



**Universiteit
Leiden**

Regulations for Student Registration, Tuition Fees and Examination Fees 2019-2020

Chapter I 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 (post-initial study programmes).
3. Within these regulations the following definitions apply:

The law:	the law governing higher education and academic research
WSF2000:	the law governing Dutch student finance (i.e. studiefinanciering) 2000
The EER:	the education and examinations regulations
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
Academic year:	period commencing on 1 September and ending on 31 August of the following year.
Pre-master:	a conversion programme aimed at preparation for entry to a related master's programme.
Studielink:	Studielink is the shared application and registration system (www.studielink.nl) for all Dutch universities of applied sciences (hogescholen) and universities, and the Education Implementation Service (Dienst Uitvoering Onderwijs – DUO).
Applicant:	an individual who submits a request for registration as an external candidate or student on a bachelor's or master's programme for the first time.
Re-registering student:	a student who at the end of the academic year immediately registers for the same study programme at the university for the subsequent academic year.

Returning Student:	an individual who submits a request for registration as a student on the same bachelor's or master's programme (with the same specialisation) on which he/she was previously registered, but not for an academic year directly following the period of previous student registration.
Student Registration procedure:	the procedure during which all conditions for student registration, as mentioned in section 4, must be met, after which student registration is finalised.

Section 2 Request for student registration

1. Timely registration in Studielink is a prerequisite for registration as a student on a study programme.
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 commencing on 1 September on the first year of a bachelor's programme is only possible if the relevant registration procedures have been fully completed by 31 August of that year. Requests for student registration commencing on 1 February on the first year of a bachelor's programme will not be honoured, unless otherwise specified in the EER of the programme in question.
4. Student registration commencing on 1 September or 1 February on a master's programme is only possible if the relevant registration procedures have been fully completed by 31 August or 31 January (respectively) of the preceding year.
5. If a request for student registration on the grounds of the conditions of registration listed below cannot be fully completed via Studielink, the documents in question must be submitted via the Student and Educational Affairs department's digital application portal:
 - a. in the case of a first request for student registration at the university:
 - for applicants: a copy of an official identity document on which the applicant's personal data are stated, this being either a copy of a passport or a European identity card, and if relevant, a copy of a valid European residence permit or a letter from the IND confirming receipt of the applicant's residence permit request;
 - for registration on a bachelor's programme: proof of qualification to register on the programme, on the grounds of section 7.24 and 7.3 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 section 7.53 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).
6. For study programmes for which entry onto the programme has been ended in the CROHO register, only re-registering student may continue to follow the programme for the period in which it continues to run. Applicants and returning students may only register on a (replacement) study programme listed in the CROHO register;
7. Student registration on a study programme can be changed during the academic year (to full time or part time or dual) by way of a written request accompanied by a signed and completed Statement of Consent from the study programme.
8. In the case of registration on a joint study programmes or joint specialisation with a non-Dutch higher education institution, the Executive Board can oblige the (prospective) student to register as a student of Leiden University for the entire duration of the study programme or specialisation.

Section 3 Registration procedure and (compulsory) study choice activities - Bachelor's programme

1. An initial registration on a bachelor's programme for which no selection procedure is in place, according to section 7.53 of the law, or for which no pilot scheme for compulsory participation in study choice activities is in place (=pilot compulsory matching activities 2017-18, 2018-19, 2019-20), 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 activities.
2. If the person in question has not taken part in the procedures for requesting student registration and choosing a study programme as mentioned in subsection 1, (the student has not registered via Studielink before 1 May and has not taken part in study choice activities), the request for registration may still be granted.
3. By way of derogation from subsection 1, initial registration on the bachelor's programmes in Bio-Pharmaceutical Sciences, Physics, Security Studies or Astronomy, which are all participating in the pilot scheme for compulsory participation in study choice activities, is only possible if:
 - a request for registration is submitted via Studielink before 1 May
 - it is ascertained that the person in question has taken part in all elements of the compulsory study choice activities, as stated on the website of the study programme in question.
4. By way of derogation from subsection 2, a request for student registration will be denied if the person in question submits a request for registration on the study programmes in Bio-Pharmaceutical Sciences, Physics, Security Studies or Astronomy after 1 May, regardless of whether he or she has taken part in all elements of the compulsory study choice activities.
5. A person who has submitted a request for student registration via Studielink before 1 May on a study programme other than those mentioned in sub-section 3,

- must have met the requirement of having applied for the bachelor's programme in Bio-Pharmaceutical Sciences, Psychics, Security Studies or Astronomy by 1 May at the latest.
6. When full implementation of the compulsory participation in study choice activities requirement, as stipulated in the pilot scheme, leads to evident hardship, the Director of SEA is authorised, on behalf of the Executive Board and acting upon a proposal from the Programme Director of the study programme in question, to grant a request for student registration.

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 University identity card/Proof of registration

1. As soon as possible after initial student registration at the university has been finalised, the student will be issued with a university identity card (LU-Card) upon request.
2. The identity card (LU-Card) is only valid if a passport photo has been affixed and the card has not been modified in any way.
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 or registration card) will be provided per study programme. Thereafter, a statement of student registration will be made available for general purposes.
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 university 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 or registration 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. If the student appeals this decision, on the basis of section 7.8b, fifth subsection of the law, a request for student registration can only be denied once the Board of Examiners has issued advice concerning the request.
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).
7. The Executive Board can refuse a request for initial student registration on the bachelor's programmes in Bio-Pharmaceutical Sciences, Physics, Security Studies and Astronomy if the person in question has not met the conditions as stipulated in section 3, third sub-section, of these regulations (section 7.31b, third sub-section, of the law).
8. The Executive Board can refuse a request for student registration on the post-propaedeutic phase of a study programme if the Faculty Board believes the person in question to have insufficient educational capacity for the post-propaedeutic phase of the study programme, this limitation being noted in the first request for student registration from a person who has not previously been registered on a study programme associated with Leiden University (section 7.54 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. If termination of student registration is required following graduation during the course of the academic year, a request for termination of student registration must be submitted via Studielink.
4. 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 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; 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; and the reduced statutory tuition fee, as described in section 2.4 of the implementation decision WHW 2008.
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 section 10, subsection 1.a is not applicable if the student is registering for a first study programme in the field of education or health care. In this case, the student is entitled to pay statutory tuition fee as specified in section 2.3 of the implementation decision WHW 2008.
3. A student can request entitlement to pay the reduced statutory tuition fee, as referred to in the implementation decision WHW 2008, if he or she pays statutory tuition fee under the conditions stated in section 10, subsection 1. In this case, the student is entitled, on one occasion only, to pay half the amount of statutory tuition fee for a period of 12 months, irrespective of the month in which his or her student registration is finalised, as specified in implementation decision WHW 2008. This 12 month period includes any periods in which student registration is interrupted.
4. 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 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.
Students who do not meet the conditions as specified in section 10, but who have a type III residence permit (temporary asylum), are entitled to pay tuition fee set at the same amount as statutory tuition fee, for the period in which this residence permit remains valid. Students with a type IV residence permit (permanent asylum) are entitled to pay tuition fee set at the same amount as statutory tuition fee¹.
2. 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.
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 at Leiden University, are entitled to pay tuition fee set at the same amount as statutory tuition fee
3. Students who have completed a university or university of applied sciences 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 study credits or more. For programmes of less than 45 study credits, a tariff based on the number of study credits 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.
4. 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;
2. For registration as an external candidate no maximum amount applies to examination fees.

¹ The agreement with the UAF remains in force; students who receive a scholarship via the UAF are obliged to pay tuition fee set at the same amount as statutory tuition fee.

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. The obligation to pay tuition fee applies to the entire period of student registration, but ends automatically on 31 August at the end of the academic year.
2. Payment of tuition fee and/or examination fee can take place by way of:
 - a. payment of the amount due in one lump sum, by direct debit or bank transfer
 - b. payment by direct debit on the basis of an instalment agreement.
 - c. submission of a BBC issued by another Dutch education institution. Payment by way of BBC is only permitted if it has been determined that student is entitled to pay the statutory tuition fee tariff at Leiden University, or if the student will follow a pre-master programme.
3. Other arrangements may be agreed if the student or external candidate is not a client of a bank within the SEPA (Single Euro Payment Area).
4. 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.
5. 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. In this case, section 8, fifth subsection of these regulations (termination of registration) is applicable.

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 7 or 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 BBC, reimbursement of tuition fees will not be granted until the above-mentioned proof of payment has been returned to Leiden University.
- 3 In the case of termination of registration in the course of the academic year on a pre-master programme totalling more than 45 study credits, the tuition fee will be calculated pro rata according to the number of months of student registration. If the study load amounts to less than 45 study credits, the most favourable outcome for the student will be adopted when calculating the amount of tuition fee due (on the basis of either the number of months or the number of study credits).
- 4 In the case of termination of registration in the course of the academic year on the education module (educatieve module), the tuition fee will be calculated pro rata according to the number of months of student registration.
- 5 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.
- 6 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.
- 7 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 2 April 2019.