sup>8</sup> A refund of LU-card credit can be requested via [this form](#).

## 15. Hardship clause

If the application of these regulations leads to serious inequities, the individual or student can submit a request to deviate from the provisions in these regulations due to exceptional personal circumstances or demonstrable educational circumstances beyond their control.

## 16. Entry into force

These regulations come into force for the academic year 2022-2023, following their adoption by the Executive Board.

These regulations were adopted, pursuant to Articles 7.31b, 7.42, 7.45 and 7.46 of the Law, by the Executive Board on 14 December 2021.

Disclaimer: This is an unofficial translation provided for information purposes only. If there are any discrepancies between the original Dutch version of the 'Regeling inschrijving en collegegeld studiejaar 2022 – 2023' and this translation, the Dutch version shall govern. Any such discrepancies are not binding and are of no legal effect.