



Regulations for Student Registration, Tuition Fees and Examination Fees 2016-2017

Chapter 1 Student Registration

Section 1 Scope and definitions

1. These regulations are applicable to students and external candidates on regular (i.e. included in the CROHO) study programmes.
2. Chapter III (tuition and examination fees) and V (compensation) are not applicable to accredited study programmes which are not subsidised by the government.
3. Within these regulations the following definitions apply:

The law: the law governing higher education and academic research

WSF2000: the law governing Dutch student grants (i.e. studiefinanciering) 2000

The EER: the education and examinations regulations

Studielink: Studielink is the central application and registration internet application for all colleges of higher professional education (hogescholen), universities and the Education Implementation Service (Dienst Uitvoering Onderwijs – DUO). Via Studielink students submit their application for student registration or termination of registration at a college of higher professional education or university, and their application or cancellation of application with DUO.

Applicant: the student who registers for a study programme for an academic year for the first time at the university; or the student who terminates his/her student registration during the academic year and then again registers for the study programme in question at the university; or the student who has not renewed his/her student registration for the subsequent academic year but after one or more months does register for the study programme in question at the university.

Re-registering

student: student who at the end of the academic year immediately registers for the same study programme at the university for the subsequent academic year.

Student
registration

procedure: the procedure during which all conditions for registration, as mentioned in section 4, must be met, after which student registration is finalised.



Section 2 Request for student registration

1. A request for student registration on a study programme must be submitted via Studielink,
2. A request for student registration can be made for 1 September or for 1 February. The University Executive Board can decide to make an exception to this rule for certain study programmes. Furthermore the University Executive Board can make exception on the grounds of educational circumstances beyond the control of the student, or personal circumstances as stated in section 7.8b seventh subsection of the law. A request for an exemption of this nature must be submitted to the Student Administration Department of SEA.
3. Student registration starting from 1 September is only possible if registration procedures for such a request have been fully completed by 31 August of that year.
4. Student registration starting from 1 February is only possible if registration procedures for such a request have been fully completed by 31 January of that year.
5. A request for student registration starting on 1 September or 1 February for a bachelor's or master's programme will not be processed if the request is not submitted before 1 September or 1 February respectively.
6. If a request for student registration on the grounds of the conditions of registration listed below cannot be fully completed digitally via Studielink, the documents in question must be submitted to the Student Administration Department, SEA:
 - a. in the case of a first request for student registration at the university:
 - for potential students with Swiss nationality or the nationality of a country within the European Economic Area (EEA), a copy of the page(s) of their valid passport stating their personal details. For potential students who do *not* have Swiss nationality or the nationality of an EEA country, a copy of their residence permit or a letter from the IND confirming receipt of their residence permit request, and a copy of the page(s) of their valid passport stating their personal details;
 - for registration on a bachelor's programme: proof of qualification to register on the programme, on the grounds of section 7.24 and 7.30 of the law;
 - for registration on a master's programme: a bachelor's diploma and a proof of admission onto the master's programme in question issued by or on behalf of the faculty board;
 - b. in the case of a first request for student registration on the first year (propedeutische fase) of a study programme at the university, for which on the grounds of 7.57a, second subsection, of the law, a proof of admission has been issued: the proof of admission in question;



- c. in the case of registration as an external candidate: a statement from the faculty or study programme permitting the student to take tests and (if necessary) exams without having received any form of education, as well as the statement from the person in question confirming that they will not receive any form of education (external candidates declaration).
7. For study programmes for which entry onto the programme has been ended in the CROHO register, only re-registration is permitted. Applicants can only register for the study programme which replaces the above-mentioned programme in the CROHO register;
8. Student registration on a study programme can be changed during the academic year (to full time and/or part time, and/or dual) by way of a written request accompanied by a Statement of Consent from the study programme.

Section 3 Registration and study choice – Bachelor’s programme

1. An initial registration on a bachelor’s programme which is not subject to a limited quota (numerous fixus) or decentralised selection, is possible if:
 - a request for registration is submitted via Studielink before 1 May and
 - it is ascertained that the person in question has taken part in Study Choice Check.
2. If the person in question has not taken part in the above-mentioned procedures for requesting student registration and choosing a study programme (the student has not registered via Studielink before 1 May and has not taken part in the Study Choice Check), the request for registration will still be processed.

Section 4 Conditions for student registration

1. Student registration can only take place if all conditions for registration have been met and all the necessary documents have been received by the Student Administration Department, SEA. These conditions are:
 - a. those specified in section 2, first, second, third and fourth subsection;
 - b. payment of tuition fees and examination fees due, as specified in section 16;
 - c. submission of the appropriate previous educational diplomas as specified in section 2, sub-section 6, proof of admission and, if applicable, an external student statement.

Section 5 Identity card/Proof of registration/Student card

1. After the first request for registration at the university has taken place and been processed, the student concerned becomes eligible to a university identity card upon request (LU-Card).
2. The identity card (LU-Card) is only valid if a passport photo has been affixed and the card has not been modified.
3. The identity card (LU-Card) remains valid for the whole study period.



4. As soon as possible after student registration has been finalised, a proof of student registration (student card) will be provided per study programme. At the same time a statement of student registration will be provided for general use.
5. If applicable, it will be specified on the statement of student registration, mentioned in subsection 4, that this concerns registration on an accredited, non-government subsidised study programme.
6. The proof of registration is only valid in combination with the identity card (LU-card).
7. Students or external candidates who make use of education or examination facilities must have with them a proof of registration (student card) and a formal proof of identity (passport, ID card or residence permit), as well as their LU-Card, which they must show if requested to do so by the University Executive Board or someone appointed by the University Executive Board. If the student or external candidate is not in possession of a proof of registration he/she can be refused access to education, tests, collections, examinations, buildings, facilities and grounds.

Section 6 Refusal to register a student by the University Executive Board

1. The University Executive Board may refuse a request for student registration if the person concerned has received a binding study advice for a particular study programme and wishes to register for the same study programme, or a study programme which shares the same first year phase (propedeutische fase) as the programme for which the binding study advice was issued, if the advice in question was issued not more than four years ago.
2. The University Executive Board may refuse a request for student registration if the person concerned has not yet met his/her tuition fee obligations for a previous period of student registration.
3. The University Executive Board may refuse a request for student registration in exceptional cases on the advice of a student dean or the board of examiners, after careful consideration of the interests of all parties, if the person concerned has demonstrated him/herself, by way of actions or statements, to be unfit to practice one or more of the professions for which the study programme in question provides training/education, or for which the study programme in question provides practical preparation for the practice of one or more of these professions (section 7.42.a, first subsection of the law).
4. The University Executive Board may refuse a request for student registration or registration as an external candidate if the person concerned was registered on the same or a related study programme at another institution and section 7.42, first subsection of the law was applicable.
5. The University Executive Board may refuse a request for student registration or registration as an external candidate during the period which the person concerned cannot register on the grounds of section 8, second subsection of these regulations.
6. The University Executive Board may refuse a request for student registration or registration as an external candidate during the period which the person concerned



cannot register on the grounds of section 8, fourth subsection of these regulations (section 7.57h of the law).

Chapter II Termination of Student Registration (*Section 7.42 of the law*)

Section 7 Termination of registration by the student

1. The registration of a student on a study programme can be terminated at the request of the student during the course of the academic year.
2. A request for termination of student registration in the course of the academic year must be submitted via Studielink.
3. Student registration will be terminated as of the first whole month following the month in which the request was submitted.

Section 8 Termination of student registration by the University Executive Board

1. The University Executive Board will terminate registration as a student or as an external candidate for a study programme in the month following the month in which a negative binding study advice has been issued for the programme in question.
2. The University Executive Board will terminate registration as a student or as an external candidate for a study programme in the month following the month in which the student has been notified of the termination of his/her registration, in cases in which the student or external candidate has committed fraud.
3. The University Executive Board may terminate registration as a student or as an external candidate in exceptional cases on the advice of a student dean or the board of examiners, after careful consideration of the interests of all parties, in the month following the month in which the student has been notified of the termination of his/her registration, on the grounds of section 7.42.a, first subsection of the law, if the person concerned has demonstrated him/herself, by way of actions or statements, to be unfit to practice one or more of the professions for which the study programme in question provides training/education, or for which the study programme in question provides practical preparation for the practice of one of these professions.
4. Registration as a student or external candidate can be terminated by the University Executive Board for a period ranging from one year to indefinite termination of registration, in cases of violation of the regulations governing the use of the buildings, grounds and other facilities of Leiden University (section 7.57h of the law). Registration will be terminated in the month following the month in which the student has been notified of the termination of his/her registration
5. The University Executive Board may terminate registration as a student or as an external candidate in the second month after a reminder has been issued stating

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that the student or external candidate concerned has not met his/her tuition fee obligations or his/her examination fee obligations.

Chapter III Tuition and Examination Fees Due

Section 9 Definitions

1. Within this chapter the following is meant by the term statutory tuition fee: the full statutory tuition fee for full-time study, as described in section 7.45, first subsection of the law, and the partial statutory tuition fee, according to the maximum amount, for part-time study, as described in section 7.45, second subsection of the law,
2. Within this chapter the following is meant by the term institutional tuition fee: the tuition fee as described in section 7.46 of the law, according to the tariffs for institutional tuition fees and other educational tariffs which are determined on a yearly basis by the University Executive Board.
3. Within this chapter the following is meant by the term examination fee: the examination fee obligation as described in section 7.44 of the law, according to the tariffs for institutional tuition fees and other educational tariffs which are determined on a yearly basis by the University Executive Board.

Section 10 Statutory tuition fee

1. A student who wishes to be registered on a full time, part-time or dual study programme is entitled to pay the statutory tuition fee if he/she meets the conditions as laid down in section 7.45a of the law, which include that he/she
 - a. is registering for a bachelor's programme and has not obtained a bachelor's or doctoraal diploma, as alluded to in section 7.52 of the law, since 1991; or is registering for a master's programme and has not previously obtained a master's or doctoraal diploma, as alluded to in section 7.52 of the law, and
 - b. meets the nationality requirements of the WSF2000 (section 2.2) or has Surinamese nationality.
2. The condition under a is not applicable if the student is registering for the first time for a study programme in the field of education or health care.
3. The amount of tuition to be paid is determined on the grounds of the student's details as known to the university at the time of registration (via Studielink). If it is later discovered that the tuition fee has been based on incorrect or incomplete information, the university retains the right to charge the correct tuition fee, taking into account section 16.

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Section 11 Institutional tuition fee

1. If a student does not meet the conditions mentioned in section 10, the University Executive Board determines the amount of tuition fee to be paid.
2. For registration on a master's programme in the field of education preceded by a study programme in healthcare, and for registration on a study programme in healthcare preceded by a master's programme in the field of education, the institutional tuition fee is set at the same amount as statutory tuition fee.
3. A (refugee) student who does not meet the requirements as stated in section 10, first sub-section under b., but who does meet the requirements as stated in section 10, first sub-section under a., and the exemption to this last condition as mentioned in this section, and who receives a scholarship from the UAF, is entitled to pay tuition fee set at the same amount as statutory tuition fee.
4. Students who are required to pay institutional tuition fee for a second bachelor's or master's programme, which they started whilst they were registered for a first bachelor's or master's programme respectively, which they have since completed, are entitled to pay tuition fee set at the same amount as statutory tuition fee in cases of uninterrupted student registration.
5. Students who complete a first bachelor's or master's programme at Leiden University in the academic year directly preceding the academic year in which they commence a second bachelor's or master's programme, are entitled to pay tuition fee set at the same amount as statutory tuition fee
6. Students who have completed a higher professional education bachelor's programme and who thereafter register for a so-called pre-master programme (conversion programme) at Leiden University in preparation for an intended registration on a master's programme at Leiden University, are entitled to pay institutional tuition fee, which is set as the same amount as statutory tuition fee, for a programme of 45 ECTS or higher. For programmes of less than 45 ECTS, the ECTS tariff applies, in conformity with the tariffs for institutional tuition fees and other educational tariffs which are determined on a yearly basis by the University Executive Board.
7. The amount of tuition to be paid is determined on the grounds of the student's details as known to the university at the time of registration (via Studielink). If it is later discovered that the tuition fee has been based on incorrect or incomplete information, the university retains the right to charge the correct tuition fee, taking into account section 16.

Section 12 Maximum tuition and examination fee

The University Executive Board determines the maximum amount of tuition fee and examination fee that can be charged in one academic year for registration as a student on more than one study programme.

1. If a student registers for more than one study programme and he/she meets the conditions under section 10, first subsection, under b, the student pays the tuition fee for the study programme with the highest fee;

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2. For registration as an external candidate no maximum amount applies to examination fees.

Section 13 Institutional tuition fee for full time, part time and dual programmes and examination fee for external candidates.

For the amount of institutional tuition fee for full time, part time and dual programmes and the amount of examination fee for external candidates, please refer to the tariffs for institutional tuition fees and other educational tariffs which are determined on a yearly basis by the University Executive Board.

Section 14 Exemption from tuition fee for registration on optional course

A student who is registered on a regular study programme (i.e. a programme which is registered in the CROHO) at another institution in the Netherlands, who wishes to follow an examination component at Leiden University which is not offered at that other institution, is exempted from paying tuition fee.

Section 15 Reduction in tuition fee for registration after 1 September

For a student registered on the grounds of section 2, second sub-section, the amount of tuition fee due is reduced by an amount which is equal to one twelfth of the statutory tuition fee, for every month after 1 September in which registration takes place.

Chapter IV Payment and Reimbursement of Tuition and Examination Fees

Section 16 Payment of tuition fee and examination fee

1. Payment of tuition fee and/or examination fee can take place by way of:
 - a. payment in one lump sum by direct debit
 - b. payment by direct debit on the basis of an instalment regulation
2. Other arrangements may be agreed to if the student or external candidate is not a client of a Dutch bank.
3. If payment is to be made by way of the instalment regulation, tuition fees and examination fees owed will be collected in 5 instalments in the months of September up to (and including) August of the academic year in question. An administrative fee determined by the University Executive Board is charged per academic year for participation in the payment in instalment regulation. The amount of administrative fee is in agreement with section 7.47, under b of the law. For student registration as of 1 February it is possible to pay the remaining tuition fee for the academic year in 3 instalments.
4. If collection of the tuition fees due is not possible (for example due to insufficient funds in a bank account), the University Executive Board fixes a period of time by which the tuition fee owed must be paid. If the student does not pay the tuition fee owed within this period of time, the collection of fees will be handed over to a



debt collection agency. Section 8, fifth subsection of these regulations is applicable.

5. Payment of statutory tuition fees can be done by way of the presentation of a proof of payment of the statutory tuition fee at another institution of higher education in the Netherlands.

Section 17 Reimbursement of tuition fee

- 1 Starting from the month in which registration as a student on a study programme is terminated on the grounds of section 8, or the student has passed away, for every month remaining in the academic year one twelfth of the tuition fee will be reimbursed.
- 2 If a student is registered at another institute for higher education for a study programme for which he/she must pay the statutory tuition fee, and for which Leiden University has issued a proof of paid statutory tuition fee, reimbursement of tuition fees will not be granted until the above-mentioned proof of payment has been returned to Leiden University.
- 3 If a student is required to pay a lower amount of tuition fee than the amount that he/she has already paid, the difference will be reimbursed pro rata.
- 4 If a student terminates his/her registration on a study programme as of the month of July or August, he/she does not have the right to cease payment of tuition fee in instalments as detailed in section 16, nor is he/she entitled to reimbursement of tuition fees for these months.
- 5 The amount of tuition fee to be reimbursed will be calculated taking into account any other outstanding financial obligations that the student owes to the university.

Chapter V Compensation

Section 18 Compensation

A person who makes use of educational or examination facilities without being registered as a student, is required to pay compensation amounting to € 1000, as well as the tuition fees due as described in Chapter III Tuition and Examination Fees Due, these fees being due for the period of a whole academic year.

Implementation

These regulations are implemented for the academic year in question upon approval by the Executive Board.

Approval

Approved by the Executive Board on 19 April 2016.

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