

**Enrolment conditions**  
**Fontys University of Applied Sciences**

**2019-2020**

**These rules**

**apply for academic year 2019-2020**

**were adopted by the Executive Board on 26 February 2019.  
and can be found on the website of Fontys University of Applied Sciences  
under the heading Conditions, articles and regulations.**

**The changed rules<sup>1</sup> were adopted by the Executive Board on 28 May 2019.**

**Please take note that you cannot derive any rights from this English version  
of these Enrolment conditions. In case of doubt consult the original Dutch version.**

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<sup>1</sup> In 2.2 the number of instalments is increased from 9 to 10.

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## 1. Introduction

These Enrolment Conditions contain the main rules with respect to enrolment, payment for and termination of enrolment based on the Higher Education and Research Act (WHW).

The conditions apply to four groups of students at Fontys University of Applied Sciences. They also apply to students from the higher professional education Law programme at the Avans-Fontys Institute of Law who are enrolled at Fontys University of Applied Sciences. Cases in which other rules apply to these students are expressly indicated in these conditions. In addition to these Enrolment Conditions, there is a separate set of Rules for the Enrolment of Course Participants. There are no special rules for contract students as they are subject to an individual arrangement, agreed with each student separately. Each contract lays down which Fontys rules are (partly) applicable.

The participants from the first group, the higher professional education Associate Degree and Bachelor's programmes hereinafter referred to as Associate Degree and Bachelor's programmes, are students and external students<sup>2</sup> from the Associate Degree and Bachelor's programme (see chapter 2). These Associate Degree and Bachelor's programmes are funded by public means (government-funded programmes). The participants from the second group, the introduction to higher education Associate Degree or Bachelor's programmes, hereinafter referred to as the Associate Degree and Bachelor's introduction, consist of participants in all activities organised before enrolment in a Associate Degree or Bachelor's programme can take place (see chapter 3). This includes the entrance examination and deficiency courses. The participants from the third group, the post-higher education Bachelor's, hereinafter referred to as post-Bachelor's, consists of participants in activities scheduled after the Bachelor's programme. This includes participants in government-funded Master's programmes. (see chapter 4). Students in non government-funded Master's programmes and post-higher professional education programmes are subject to the Rules for the Enrolment of Course Participants.

In addition to these Enrolment Conditions, Fontys University of Applied Sciences also operates a Student's Charter, which outlines the rights and obligations of students. It consists of two elements: the Institutional Section (the Student's Charter Fontys University of Applied Sciences) and the study programme section. The study programme section of the Student's Charter is available from the institute offering the study programme. The most important part of the study programme section of the Student's Charter is the Teaching and Examination Regulations (TER) of the study programme. Information relating to entry requirements<sup>3</sup> can also be found in the TER.

The Fontys Student's Charter applies to all students and external students of government-funded programmes provided by one of the Fontys Institutes of Fontys University of Applied Sciences, in other words: students and external students belonging to the first group referred to above. A separate Student's Charter applies to students in the higher professional education Law programme at the Avans-Fontys Institute of Law. The Fontys Student's Charter does not apply to them.

It is not possible to include all specific rules for all study programmes and other forms of education in these enrolment conditions. If an institute or study programme operates deviating rules on enrolment or re-enrolment, students will be duly informed.

**It is expected that in the course of 2019 and 2020 the law (the Higher Professional Education and Research Act and the Student Finance Act) may change. In addition, developments in Studielink, the national enrolment system, may lead to amendments of the Enrolment Conditions. A supplementary scheme has been drawn up alongside these Conditions for the *Experiment Vraagfinanciering* (Demand-driven Funding Experiment).**

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<sup>2</sup> Enrolment as an external student is only possible with the director's permission and it accords fewer rights than enrolment as a student (see 2.1.5).

<sup>3</sup> This information can also be found on the study programme website and the [Government website](#).

## 2. Associate Degree and Bachelor's programme

### 2.1 Enrolment

Higher professional education Associate Degree and Bachelor's programmes, in principle, are directly aligned to secondary education (*havo, vwo, mbo*). These study programmes are offered as a full-time, a part-time and/or a dual study programme. Anyone wishing to benefit from educational facilities, examination facilities, or facilities of another kind for the purposes of initial education at an institution, must enrol as a student or external student. Such enrolment is subject to payment of tuition fees. (see 2.2.)

Some of the study programmes only admit students with a specific entrance profile, or they set supplementary requirements or occupational requirements (e.g. in the case of part-time programmes). These requirements apply on entering the Associate Degree programme or the foundation year and the post-foundation phase of a Bachelor's programme (consult the Teaching and Examination Regulations of the study programme for more information<sup>4</sup>). Moreover, there may be an intake restriction. The final application date for programmes with a restricted intake is 15 January. This is followed by the selection process. Information on the requirements and selection are available on the study programme website and the [DUO](#) website.

#### 2.1.1 Enrolment as a student, external student or contract student

Associate Degree and Bachelor's programmes accept enrolment of students or external students. Only individuals enrolled as student<sup>5</sup> are entitled to a student grant. For enrolment as an external student, see 2.1.5.

Students who do not yet meet the admission requirements for enrolment as a regular student can only be enrolled as a contract student in one or more modules (units of study) from a regular Associate Degree or Bachelor's programme or all modules (units of study) in a particular year of study of a study programme. For contract enrolment, you must sign a contract with the institute in question.

To obtain a diploma from an Associate Degree or Bachelor's programme, you must enrol as a student or external student.

Enrolment in an Associate Degree or Bachelor's programme can be on a full-time, part-time or dual study basis (provided these enrolment options are listed in the Central Register of Study Programmes in Higher Education, hereinafter referred to as CROHO). Enrolment as an external student is only possible in a full-time or part-time study programme.

Some of the competencies (or knowledge, skills and attitudes) taught in dual study programmes that must be acquired in order to obtain a degree are learned during periods of professional practice. Many dual study programmes start with the same programme as their full-time counterpart. For the period of professional practice enrolment as a dual study student is required. A training-employment contract must then be presented. This contract, drawn up and signed by three parties (the study programme, the company and the student), lays down which courses the student must follow, and what he/she must learn during the practical training periods, and how the student will be supervised. Please note any possible consequences for your entitlement to a student grant. Please consult a student counsellor, if necessary ([iStudent@fontys.nl](mailto:iStudent@fontys.nl)).

#### 2.1.2 Study Choice Check

Prospective students who wish to enrol in an Associate Degree or Bachelor's programme and who apply before 1 May are not only entitled to a Study Choice Check interview, they are required to have one. After attending a Study Choice Check interview prospective students receive study choice advice.

Prospective students who may enrol on the basis of a diploma from a foreign degree programme are entitled to a Study Choice Check, however this is not required. Participation in the Study Choice Check is not required for students taking a part-time or dual study programme. Prospective students who wish to enrol in a programme subject to a selection process (as part of an examination of additional requirements for a study programme or as part of a decentralised selection process for a study programme with a restricted intake) are not entitled to a Study Choice Check interview for the study programme. The Study Choice Check and study choice advice are explained in detail in the [Study Choice Check Regulations](#) and the [TER](#)<sup>6</sup> of the study programme.

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<sup>4</sup> [Teaching and Examination Regulations](#)

<sup>5</sup> The word student includes male and female students.

<sup>6</sup> [Teaching and Examination Regulations](#)

### 2.1.3 Enrolment as a student

Enrolment in an Associate Degree or Bachelor's programme requires an application for enrolment via Studielink ([www.studielink.nl](http://www.studielink.nl)). Students not enrolled at Fontys who only wish to enrol for a minor programme must approach Fontys direct (see 2.1.3.2).

#### 2.1.3.1 Enrolment for a study programme via Studielink

Fontys receives the enrolment application via Studielink and subsequently examines whether the student meets the (special further) requirements regarding his/her previous education and any supplementary requirements, and checks whether the prospective student has a diploma of admission (for study programmes with a restricted intake). The student's personal details (including his/her nationality and actual address) are checked in the Persons Database<sup>7</sup> when he/she logs into Studielink with his/her DigiD. If the student has no DigiD, the personal data will be locally verified by Fontys. In that case, the student must send a copy of valid proof of identity.

If the student meets all the requirements, he/she has a right of admission, as a rule until 1 September 2019, unless the institute feels there are grounds to refuse his/her enrolment by virtue of Article 7.37 paragraphs 4 and 5 of the WHW or by virtue of the [Study Choice Check Regulations](#), if the student has not taken part in the Study Choice Check without a valid reason or in certain cases if he/she has not enrolled until after 1 May. Consult the said Study Choice Check Regulations (Article 3).

Admission after 1 September 2019 is only possible following prior consultation with the study programme's director and will depend on the entrance options of the relevant Associate Degree or Bachelor's programme. Enrolment in the post-foundation year phase of a Bachelor's programme is only possible if a student has been presented with the diploma of the foundation year of this study programme, or of a joint foundation year of which this study programme is part, or if the study programme director has granted an exemption from this requirement on the basis of an equivalent diploma. If the programme concerned is furthermore subject to a restricted intake in the post-foundation year phase, the student will only be permitted to enrol in the post-foundation year if he/she is among those granted admission.

As soon as all required documents have been submitted, a digital direct debit mandate<sup>8</sup> has been issued for the payment of payable tuition fees and it has been established that all requirements are met, the application for enrolment will be granted and the enrolment is complete. When the application and/or documents and/or the direct debit mandate are received after 1 September, the enrolment will become effective on the date that the application and/or documents are received, if the director grants permission.

##### 2.1.3.1.1 Enrolment for a joint degree study programme

The educational institution at which students enrol in a government-funded joint degree study programme will also enrol them at the other educational institution responsible for providing the programme. Such students are subject to Fontys enrolment conditions as well as those of the other educational institution.

##### 2.1.3.2 Enrolment for a minor with Fontys direct

Students who are enrolled at another university of applied sciences or university can follow a minor at Fontys, provided they have enrolled for a second time. Students must meet the entry requirements laid down in the relevant minor rules. Students who want to do this should contact Fontys direct.

##### 2.1.3.3 Documents required for enrolment

If a student is eligible for enrolment, he/she will receive a registration notice from Fontys. The digital mandate for the payment of tuition fees must have been issued before 1 September 2019. Any requested documents must be returned before 1 September 2019. If the request for enrolment, the direct debit mandate and/or the documents are received after 1 September, the enrolment will only become effective from the date when the application and/or documents are received, if the director grants his permission. For all required documents, please go to the website of the Student Facilities Service at [www.fontys.nl/inschrijven](http://www.fontys.nl/inschrijven) ([www.fontys.nl/enrolment](http://www.fontys.nl/enrolment)).

Students who are enrolled at another university of applied sciences or university must submit a *verklaring betaald collegegeld* (a statement confirming they have paid the tuition fees) prior to their enrolment in a minor. (See also 2.1.4 and 2.2.4). They must also submit a clearly legible copy of their passport or identity card. They must also supply a learning contract signed by the Examination Board of their own institute, the

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<sup>7</sup> De Basisregistratie personen

<sup>8</sup> An exception is made for students who do not have a bank account with a [SEPA](#) account number. They can pay via a payment agreement or a payment letter. See 2.2.2

Fontys minor coordinator and the student him/herself, including a foundation year declaration or a copy of the foundation year diploma. Where an enrolment relates to a minor that is not part of the *Kies-op-Maat* scheme, the costs for that minor must be paid by the student or his/her university of applied sciences (university).

#### 2.1.3.4 Nationality and foreign diplomas

A prospective student not of Dutch nationality must submit additional documents in accordance with the Aliens Act regarding valid residency status. The student's residency must be valid at the moment of enrolment, which must be checked by the institute according to the Benefit Entitlement (Residence Status) Act and the Higher Professional Education and Research Act. For further information visit <http://fontys.edu/Study-at-Fontys.htm> or the [DUO](#) website.

A foreign diploma may be adequate for admission to a study programme. The institute director must decide, after having examined the diploma, whether the student can be admitted on account of that diploma. In that case, you will also need a declaration with respect to your command of the Dutch language. Most study programmes require the NT2 programme II diploma (see 3.1.4). (See the TER<sup>9</sup> of the study programme). For admission to an English language study programme you must meet the requirements regarding your command of English, which can be found in the study programme's Teaching and Examination Regulations. **You must take into account that the procedures for checking the validity of your residential status and the admissibility of your diploma may take a long time. Please ensure that you register with the secretariat of your institute in good time.**

**If you wish to participate in the study programmes while waiting for completion of your application for enrolment, this will be at your own risk. If your enrolment cannot be completed, any costs incurred will be entirely for your account. See also 2.2.3**

By virtue of the Code of Conduct for International Students in Higher Education, Fontys is required to report a student to the IND if it finds that the student is not participating in education without compelling or serious grounds.

With effect from the introduction of the Modern Migration Policy<sup>10</sup>, Fontys is required to inform the IND if a student with a residence permit has received less than 50% of the credits available in that academic year. The report to the IND can be waived once during a reference period<sup>11</sup> for students unable to meet this requirement due to special circumstances, as referred to in Article 7.51 of the WHW. A student whose studies are delayed because of special circumstances must contact the student counsellor in good time ([iStudent@fontys.nl](mailto:iStudent@fontys.nl)).

#### 2.1.3.5 Re-enrolment for a study programme

After the first year of enrolment, you must re-enrol annually before the start of the new academic year. The request for re-enrolment must be submitted via Studielink. A digital direct debit mandate for the payment of the payable tuition fees must also be issued. This must have been done before the start of the academic year (1 September 2019), unless the director of the study programme has granted permission for enrolment at a later stage. If one of the two is not completed, enrolment cannot be effected. If one of the two is received after 1 September 2019, the enrolment will only become effective from the moment the student has met both requirements.

By issuing a direct debit mandate for payment of the payable tuition fees, you indicate your awareness of and compliance with the other conditions for enrolment for the coming academic year. Please also see the information package regarding re-enrolment sent by e-mail.

Your re-enrolment is only complete when you have met your obligation to pay for the new academic year in good time (see 2.2.2) and any other outstanding claims on account of the tuition fees and any collection costs for previous years. The application for re-enrolment for academic year 2019-2020 may be refused if the tuition fees and any collection costs from previous years have not been fully paid at the start of the academic year.

The enrolment applies to academic year 2019-2020, which runs from 1 September 2019, or any other date on which the study programme begins, until 31 August 2019.

If you wish to sit or re-sit an interim examination or examination, if you wish to participate in an educational activity or benefit from the facilities, you must have met all your (financial) obligations.

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<sup>9</sup> [Teaching and Examination Regulations](#)

<sup>10</sup> The Modern Migration Policy Act became effective on 1 June 2013

<sup>11</sup> A reference period is a period in which an admitted international student is enrolled at one and the same teaching institution.

If your enrolment has been terminated in the course of the academic year, a new application for enrolment to continue the study programme at a later time must be made via Studielink.

If you have received a binding negative study advice on the continuation of your studies for a study programme, you are not permitted to re-enrol in the same study programme in the next academic year.<sup>12</sup> You may not derive any rights from the registration notice, Fontys account, a certificate of enrolment or a student pass.

#### **2.1.3.5.1 Interim enrolment and re-enrolment for a study programme**

Students who have received a binding negative study advice and have appealed against such an advice with the Examination Appeals Board, may remain enrolled through an interim arrangement while their appeals proceedings is in progress.

Students must submit a(n) (new) application for enrolment or re-enrolment in the study programme for which they have received the binding negative study advice and provide a digital direct debit mandate.

Their enrolment will become final as soon as the binding negative study advice is withdrawn (e.g. because of an amicable settlement or because the student's appeal has been granted).

If the binding negative study advice is upheld because the student's appeal has not been granted, the enrolment will be terminated with effect from the month following that when the Examination Appeals Board decided to reject the appeal. The enrolment will also be terminated if the student's appeal file is closed, e.g. because they have not responded within the prescribed period or because they do not wish to continue with their appeal proceedings. In such cases, the enrolment will be terminated from the first month following that when the student's appeal file was closed.

#### **2.1.4 Two or more enrolments during a single academic year**

If you are enrolled as a student in a government-funded study programme at a university of applied sciences or university you can simultaneously also be enrolled during the same academic year in another government-funded study programme at the same university of applied sciences, another university of applied sciences or a university. This is known as second enrolment. For this second enrolment you may have to pay tuition fees (see also 2.4).

You require the permission of the director of the study programme concerned if your second enrolment is in the post-foundation year phase. (see also 2.2.4)

#### **2.1.5 Enrolment as an external student**

Only once you have obtained permission from the director of the study programme may you be enrolled as an external student.

Enrolment as an external student also requires registration via Studielink. This type of enrolment entitles the external student to sit interim examinations and examinations of the Bachelor's programme in which you are enrolled as an external student. An external student is therefore able to graduate with a regular higher professional education diploma. You will also have the right to access the multimedia centre and library. An external student is not allowed to participate in educational activities, receive tutoring or use student facilities, nor is he/she entitled to a student grant or reduction of examination fees.

You cannot be enrolled in a dual study programme as an external student.

#### **2.1.6 Internal transfer**

If you wish to switch study programmes at Fontys in the course of the academic year, you must always consult the director of the study programme of your choice. You must submit an application to terminate the enrolment with your current study programme via Studielink, and make an application for enrolment in the new study programme. If transferring to a new study programme, you must meet all the specific requirements set by that programme (by taking the admission test, if any). It is also possible to switch from full-time to part-time or dual study programme. In all these cases, the director must assess whether it is possible to start the programme at a later moment, together with any consequences for you, which exemptions you may be granted by the Examination Board of the study programme, and whether you meet the requirements set by the other study programme or the different format of that study programme (e.g. the training-employment contract for dual study enrolment or professional practice environment required for part-time enrolment).

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<sup>12</sup> The fact that Fontys University of Applied Sciences has made a new BRIN number as from 1 September 2011 does not mean that it is a new study programme.

## 2.2 Financial matters

### 2.2.1 Statutory tuition fees

All statutory tuition fees for full-time programmes are indexed annually as provided for in the Higher Professional Education and Research Act, as determined by the Minister on 1 November prior to the year in which the programme will start. The statutory tuition fees for dual study and part-time programmes are determined by the Executive Board subject to the applicable statutory framework.

Statutory tuition fees due for a government funded full-time study programme must be paid when you meet the conditions with respect to nationality and whether or not you have taken a degree.

The statutory tuition fees must be paid if the student:

- a. belongs to one of the groups of persons referred to in Article 2.2 of the Student Finance Act 2000, and
- b. has not yet taken a degree in higher education according to the register administered by the DUO:
  - a student who enrolls for an Associate Degree programme, who has not yet obtained an Associate degree, Bachelor's degree, or Master's degree;
  - a student who enrolls for a Bachelor's programme, who has not yet obtained a Bachelor's degree;
  - a student who enrolls for a Master's programme, who has not yet obtained a Master's degree;The term degree in this case means degrees (or equivalent diplomas) of government-funded Dutch universities or universities of applied sciences that have been included in the Central Register of Study Programmes in Higher Education (CROHO) since 1991.

The condition laid down under b does not apply to a student who enrolls for the first time in an Associate Degree, Bachelor or Master study programme in the fields of either education or health care.

If the student does not meet these requirements, he/she will have to pay the institutional tuition fees. These institutional tuition fees are fixed annually by the Fontys Executive Board, and may differ depending on the study programme.<sup>13</sup> The correct amount can be found in the study programme brochure and in the Tuition Fee Wizard. Checks carried out in the course of the academic year concerning the digital direct debit payment form for the payment of tuition fees sometimes reveal that a student did not satisfy all the criteria regarding statutory tuition fees. In that case, the student will be notified of the new amount and the amount of the digital direct debit mandate will be changed. The student can also apply to be charged the institutional tuition fees until 1 September 2019, if he/she knows that he/she is not eligible for the statutory tuition fees. If your enrolment starts in the course of the academic year, the period during which you owe the tuition fees will run from the moment of your enrolment until 31 August 2019. The tuition fees will be proportionally reduced according to the number of months that are left of the academic year (number of months of enrolment x 1/12 the annual rate), whereby part of a month counts as a full month. This rule also applies to contract students who enrol as a student in the course of the academic year.

Students from senior secondary vocational (*mbo*) education who take up their study in the course of the academic year and who have paid tuition fees elsewhere are entitled to reduced Fontys tuition fees.

Students who are enrolled in two or more government-funded higher professional education or university study programmes and pay the statutory tuition fee may be eligible for exemption from tuition fees (see 2.2.4).

#### 2.2.1.1. Reduced statutory tuition fees

Since September 2019 students who enrol for the first time for a study programme in higher education and who are eligible to pay the statutory tuition fees will pay reduced statutory tuition fees for the first year of enrolment. If the student terminates their enrolment during their first year and enrol in (a) (n) (other) study programme in that same academic year, they will be entitled to pay reduced statutory tuition fees during the rest of that academic year. Students following Associate Degree, Bachelor's or Master's programmes in the field of education will be entitled to a second year of enrolment with payment of reduced statutory tuition fees.

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<sup>13</sup> The Regulation of the tuition fees can be found at [www.fontys.nl/collegegeld](http://www.fontys.nl/collegegeld)

### **2.2.2 Payment of tuition fees**

Tuition fees must be paid via a digital automatic direct debit mandate for a SEPA bank account<sup>14</sup>. An automatic direct debit mandate is therefore required. No other payment method is permitted.<sup>15</sup>

The mandate makes it possible for the full amount to be paid in one go or in no more than **ten** instalments. If you want to pay in instalments you will be charged administrative costs amounting to € 24.

If the student agrees to someone else paying for his/her tuition fees (employer, parents, partner), he/she will still be personally liable for timely payment of the tuition fees to Fontys. The student will be held accountable if the payment is not made.

It may be the case that you may not be able to make a payment for the first direct debit due date as your enrolment has not yet been completed at the time of Fontys transferring the direct debit mandate to the bank (several days before the actual instalment due date). The remaining instalment(s) owed will then be divided over the remaining periods.

For administrative reasons, the debiting of the funds for an instalment to our account may be delayed. This may happen particularly shortly before or after the beginning of the academic year, as a result of the administrative workload. If the direct debit mandate form is processed after the first collection date (early September), the first instalment will be divided amongst the remaining instalments. If the enrolment does not become definitive until after this date, the instalment(s) due will be divided over the remaining instalments.

The student will only be enrolled after the direct debit mandate form for payment of the payable tuition fees has been issued. Fontys will debit the payments received from the claim for which payment has been made.

### **2.2.3 Enrolment as a student**

Enrolment as a student in an Associate Degree or Bachelor's programme is only possible if all enrolment conditions have been met. If this is not the case, e.g. you have not met your payment obligation and you nonetheless participate in courses, this may have negative consequences, entirely for your account. The Executive Board may for example demand compensation in addition to the payable tuition fees. The Board may also report a criminal offence to the police (see also 2.4.3). A student who is not enrolled is not entitled to a student grant. If you start the study programme in the course of the academic year, you must have paid the tuition fees before the starting date you have agreed with the study programme in question.

### **2.2.4 Two or more enrolments in a single academic year**

If you are enrolled as a student in a government-funded study programme at a university of applied sciences or university and pay the statutory tuition fee, you can simultaneously also be enrolled during the same academic year in another government-funded study programme at the same university of applied sciences, another university of applied sciences or university, without having to pay tuition fees for the second enrolment. This is known as a second enrolment.

If a student is admitted to one of the Fontys study programmes for a second enrolment, which means that you are already registered elsewhere inside or outside Fontys, you will be fully or partially exempted from payment of the statutory tuition fees if you have paid the statutory tuition fees for the first enrolment, and you are able to submit a statement that you have paid tuition fees for the first enrolment. When the student obtains a degree from one of these two study programmes, he/she will continue to owe the statutory tuition fees for the second study programme if he/she was enrolled simultaneously in both study programmes, provided the enrolment continues without interruption.

A student who follows a study programme in the fields of either education or health care after having received a degree outside of these fields must pay the statutory tuition fees. If this student enrolls simultaneously in this study programme and another programme, the exemption scheme does not apply.

For enrolment with the second study programme, the student will owe the institutional tuition fees and/or the statutory tuition fees for a second programme.

Enrolment in contract courses or a preliminary course does not entitle you to any reduction in the tuition fees that must be paid for the enrolment as a student.

If the tuition fees for the second enrolment are higher, the difference must be paid.

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<sup>14</sup> A SEPA bank account has an IBAN and BIC.

<sup>15</sup> An exception will only be made for students with no SEPA account number. They are permitted to pay via a payment agreement or a payment letter.

### 2.2.5 Examination fees and enrolment as an external student

In addition to obtaining permission from the director of the study programme, as referred to above, an external student must meet his/her payment obligations in advance, to be able to participate in the interim examinations or examinations.

If you enrol in the course of the academic year as an external student, you must also pay the full examination fees.

Enrolment as an external student also means that all enrolment conditions must be met before you are permitted to sit examinations as an external student.

Prior to sitting an examination in the study programme and obtaining the resulting diploma, your enrolment must be legitimately processed and must be complete. This is only the case if you have met all your (financial) obligations.

Fontys will debit the payments received from the claim for which payment has been made.

### 2.2.6 Financial support for students

If a student wishes to make a claim based on the Profiling Fund Scheme<sup>16</sup> for graduation support, or for a Board Membership grant or attendance fee, you must first contact a [student counsellor](#) (for graduation support), the secretariat of the Profiling Fund Committee<sup>17</sup> (for a Board Membership grant) or an [counselor at the Centre for Representation](#) (for the attendance fee for the purpose of CMR). Students or prospective students can also contact [iStudent@fontys.nl](mailto:iStudent@fontys.nl).

### 2.2.7 Overdue payment

If one or more of the instalments cannot be collected, the student will receive a reminder requesting him/her to pay the overdue instalments. If payment is not made, he/she will then be sent an urgent reminder. The student's account will also be blocked at this time. As soon as the overdue payment is received and processed, the account will once again be released. If payment of the amount due is not forthcoming before the set date, the student's enrolment will be terminated with effect from the second month following the date of the urgent reminder.

Administrative costs<sup>18</sup> may be charged for each urgent reminder in accordance with the sliding scale referred to in the Debt Collection Charges Act (*Wet incassokosten*) (see the [details of the applicable sliding scale](#)).

The claim regarding any financial obligations, instalments for tuition fees and other items may be handed over to a third party, for debt collection. In that case, the full tuition fees will become immediately due, including any future instalments not yet payable. Any related costs incurred, including legal costs, must be paid by the student. The student may also be charged the costs a bank may charge because of a reversal. Furthermore, the student will have lost the right to pay in instalments in the event of any new enrolment in the same academic year in which enrolment was terminated due to failure to pay (see 2.1.2.5.).

The diploma will only be issued if the tuition fees due for all years of enrolment and any collection costs in the event of overdue payment have been paid in full.

## 2.3 Termination of enrolment

Both the student and the institute may terminate enrolment.

The student may terminate his/her enrolment at any moment. He/She will not owe the statutory tuition fees for every month in which he/she is not enrolled. Any excess payments of the statutory tuition fees will be refunded, if there are no outstanding debts.

There will be no reduction<sup>19</sup> if the request for termination of enrolment regards the months of July and/or August. A request for termination of enrolment for the months of July and/or August will not be processed<sup>20</sup>. The student is requested to make use of the option 'do not re-enrol'. Only in the event of the death of the student or if the director has duly granted permission can termination of enrolment for the months of July and/or August be allowed, whereby a reduction will be made.

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<sup>16</sup> Previously referred to as the Financial Support for Students Scheme.

<sup>17</sup> Previously referred to as the Financial Support for Students Committee.

<sup>18</sup> Administration costs refers to the extrajudicial collection charges.

<sup>19</sup> Reduction refers to reducing/lowering the debt, i.e. the amount due.

<sup>20</sup> Due to the administrative burden of processing requests for termination of enrolment for the months of July and/or August, no enrolment exists as at 31 August, as a result of which assessments and study advice dated 31 August cannot be processed.

There will be no reduction of institutional tuition fees unless the student has graduated or died, or if there are special circumstances recognised by the director as a cause for reduction.

There will be no reduction<sup>21</sup> of institutional tuition fees if the request for termination of enrolment regards the months of July and/or August. A request for termination of enrolment for the months of July and/or August will not be processed.<sup>22</sup> The student is requested to make use of the option 'do not re-enrol' Only in the event of the death of the student or if the director has duly granted permission can termination of enrolment for the months of July and/or August be allowed, whereby a reduction will be made.

The institute may only terminate the enrolment in the cases referred to in the WHW (see 2.3.2.1. and 2.3.2.2).

In the event of a student's death, the tuition fees owed will be reduced by one twelfth for every month of the academic year following death.

### **2.3.1 Termination of enrolment by the student**

If you consider ending your enrolment, you are recommended to inquire with the institute, the student counsellor and possibly the DUO, to find out the consequences of termination of your enrolment in respect of study grants, courses you have taken, arrangements for a possible restart, etc.

You must terminate your enrolment via Studielink, stating the date of termination of your enrolment (termination of enrolment with retroactive effect is not possible). You must also terminate your enrolment via Studielink after having been awarded the diploma from your study programme.

#### **NOTE**

**Students who passed the examination and received the certificate have to terminate the enrolment via Studielink.**

If you are not enrolled, you are not entitled to participate in education, sit tests, interim examinations and examinations, nor may you use facilities or Fontys student services or student support. A student who is not enrolled is not entitled to student loans and grants, or to a student travel product (public transport card).

When a student terminates his/her enrolment, he/she must cancel his/her entitlement to student grants and loans in good time with the Education Executive Agency (DUO) and discontinue his/her student travel product (Public transport card).

#### **NOTE**

**Students who receive student grants and loans must therefore take action in two areas: they must terminate enrolment via Studielink and cancel the entitlement to the student grants and loans/student travel product via the DUO. Cancelling the entitlement to student grants and loans does not terminate the enrolment!**

The government may implement changes regarding the termination of enrolment and any refunds of tuition fees before the start of the academic year 2019-2020. For the state of affairs, go the [website](#).

If you withdraw your application for enrolment for an academic year before 1 September of this academic year (or prior to the agreed starting date of the teaching programme), you will be entitled to a full refund of the tuition fees already paid. For most students, the academic year starts on 1 September.

### **2.3.2 Termination of enrolment by Fontys**

Depending on the reason for termination, enrolment will be terminated either with effect from the next month (without the one-month delay) or following a delay of one month.

#### **2.3.2.1 Termination of enrolment with immediate effect**

A student's enrolment will be terminated effective in the month following the date of the decision in the following cases:

- After receiving a binding negative study advice regarding the continuation of studies. No later than at the end of the first year of enrolment, every student will receive a recommendation regarding the continuation of his/her studies. If this recommendation is a binding negative study advice, enrolment will be terminated effective from the first month after the date of the recommendation. Issuing a study advice may be postponed. In that case, the binding negative study advice regarding the continuation of studies may also be given at a later date.

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<sup>21</sup> Reduction refers to reducing/lowering the debt, i.e. the amount due.

<sup>22</sup> Due to the administrative burden of processing requests for termination of enrolment for the months of July and/or August, no enrolment exists as at 31 August, as a result of which assessments and study advice dated 31 August cannot be processed.

- As part of a measure referred to in Article 42 of the Student's Charter. Students who have violated the Fontys house rules may face disciplinary measures. This could mean that the enrolment with Fontys is terminated. See the [House Rules](#) and [Fontys Student Charter](#).
- As part of a measure following serious fraud. If the Examination Board has determined that a student is guilty of serious fraud, it can request the Executive Board to terminate the student's enrolment.
- If the student proves to be unfit for the practice of one or more of the professions for which the study programme provides training, or for the practical preparation for professional practice as a result of his/her conduct or his/her statements, the Executive Board, at the recommendation of the Examination Board and after carefully weighing all the interests involved, may decide to terminate the student's enrolment.

#### **2.3.2.2 Termination of enrolment after a delay of one month.**

If it is not possible to collect an instalment of the outstanding tuition fees, the student will receive an urgent reminder in which he/she will be enabled to still make the payments. Should the payment not be forthcoming after this reminder, the enrolment will be terminated effective from the second month following the urgent reminder (see also 2.2.7).

#### **2.3.3 Exception for external students**

The (statutory) provisions relating to the termination of enrolment as outlined in 2.3.1 do not apply to external students. There will be no (partial) refund of the examination fees in the event of a premature termination of enrolment.

#### **2.3.4 Diploma**

The external minor student will receive a diploma stating the tests he/she has passed that he/she has successfully completed the minor with a study load of 30 credit points.

### **2.4 Miscellaneous**

#### **2.4.1 Indemnification**

(External) students must indemnify Fontys against claims from third parties arising from the infringement of intellectual property rights, such as copyright, patents or plant breeder's rights, claims arising from the use of software, settings, registration, books and magazines owned or managed by Fontys and made available by Fontys to the (external) student, or with which the (external) student became conversant.

Any costs including judicial and extrajudicial costs relating to the claims referred to above against Fontys, together with any interest, shall be fully for the account of the (external) student who has violated the rights mentioned in the previous sentence.

#### **2.4.2 Violation of intellectual property**

If Fontys is the rightful claimant to the rights referred to in Article 2.4.1, the (external) student violating those rights shall also forfeit a penalty of € 225, payable immediately, for every offence, without prejudice to Fontys' right to demand full compensation.

#### **2.4.3 Non-entitled study programme participation**

Anyone not enrolled but who does benefit from the educational facilities must reimburse the institution for an amount equal to the institutional tuition fees for students. In addition, the provision of services by Fontys may be suspended in the absence of valid enrolment. This offence may also lead to the imposition of a penalty of not more than € 4,150, which may be reported to the police (Article 15.3 of the Higher Professional Education and Research Act in conjunction with Article 23 of the Penal Code).

#### **2.4.4 Duty to inform**

If you are not able to produce your name, address and Diploma of Enrolment or student pass to the persons appointed by the Executive Board, you may be refused access to the Fontys buildings and premises, and fined a € 415 penalty (Article 15.4 of the Higher Professional Education and Research Act in conjunction with Article 23 of the Penal Code).

#### **2.4.5 Confidentiality obligation**

The (external) student has a confidentiality obligation during and following termination of enrolment. This obligation covers everything he/she has learned on the basis of his/her enrolment and/or of which the confidential nature is abundantly clear.

#### **2.4.6 Incomplete/incorrect information**

A student who supplies incomplete or incorrect information may face termination of his/her enrolment. He/She is fully liable in the event of any financial loss.

#### **2.4.7 Correspondence**

We would like to emphasise the fact that all correspondence from Fontys sent by physical post will be sent to your postal address as specified by the (external) student. Any changes to this postal address must be reported via Studielink in good time. Correspondence relating to payments will be sent digitally only, to the email address indicated by students in Studielink and to their Fontys email address.

Fontys is therefore not liable if the (external) student has failed to immediately pass on a new or correct correspondence address. Much of the correspondence will be sent to the Fontys e-mail address and the e-mail address specified in Studielink,

#### **2.4.8 Processing of personal data**

When processing personal details (i.e. all details that can be traced back to a student), Fontys is bound by the Personal Data Protection Act and the General Data Protection Regulation and the Privacy Rules, Processing and Protection of Personal data of Fontys Students. The website provides information on these rules and a description of the different processes involved, at Fontys.

To monitor the tie between secondary education and Fontys, Fontys provides feedback information on study results to the secondary institutes where these students originally came from. If you object to your inclusion, you must report this to the secretariat of the study programme.

#### **2.4.9 Liability**

The Executive Board, the director of the study programme, etc. accept no liability for any loss or theft of or damage to your personal property on the sites and buildings of Fontys, or in buildings or sites used by Fontys.

The liability of the study programme / the institute / Fontys University of Applied Sciences / Fontys foundation / Executive Board in the event of negligent non-observance of these rules will be restricted to the tuition fees you have paid in the academic year in question.

#### **2.4.10 Complaints procedure**

Any (external) student who feels that his/her interests have been harmed in respect of his/her application, enrolment and termination of enrolment may lodge a complaint, in writing, to the director of the institute responsible for the study programme. For further information, consult the student counsellor. A complaint may be lodged against the director's decision with the Executive Board within 6 weeks of the date of the decision (see Article 48 of the Student's Charter).

#### **2.4.11 Hardship clause**

The director of the institute responsible for the study programme for which the (external) student has registered and enrolled is authorised to meet your objections in the event of serious injustices that may occur in the application of these rules, and take decisions on issues not covered by these rules.

You must submit your reasoned request in writing, to the director. He/She must issue a decision in writing and with reasons, stating any possibilities for appeal.

#### **2.4.12 Entry into force and official title**

These rules will come into force on 1 September 2019 and will apply until 31 August 2020.

The official title is 'Fontys University of Applied Sciences Enrolment Conditions 2019–2020'.

### **3. Associate Degree and Bachelor's introduction**

#### **3.1 Enrolment - registration**

This chapter provides the rules with respect to all activities at Fontys that precede the Associate Degree and Bachelor's programme. Examples of these are an introduction course, deficiency courses and an admission test. If you want any information about these special activities, consult the study programme in question. These rules provide only general information and an indication of the study programmes concerned.

##### **3.1.1 Introduction course**

For a number of English-spoken study programmes for foreign students, there may be an introduction course to enable students to meet the entrance requirements with respect to the command of the English language. This introduction course will also consider intercultural issues.

Further information is available from the secretariat of the programme.

##### **3.1.2 Deficiency courses**

Some programmes organise their own deficiency courses to prepare you to take part in the study programme. These courses are sometimes given during the summer holidays and are then known as 'summer courses'. Information on these courses can be obtained from the secretariat of the study programme.

##### **3.1.3 Admission test**

If your prior qualifications for a specific Bachelor's programme are insufficient, you may still be admitted to the programme after having proved that you do possess the required knowledge by means of an admission test. Please note that the admission test is related to a specific study programme. If you wish to transfer study programmes, you will have to take another admission test for the study programme of your choice.

There are no actual age limits for admission to the test although you must be 21 at the moment you wish to enrol and start the study programme after passing the admission test.

A student wishing to sit an admission test can contact the secretariat of the study programme. A large number of study programmes conduct admission tests in the form of a Differential Aptitude Test (DAT). For more information visit the [website](#). Please note that the admission test is related to a specific study programme. If you wish to transfer to a new study programmes, and both study programmes conduct admission tests in the form of a DAT, you don't have to take a new test, but the test results will be assessed again in relation to the criteria of the new study programme, as long as the test results are still valid (i.e. within 2 years). In the case your new study programme conducts another type of admission test you will have to take this admission test.

The Executive Board may decide to admit students with a foreign diploma who do not meet the age requirement, even if they are unable in some cases to submit their diploma. Study programmes in the field of the Arts may also decide to disregard the age requirement. Please see the TER<sup>23</sup> of the relevant study programme. If the TER do not specify that the age requirement may be disregarded, permission must be obtained from the study programme director via the study programme secretariat.

As soon as the prospective student knows that he/she wishes to sit an admission test he/she can also submit his/her enrolment in the Bachelor's programme of his/her choice via Studielink (see 2.1.2.1).

##### **3.1.4 NT-2 test (Dutch as a second language)**

Students with a foreign diploma can also be admitted to an Associate Degree or Bachelor's programme. The diploma is compared to Dutch equivalents. If the diploma is considered equivalent, the student can be enrolled (see 2.1.3.4).

In addition, you will have to meet the conditions in respect of the Dutch language. The guideline for the required level is NT2, programme II. Study programmes can deviate from this guideline in their TER<sup>24</sup>. Staff of the secretariat of the programme can provide more details.

Knowledge of Dutch is tested via the NT2 state examination. More information is available from the secretariat of the programme or from the Study Choice Counselor (reachable by [iStudent@fontys.nl](mailto:iStudent@fontys.nl)).

The [DUO](#) website provides more information on these tests under the heading 'State exam Dutch as a second language' (search in the folders on state exams).

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<sup>23</sup> [Teaching and Examination Regulations](#)

<sup>24</sup> [Teaching and Examination Regulations](#)

### **3.1.5 Mbo-hbo deficiency test**

For admission on the basis of a senior secondary vocational education diploma at qualification level 4 (mbo-4) a right of admission exists if the student holds a diploma from a related sector.

A student who does not hold an mbo-4 diploma from a related sector can be admitted where it has been established in a test before the start of the study programme that he/she has met requirements comparable to it in terms of content.

These tests are being offered for the 2019-2020 academic year, but no consequences are yet being attached to them in terms of rejection of the enrolment.

## **3.2 Financial matters**

Information about the costs and methods of payment for the various Bachelor's introduction activities referred to in this chapter is available from study programme secretariat.

Fontys will debit the payments received from the claim for which payment has been made.

### **3.2.1 Overdue payment**

In the event of failure to comply with financial obligations (costs for admission or deficiency tests, course fees etc.) the entire claim (including any future instalments not yet due) will as necessary be passed on to a third party for debt collection. The related costs and any judicial costs will be for the account of the participant.

## **3.3 Termination of enrolment or registration**

For more information about termination of enrolment or registration for the Bachelor's introduction activities mentioned in this chapter, please consult the secretariat of the study programme.

## **3.4 Miscellaneous, Bachelor's introduction activities**

Articles 2.4.1 through to 2.4.9 and 2.4.11 and 2.4.12 apply mutatis mutandis to participants in the Bachelor's introduction activities.

### **3.4.1 Non-entitled study programme participation**

Anyone not enrolled who does make use of the educational facilities will owe compensation to the institution of not more than twice the amount due.

### **3.4.2 Complaints**

A course participant who disagrees with the execution of the rules may lodge a complaint with the director of the institute offering the course. If he/she disagrees with the handling of his/her complaint, he/she can submit a complaint to the Executive Board in accordance with the procedure described in Article 47 of the Fontys Student's Charter.

A prospective student who does not agree with the result of the admission test (Article 3.1.3) or the deficiency test (Article 3.1.5) may lodge an appeal with the Examination Appeals Board in accordance with the procedure described in Articles 45 and 46 of the Fontys Student's Charter within six weeks of the result of the test having been issued.

### **3.4.3 Other applicable Fontys rules**

The rules below apply mutatis mutandis to all participants. The following rules are available on the website.

- Rules – Code of Conduct – of Stichting Fontys on the use of information and communication technology by students (also known as the ICT code of conduct)
- Rules on Undesirable Behaviour,
- Privacy Rules, Processing and Protection of Personal data of Fontys Students
- Fontys Rules on Health and Safety at Work and the Environment
- Non-smoking Rules,
- Fontys Rules on Multi Media Centre Services,
- Rules on Camera Surveillance at Fontys
- Fontys Parking Rules,
- Fontys House Rules
- Student's Charter, exclusively the chapters or articles referred to
  - Chapter VI, Articles 31 through to 41, Article 42 with the exception of paragraph 7
  - Chapter VII, Articles 47, 50 and 51

- Chapter VIII, Articles 52, 53 and 54
- Chapter IX, Article 56 paragraph 1.

#### 4. Post Bachelor's activities - Master's programmes

Post Bachelor's activities refer to all courses offered after Bachelor's programmes. These may be post higher professional education courses or Master's programmes.

For students in government-funded Master's programmes, this chapter of the Enrolment Conditions applies. Students of non-government funded Master's programmes and post professional higher education courses are subject to the Enrolment Conditions Course Participants.

Participants in Master's programmes will only be enrolled as a student if the Master's programme is government-funded. Only in that case will the Higher Professional Education and Research Act be applicable to them and may they invoke their entitlement to student grants, if they have not yet exhausted their entitlements. The Fontys government-funded Master's programmes are:

- Master's in Advanced Nursing Practice
- Master's in Architecture
- Master's in Urbanism
- Master's Educational Theory
- Master's in Teacher Training
- Master's in Educational Needs
- Master's in Arts Education
- Master's in Learning and Innovation
- Master's in Music
- Master's in Performing Public Space
- Master's in Testing and Assessment
- Master's in Choreography (joint degree)
- Master's in Sport and Physical Education
- Master's in Healthy Ageing Professional

##### 4.1 Enrolment for Master's programmes

Enrolment in a government-funded Master's programme is open to students or external students. If you want to be enrolled as a student in a government-funded Master's programme you must file your application for enrolment via Studielink. Fontys receives the request for enrolment via Studielink, and then determines whether the student meets all requirements or admission requirements.

Enrolment as a student in a Associate Degree, Bachelor's or Master's programme is one of the conditions for entitlement to a student grant, alongside the other conditions referred to in the Student Finance Act 2000.

Enrolment as an external student does not entitle a student to a student grant.

To obtain a diploma from a Master's programme, the student must be enrolled as a student or external student.

Enrolment is possible on a full-time, part-time or dual study basis (provided these options are entered in the Central Register of Study Programmes in Higher Education (hereinafter CROHO). Enrolment as an external student is only possible for full-time and part-time programmes.

Some of the competencies taught in a dual study programme (as well as knowledge, skills and attitudes) are acquired during periods of professional practical training, on the job. Many dual study programmes start with the same programme as their full-time counterpart. Any programme involving periods of professional practice requires enrolment as a dual study programme student. This means you must provide a learning working contract, drawn up and signed by three parties (the institute, the company and you, the student) laying down which courses you must take and what you must learn during the practical training periods. As well as the supervision method. Please note the consequences this may have for your entitlement to a student grant. If necessary, consult a student counsellor ([iStudent@fontys.nl](mailto:iStudent@fontys.nl)).

When a student logs on via Studielink, with his/her DigiD, personal details (including nationality and actual address) are checked in the Persons Database. If this verification is not possible, the student must submit a copy of a valid proof of identity. If the student has no DigiD, the data will be locally verified. In that case, he/she must send a copy of a valid identity document.

If you meet all the admission requirements and the student has a proof of admission as referred to in 4.1.1, as a rule the right of admission applies until 1 September 2019, unless the study programme has reasons to refuse enrolment by virtue of Article 7.37 paragraphs 4 and 5 of the WHW. Admission after 1 September 2019 can only be permitted following prior consultation with the study programme director, and will depend on whether the Master's programme enables students to start later.

As soon as all required documents have been submitted and a digital direct debit mandate<sup>25</sup> has been issued for paying the payable tuition fees, the application for enrolment is granted and the enrolment is complete.

When the application and/or documents and/or direct debit mandate are received after 1 September, the enrolment will become effective on the date that the application and/or documents are received, if the director duly grants permission.

#### **4.1.1 Requirements for enrolment in Master's programmes**

The student must meet the admission requirements in order to be admitted to a government-funded Master's programme.

The details of the admission requirements can be found in the study programme's section of the TER<sup>26</sup>. A student will receive a diploma of admission if he/she meets the admission requirements and the intake number of students has not yet been exceeded. The diploma of admission will only apply to the academic year during which the student seeks admission.

#### **4.1.2 Documents required for enrolment**

A student who can be enrolled receives a registration notice from Fontys. This notice explains how tuition fees must be paid. The digital direct debit mandate for the payment of tuition fees must have been issued before 1 September 2019. Any documents requested must have been returned before 1 September 2019. For the requested documents go to [www.fontys.nl/inschrijven](http://www.fontys.nl/inschrijven) ([www.fontys.nl/enrolment](http://www.fontys.nl/enrolment)).

#### **4.1.3 Nationality and foreign diplomas**

Paragraph 2.1.2.4 applies mutatis mutandis

#### **4.1.4 Re-enrolment**

Paragraph 2.1.2.5 applies mutatis mutandis.

#### **4.1.5 Two or more enrolments in a single academic year**

Paragraph 2.1.3. applies mutatis mutandis.

#### **4.1.6 Enrolment as an external student**

Paragraph 2.1.4 applies mutatis mutandis.

### **4.2 Financial matters**

#### **4.2.1 Statutory tuition fees**

Paragraph 2.2.1 applies mutatis mutandis.

Due to the fact that the reduced statutory tuition fees only apply to students who have enrolled in a study programme in higher education for the first time as of 2019-2020, enrolment for Master's programmes at reduced statutory tuition fees within the official time period with no delays will only take place as of the academic year 2022-2023.<sup>27</sup>

#### **4.2.2 Payment of tuition fees**

Paragraph 2.2.2 applies mutatis mutandis.

#### **4.2.3 Enrolment as a student**

Paragraph 2.2.3 and 2.2.4 applies mutatis mutandis.

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<sup>25</sup> An exception is made for students who do not have a bank account with a SEPA account number. They can pay via a payment agreement or a payment letter. See 2.2.2

<sup>26</sup> [Teaching and Examination Regulations](#)

<sup>27</sup> This shall not apply to enrolments prior to 1 September 1991.

#### **4.2.4 Examination fees and enrolment as an external student**

Paragraph 2.2.5 applies mutatis mutandis.

#### **4.2.5 Financial support for students**

Paragraph 2.2.6 applies mutatis mutandis.

#### **4.2.6 Overdue payment**

Paragraph 2.2.7 applies mutatis mutandis.

#### **4.3 Termination of enrolment**

Chapter 2 paragraph 3 applies mutatis mutandis.

#### **4.4 Miscellaneous**

Chapter 2, paragraph 4 applies mutatis mutandis.

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