

Avans Regulations on Terms of Enrolment 2023-2024



Table of contents

1. General	3
1.1 Introduction and applicability	3
1.2 Definitions of terms.....	4
2. Enrolment	7
2.1 Conditions for enrolment	7
2.2 Requirements for prior education.....	7
2.4 Exemptions and admission.....	8
2.4.1 Equivalent diploma.....	8
2.4.2 Entrance examination 21+	8
2.4.3 Investigation regarding prior education requirements.....	8
2.5 Initial request for enrolment in Studielink	9
2.5.1 Required documents (general).....	11
2.5.2 Additional documents for non-EEA students	11
2.6 Special first enrolments.....	11
2.6.1 Enrolments for the School of Fine Art and Design (AKV) St. Joost.....	11
2.6.2 Initial enrolment for a study programme with enrolment in February 2023.	11
2.6.3 Initial enrolment for the Bachelor's (or post-propaedeutic) phase of a study programme.12	
2.6.4 Enrolment for a full-time or dual programme other than the programme the student was enrolled in until 1 May.	12
2.6.5 Enrolment as an external student.....	12
2.7 Study choice test Intake	12
2.8 Language assessment.....	13
2.8.1 Study programmes taught in Dutch	13
2.8.2 Study programmes taught in English	13
2.9 Enrolments that are not first enrolments	13
2.9.1 Re-enrolment for a study programme	13
2.9.2 Interim enrolment.....	13
2.9.3 Internal transfer from an existing enrolment.	14
2.9.4 Two or more parallel enrolments within one academic year	14
2.9.5 Enrolment for a minor at Avans University of Applied Sciences.....	14
2.9.6 Enrolment for a Master's degree programme	14
3. Financial obligations.....	14

3.1 Statutory tuition fees	15
3.1.1 Reduced statutory tuition fees.....	15
3.2 Institutional tuition fees	15
3.3 Additional costs for non-EEA students	15
3.4 Tuition fees in case of two (or more) parallel enrolments.....	16
3.4.1 Statutory tuition fees	16
3.4.2 Institutional tuition fees.....	16
3.5 Tuition fees for interim enrolment.....	16
3.6 Payment of tuition fees	16
3.7 Failure to meet payment obligations	16
3.8 Right to a refund on tuition fees	17
4. Successful enrolment	17
4.1 Certificate of enrolment	17
4.2 Communication	17
5. Termination of enrolment.....	18
5.1 Termination of enrolment at the student’s request	18
5.1.1 Termination without obtaining a diploma	18
5.1.2 Termination after obtaining a diploma	18
5.2 Termination of enrolment by order of the Executive Board.....	18
5.2.1 Immediate termination	18
5.2.2 Termination after giving notice.....	19
5.3 Consequences of termination of enrolment.....	19
5.3.1 Refunding of tuition fees.....	19
5.3.2 Non-EEA students.....	19
5.3.3 Termination and financial aid for studying	19
6. Other provisions	19
6.1 Insurance	19
6.2 Indemnification	20
6.3 Personal data protection.....	20
6.4 Compensation/fines	20
6.4.1 Infringement of intellectual property	20
6.4.2 Unlawful participation in education.....	20
6.4.3 Obligation to provide information and proof of identity	20
6.5 Liability	20
6.6 Objections and appeals	20
6.7 Hardship clause	21

1. General

1.1 Introduction and applicability

These regulations contain the most important provisions regarding application, enrolment, the study choice test, payment, termination of enrolment and a number of general terms and conditions for participating in the educational activities of Avans University of Applied Sciences. The majority of these regulations are based on the Higher Education and Research Act (WHW), which includes a number of mandatory provisions in this area.

The regulations regarding terms of enrolment are part of the Students' Charter of Avans University of Applied Sciences. The Students' Charter¹ specifies the rights and obligations of students and applies to all students and external students enrolled in publicly funded study programmes at Avans University of Applied Sciences.

These terms of enrolment apply to all students (including prospective students) who are enrolled in one of Avans University of Applied Sciences' publicly funded degree programmes registered in CROHO (Central Register of Higher Education Study Programmes), irrespective of whether they are eligible to pay statutory or institutional tuition fees. In accordance with the provisions of Article 2.1 of the Students' Charter of the University of Law Avans-Fontys, these terms of enrolment are also applicable to students (including prospective students) who, by means of an enrolment at Avans, have been or will be enrolled for the Bachelor of Laws study programme provided by the University of Law Avans-Fontys.

These terms of enrolment do not apply to students who are enrolled for associate degree programmes provided by the Avans-HZ University of Applied Sciences Associate Degrees School in Roosendaal. That school is a partnership between Avans University of Applied Sciences and HZ University of Applied Sciences. Students of this school are officially enrolled at Avans or at HZ University of Applied Sciences for an Associate degree programme. This school has its own terms of enrolment based on the collaboration between Avans and HZ University of Applied Sciences.

Lastly, these regulations do not apply to:

- students and course participants of Avans University of Applied Sciences B.V.; (Avans+), a separate legal entity for the provision of contract education;
- course participants undertaking contracted work for prep courses, language courses and otherwise non-publicly funded education.

¹ Students enrolled at Avans University of Applied Sciences or Fontys University of Applied Sciences for the **Bachelor of Law** study programme provided by the University of Law Avans-Fontys are covered by the Students' Charter of the University of Law Avans-Fontys and not by the Students' Charters of Avans or Fontys.

For students who follow an **associate degree programme** provided by the Associate Degrees School Avans-HZ in **Roosendaal** and who are enrolled at Avans University of Applied Sciences or at HZ University of Applied Sciences (Hogeschool Zeeland) for that purpose, the Associate Degrees School Avans-HZ has its own student statute; the Avans student statute and HZ student statute are therefore inapplicable to this group of students.

1.2 Definitions of terms

1. Applicant: A prospective student making a request to enrol for one of the study programmes at Avans University of Applied Sciences.

2. School: The organisational unit (division) within Avans University of Applied Sciences that provides one or more study programmes.

3. School Board: The body that manages the School and is responsible for the organisation, the design and business practices of the School, insofar as the Executive Board has granted it powers in this respect. Where the University of Law Avans-Fontys is concerned, the School Board is understood to mean the University of Law Avans-Fontys's School Board.

4. Assessment: An assessment of aptitude to determine whether a person is suitable for a particular study programme.

5. Avans University of Applied Sciences: The institution (university of applied sciences) based on Avans Foundation that upholds it.

6. Executive Board: The board of Avans University of Applied Sciences, which is also the board of the Avans Foundation.

7. Tuition fees: Tuition fees as specified in the second paragraph of section 7.37 and section 7.43 of the WHW. Full-time, part-time and dual track students pay tuition fees. External students pay examination fees as specified in section 7.44 of the WHW.

8. Tuition fee loan: Loan to pay the tuition fees for a university of applied sciences or research university study programme. This loan is part of financial aid for studying.

9. Tuition fee calculator: A calculation tool which students, both prospective or current, can use to calculate their tuition fees payable on the Avans website (avans.nl or studentinfo.avans.nl).

10. Decentralised selection: Power of the institution to make admission subject to selection. The institution ensures that the selection procedure is carried out on the basis of qualitative selection criteria.

11. Part-time: form of education in which the study programme is combined with working. Part-time students are not entitled to student financial aid.

12. Dual: form of education which combines education with professional practice related to the relevant study programme. The content of lessons and assignments are linked to the situation at work. Without suitable employment, it is not possible to follow a dual programme. In dual education, an education-employment contract is required between the student, the employer and the programme.

13. DFS: Finance & Student Administration Unit. The Finance and Student Administration Unit (or DFS) is responsible for administrative processes concerning the enrolment process. This unit comprises the Student Administration Office and the Accounts Receivable Department.

14. DMCS: The Marketing, Communication and Student Relations Unit (or DMCS) The DMCS performs a number of tasks, including in the area of student affairs.

15. Director of DMCS: Supervises a number of units, including the Student Relations Unit, for student policy and facilities.

16. DUO: The Education Executive Agency (previously known as the IB Group) DUO implements laws and regulations relating to education on behalf of the Minister of Education, Culture and Science as a departmental executive agency. DUO's main tasks include providing student financial aid to cover the cost of education, providing financial contributions, collecting school fees and student loan payments, recognising diplomas and managing the register of diplomas awarded.

17. First enrolment: First enrolment at a university of applied sciences for a study programme. It is possible to enrol for several study programmes at the same time. The first enrolment for a study

programme in Studielink is considered to be the first enrolment and any subsequent programme(s) as a parallel second (or third, etc.) enrolment.

18. EU/EEA and Swiss students: Students from: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland.

19. Examination Board: The examination board as referred to in section 7.12 of the WHW. The body responsible for determining in an objective and professional manner whether a student meets the conditions imposed by the Education and Examination Regulations in relation to the knowledge, understanding and skills required to obtain a degree.

20. External student: An enrolment at Avans University of Applied Sciences that only grants the right to take the preliminary examinations included in the curriculum of a study programme and the examinations of a study programme for which the student is enrolled.

21. February enrolment: Students who start their study programme in February. This is possible for some of Avans's study programmes.

22. Disputes Advisory Committee: Committee as referred to in section 7.63a of the WHW, which advises the Executive Board on objections relating to decisions other than those referred to in section 7.61 of the WHW or the absence thereof.

23. Re-enrolment: Students are required to re-enrol in Studielink every academic year.

24. Higher education: Academic education and higher professional education.

25. Enrolment: Enrolment as a student or external student as specified from section 7.32 of the WHW onwards. Enrolment takes place on a study programme basis.

26. International student: Applicants whose previous education was not Dutch.

27. Education and Examination Regulations (EER): Regulations that specify the applicable procedures, rights and obligations with regard to the education and examinations for each study programme or group of study programmes as referred to in section 7.13, WHW.

28. Study programme: A study programme as specified in section 7.3 of the WHW. The initial education offered by the institution in the form of associate degree programmes, Bachelor's programmes and Master's degree programmes. A study programme can be followed full-time, part-time or as a dual programme. Every study programme is linked with an examination. Every study unit is linked with a preliminary examination.

29. Parallel enrolment: A student who is enrolled in more than one study programme in the same academic year at a Dutch university of applied sciences or research university, both at the same university of applied sciences or at another university of applied sciences or research university.

30. Student: Anyone enrolled as a student at Avans University of Applied Sciences. Wherever 'they' is used to refer to a student, this is intended to be read as 'he or she'.

31. Student Support: Student Information Desk where students can ask questions regarding applications & admission, enrolment, re-enrolment, deregistration and payment of tuition fees. It provides information on studying and work placements abroad, financial aid for studying and cultural activities. It is also where appointments with student counsellors can be made. Avans has a Student Information Desk at most locations. It is also possible to contact the Student Information Desk by email.

32. Students' Charter: Avans's Students' Charter, as specified in article 7.59 of the WHW, which sets out the rights and responsibilities of students.

The charter provides an overview of the regulations that protect the rights of students.

33. Study choice test: Activities specified in section 7.31b of the WHW on the basis of which a non-binding study choice recommendation is issued. At Avans, this study choice test consists of an intake process.

34. Admissions Committee: Committee with a mandate to take decisions on behalf of the Executive Board regarding the admission and enrolment of applicants who have submitted a request for enrolment but do not meet the conditions set out in these Terms of Enrolment.

With respect to students enrolled in the Bachelor of Laws study programme at the University of Law Avans-Fontys, the Director of the University of Avans-Fontys rather than the Admissions Committee is authorised to take the aforementioned decisions. Any reference to the Admissions Committee in this document in relation to students of the Bachelor of Laws must be understood to mean the Dean of the University of Law Avans-Fontys.

35. Full-time Form of training in which an average of 40 hours per week is spent on lectures and tutorials, work placements, projects and/or individual study.

36. WHW: Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek)

37. WSF2000: Student Finance Act 2000.

2. Enrolment

2.1 Conditions for enrolment

Those wishing to enrol for the first year of a study programme in higher education, must:

1. meet the (statutory) education requirements, or have an exemption from these. The statutory prior education requirements and the possible exemptions to these are detailed in sections 2.2 and 2.4, respectively;
2. submit a request for enrolment via Studielink before the relevant deadline. See section 2.5 for information about the final dates for enrolment and the required documents;
3. submit a fully completed and signed digital direct debit mandate via Studielink before the relevant deadline. The tuition fees payable and the method of payment are described in part 3, below.
4. take part in the intake (study choice test). See section 2.7 for more information about the intake.

For non-EEA students, an additional requirement for enrolment is that the student must receive a positive study choice recommendation based on the motivation interview. In the event of a negative recommendation, the student's enrolment will be refused.

As soon as all required documents have been submitted and it has been confirmed that the applicant meets all the requirements, the request for enrolment will be converted into an enrolment.

In order to enrol successfully, all the enrolment requirements must be fulfilled by 31 August at the latest. If the applicant is unable to complete their registration on time and/or in full, a substantiated request can be made to the Admissions Committee but only under very exceptional circumstances. The Admissions Committee will determine whether such exceptional circumstances apply and whether these were beyond the control of the applicant, and only if the committee is satisfied that this is the case can the applicant be enrolled.²

Failure to comply (fully) with all the terms of enrolment will lead to denial of enrolment. Test and examination results will be invalid (where applicable) if not all the enrolment requirements are met. The use of the educational support facilities of Avans University of Applied Sciences without being enrolled is punishable by law (see section 6.4.2.).

Certificate of enrolment

Students who meet the admission criteria and the associated financial requirements will receive a certificate of enrolment (available via iAvans).

2.2 Requirements for prior education

In order to enrol in a study programme in higher professional education, you must hold one of the diplomas listed below:

- a. pre-university level diploma (VWO); or
- b. higher general secondary education (HAVO) diploma; or
- c. a diploma from a middle-management programme or a specialist programme; or
- d. a diploma from a vocational programme designated by ministerial regulation.

In addition, specific education requirements apply for specific study programmes. These prior education requirements are set out in detail for each study programme on the Avans website.

Not all specific rules for all study programmes and other forms of education can be included in these regulations in full. If different rules apply to enrolment and/or re-enrolment for a specific

² Please refer to the Avans University of Applied Sciences' Admissions Committee Regulations for further information. [Admissions Committee Regulations](#).

study programme, this will be stated on the Avans website at www.avans.nl in the section on the study programme in question.

2.4 Exemptions and admission

If you do not have one of the diplomas mentioned under 2.2, you may still be able to enrol on the basis of an exemption: an equivalent diploma or a supplementary/substitute test.

2.4.1 Equivalent diploma

Applicants are exempt from the aforementioned statutory prior education requirements if they have an associate degree, Bachelor's degree or Master's degree, or have successfully completed a propaedeutic examination at an institution of higher education.

Dutch diploma

The Executive Board also grants an exemption to holders of a diploma issued in the Netherlands that is regarded as equivalent to the diplomas referred to above in section 2.2.

EEA diploma

The WHW stipulates that students from countries that are party to the Lisbon Recognition Convention, <http://www.coe.int>, who have access to higher education in their own country, also meet the prior education requirements for Dutch higher education unless proven otherwise.

Diploma from outside the EEA

Admission may be granted on the basis of a foreign, non-EEA diploma, after further investigation has established that the diploma can be regarded as admissible. For more information, please refer to avans.nl and internationalstudy.nl.

Verifying the validity of applicants' residence status and whether a diploma meets the admission requirements is often a time-consuming process. Requests for enrolment must therefore be submitted on time, preferably before 1 May. Participation in education when enrolment has yet to be completed is at the applicants' own risk. If the enrolment process is ultimately unsuccessful, the costs associated with participation will be payable by the student in full.

2.4.2 Entrance examination 21+

Applicants who are aged 21 years or older at the start of the academic year on 1 September and who do not meet the statutory prior education requirements as outlined in section 2.2 may be exempted from these if an entrance examination shows that they are suitable for the study programme in question and have sufficient command of the Dutch language to follow the study programme successfully. For more information, see avans.nl.

With respect to holders of a diploma issued outside the Netherlands that allows access to a study programme at an institution of higher education in their own country, the Executive Board may deviate from the stated age limit of 21 years.

In cases of exceptional talent, the Executive Board may also deviate from the above age limit and the English language assessment with regard to programmes in the arts. Please refer to the Education and Examination Regulations of the study programmes in question for the exact terms and for further information.

With respect to students who are refugees and not yet 21 years of age or older, the Executive Board may allow them to participate in a 21+ entrance examination.

2.4.3 Investigation regarding prior education requirements

Any applicant who is not yet 21 years of age and meets the prior education requirements or has been exempted from these but does not meet the additional prior education requirements that apply for the study programme of their choice, may submit a request to the Avans University of Applied Sciences Executive Board to participate in an examination conducted to determine whether they meet comparable requirements. This request will only be granted if there are compelling reasons why the student has not achieved a sufficient level of prior education through their secondary education. The examination will relate to the knowledge and skills associated with the subject cluster and combination of examination subjects required, as set out in the Regulations on

Application and Admission for Higher Education. The examination must be passed in order for the student to enrol.

2.5 Initial request for enrolment in Studielink

Individuals who wish to enrol for a study programme in higher education must submit a request for enrolment before the relevant deadline via Studielink at studielink.nl.

15 januari **Fysiotherapie**
 Wil je je aanmelden voor een numerus fixus-opleiding? Zorg er dan voor dat je uiterlijk op 15 januari 2023 aanmeldt via Studielink.

31 januari **Instroom 1 februari 2023**
 Ga je een februari instroom opleiding doen? Meld je dan uiterlijk op 31 januari 2023 aan via Studielink.

1 mei **Voltijd bachelor: 1 mei**
 Meld je uiterlijk op 1 mei 2023 aan via Studielink. Dat kan vanaf 1 oktober 2022.

31 juli **Associate Degree: 31 juli 2023**
 Start je in september met een Associate degree? Meld je dan uiterlijk 31 juli 2023 aan.

31 augustus **Duale bachelor Ondernemerschap & Retail Management: 31 augustus 2023**
 Ga je de duale bachelor Ondernemerschap & Retail Management doen? Dan kun je je aanmelden tot uiterlijk 31 augustus 2023.

1 september **Start collegejaar**
 Volgde je dit studiejaar al een opleiding in het HO en ga je een andere opleiding doen, dan meld je je voor 1 september aan.

Deeltijd **Deeltijdopleidingen**
 Kijk op www.avansdeeltijd.nl voor de juiste aanmelddata van jouw opleiding.

Creative Innovation **Avans Creative Innovation St. Joost**
 Kijk op <https://stjoost.nl/praktische-zaken/> aanmelden voor meer informatie

2.5.1 Required documents (general)

Documents required for initial enrolment as a student or external student³ in a Bachelor's programme:

- enrolment for the 2023/2024 academic year via Studielink at studielink.nl;
- if necessary, an admission statement based on additional requirements or a proof of place for programmes that employ selection.
- the results of the examination of talent and suitability for the programme. This applies to the Avans Creative Innovation|St. Joost;
- where necessary, a statement concerning the removal of deficiencies for study programmes with a mandatory intake profile.
- a digital direct debit mandate to pay your tuition fees that is fully completed and signed via Studielink.
- if an employer is responsible for the payment, a digital direct debit mandate in the student's name must be provided, Avans will make an invoice available through iAvans for declaration purposes, under the name 'Collegegeld betalen – pro forma factuur' (tuition fees invoice).
- for interim enrolments, proof of permission from the Dean must be provided
- for external student enrolments, proof of permission from the Dean must be provided.

2.5.2 Additional documents for non-EEA students

For applicants who do not have Dutch or EEA nationality, Avans will, in addition to the documents specified in section 2.5.1, request supplementary documentation regarding legal residence status at the time when the application was submitted in accordance with the Netherlands Aliens Act 2000. The student must be legally resident in the Netherlands at the time of enrolment. Under the WHW and the Dutch Residence Status Act, the institution is obliged to verify this.

In addition to the documents mentioned above, non-EEA students must have the following when beginning the programme:

- proof of legal residence status in the Netherlands that allows them to study
- proof of health insurance
- proof of sufficient financial means to fund their stay in the Netherlands for the duration of the academic year in question. Please refer to ind.nl for further information.

2.6 Special first enrolments⁴

2.6.1 Enrolments for the School of Fine Art and Design (AKV) | St. Joost

To submit a request for enrolment in a study programme at the School of Fine Art and Design | St.Joost, individuals must register via Studielink. More information is available on the [website of School of Fine Art and Design|St.Joost](https://www.stjoost.nl/enrolment). Enrolment at the School of Fine Art and Design|St.Joost is only confirmed once the selection assessment has been completed and a formal admission statement has been issued by the selection committee.

2.6.2 Initial enrolment for a study programme with enrolment in February 2023.

If an applicant has the opportunity to begin the study programme in February 2023, the request for enrolment must be submitted by 31 January 2023 at the latest.

If the applicant is unable to complete their registration on time and/or in full, a substantiated request can be made to the Admissions Committee but only under very exceptional circumstances. The Admissions Committee will determine whether such exceptional circumstances apply and whether these were beyond the control of the applicant, and only if the committee is satisfied that this is the case can the applicant be enrolled.

³ For both the first period of an associate degree programme / propaedeutic phase and the post-propaedeutic phase (Bachelor's phase) of a programme.

⁴For both the first period of an associate degree programme / propaedeutic phase and the post-propaedeutic phase (Bachelor's phase) of a programme.

First enrolments other than for the full-time, part-time or dual Bachelor's or associate degree programmes, as discussed in paragraph 2.5.

For more information, please refer to the [Admissions Committee Regulations](#).

2.6.3 Initial enrolment for the Bachelor's (or post-propaedeutic) phase of a study programme.

The request for enrolment must be submitted no later than 31 August 2023.

As part of enrolling for the post-propaedeutic phase, applicants must have a propaedeutic certificate for the relevant study programme or a certificate from the relevant examination board stating that they are exempt from the propaedeutic certificate requirement.

If the School Board deems the teaching capacity – for the post-propaedeutic phase of a programme for which a limitation of the first enrolment was set – sufficient for unrestricted enrolment, the School Board may decide to refuse enrolment for the post-propaedeutic phase to students who have not previously enrolled for this programme with Avans, as specified in article 7.54 of the WHW.

2.6.4 Enrolment for a full-time or dual programme other than the programme the student was enrolled in until 1 May.

A request for enrolment must be made no later than 31 August 2023 and can only be submitted if the student is still enrolled in a study programme at the time of the request.

If the applicant is unable to complete their registration on time and/or in full, a substantiated request can be made to the Admissions Committee but only under very exceptional circumstances. The Admissions Committee will determine whether such exceptional circumstances apply and whether these were beyond the control of the applicant, and only if the committee is satisfied that this is the case can the applicant be enrolled.

For more information, please refer to the [Admissions Committee Regulations](#).

2.6.5 Enrolment as an external student

With the permission of the Dean, it is possible to enrol as an external student for certain programmes. This form of enrolment entitles the student to take the exams and final examinations for that programme and enables them to access the multimedia library. External students are not entitled to take part in education, use student facilities or study counselling.

External students pay examination fees as set by the institution and are not entitled to financial aid for studying. Please see the tuition fee calculator on avans.nl. External students are not entitled to refunds on examination fees.

2.7 Study choice test | Intake

Applicants who have submitted a request for enrolment before the relevant deadline must take part in the study choice test in order to meet the conditions for enrolment. The study choice test is also known as the 'intake' at Avans. The intake is mandatory, unless the student chooses a part-time study programme or enrolls for a study programme with enrolment restrictions. Study programmes with restriction on enrolment are subject to a separate selection process. After participating in the study choice test, applicants receive a study choice recommendation. A description of this intake can be found in the [Study Choice Test Regulations](#).

In cases where an intake is mandatory but the applicant fails to take part, they lose their right to enrolment. If the applicant is unable to complete their registration on time and/or in full, a substantiated request can be made to the Admissions Committee but only under very exceptional circumstances. The Admissions Committee will determine whether such exceptional circumstances apply and whether these were beyond the control of the applicant, and only if the committee is satisfied that this is the case can the applicant be enrolled. [For more information, please refer to the Admissions Committee Regulations](#).

Non-EEA students will be denied enrolment if they receive a negative study choice recommendation following the motivation interview.

If a prospective student submits several requests for enrolment for different study programmes, the intake interview will relate to their first choice. If the applicant changes their first-choice study programme after 1 September, they will need to attend another intake for their new first choice.

2.8 Language assessment

2.8.1 Study programmes taught in Dutch

For study programmes taught in Dutch, examinations or parts of examinations can only be taken when the student has demonstrated a sufficient command of Dutch on the basis of the State Exams Dutch as a Second Language (NT2) at language level B2 of the Common European Framework of Reference for Languages (CEFR), a CNaVT⁵ certificate (PAT or PTHO), or another examination.

The following students are exempt from the Dutch language requirement:

- Dutch-speaking and Flemish-speaking students who have completed admissible previous education in the Dutch language;
- Students from overseas who have completed admissible previous education in the Dutch language;
- Students who have completed admissible previous education in the Dutch language in Bonaire, Sint Eustatius or Saba (the BES islands) and students who have completed admissible previous education in the Dutch language in Aruba, Curaçao or Suriname.

2.8.2 Study programmes taught in English

Avans also offers study programmes that are taught in a language other than Dutch. In the case of English-taught programmes, the requirement defined in 2.8.1 regarding command of Dutch for international students does not apply. Foreign students who enrol in an English-taught study programme at Avans must have a command of English at IELTS 6.0 level or higher. For more information, please see <http://www.avans.nl/international/programs/study-at-avans/admission-requirements>. International students whose previous education was entirely in English or is listed on the [diploma list](#) may be exempt from this requirement. Every study programme in the field of art has its own Education and Examination Regulations that specify separate admissions requirements for the level of linguistic proficiency in English that is required.

2.9 Enrolments that are not first enrolments

2.9.1 Re-enrolment for a study programme

Students who were already enrolled in one of Avans's study programmes in the 2022-2023 academic year and wish to continue this enrolment in the 2023-2024 academic year must submit a request for re-enrolment via Studielink. This request must be submitted no later than 31 August 2023.

A condition for re-enrolment is fulfilment of the payment obligation by 31 August 2023 at the latest. Students must authorise the collection of tuition fees in either one or nine instalments via Studielink with a digital direct debit mandate.

If enrolment is interrupted in a given academic year and re-enrolment takes place during the same academic year, all results obtained during that academic year will be considered when determining the requirements of a binding rejection.

2.9.2 Interim enrolment

Applicants who submit a request for enrolment to start a programme during the course of the academic year must always obtain prior permission for such an interim enrolment from the Dean of the study programme in question, unless this is an enrolment as described under 2.6.2⁶.

⁵ Certificate of Language Proficiency in Dutch as a Foreign Language), cnavt.org

⁶Enrolment for beginning studies in February 2022.

2.9.3 Internal transfer from an existing enrolment.

In the event of an internal transfer during an academic year, a student must always obtain prior permission from the Dean of the study programme which they wish to transfer to. An example of this is a transfer to another study programme. Naturally, the student must meet all the specific requirements of the new programme. An internal transfer may also involve moving from full-time to part-time, or to/from a dual study programme. The Dean's permission is required in all such cases.

When transferring to a study programme for which the tuition fees are higher than the first study programme, the student must pay the difference in fees. When transferring to a study programme for which the tuition fees are lower than the first study programme, the student can request a refund for the difference in fees.

2.9.4 Two or more parallel enrolments within one academic year

Students enrolled at a Dutch university of applied sciences or research university can enrol for another study programme in the same academic year. This is possible at the same university of applied sciences or at another university of applied sciences or research university. This is referred to as a second parallel enrolment.

Students who meet the conditions specified in paragraph 3.1, and who consequently pay statutory tuition fees, are (fully or in part) exempt from tuition fees⁷ for the second enrolment.

2.9.5 Enrolment for a minor at Avans University of Applied Sciences

Students whose first enrolment was at a different university of applied sciences or university have the opportunity to follow a minor at Avans through a second enrolment. To do this, the student in question must meet the entry requirements specified in the regulations of the minor that they wish to take part in, and must also submit proof that the tuition fees have been paid.

Students can submit a request for enrolment for a minor in Studielink. The enrol for the study programme that the minor belongs to. At the same time, students fill in the 'KOM contract' in the 'Kies op Maat' programme and signs this. Both the competent authority of their own institution and the competent authority of Avans University of Applied Sciences must also sign the 'KOM contract'. Students are responsible for submitting the original, fully signed KOM contract to the Student Administration Office at Avans. Where necessary, the student is also responsible for providing additional documents, including a copy of their national identity card and prior education certificate. Taking a minor outside of the 'Kies op Maat' programme is only permitted with the express permission of the student's own examination board.

The registration procedure described above (involving Studielink and Kies op Maat) does not apply for students from partner institutions overseas. These students submit a request for enrolment directly to the International Office of Avans University of Applied Sciences. A more detailed description of the enrolment procedure can be found at avans.nl.

2.9.6 Enrolment for a Master's degree programme

The Academy of Art and Design | St. Joost in Breda and 's-Hertogenbosch provides the Master's degree programmes in Fine Art, Photography, Graphic Design and Animation. Applications for these programmes take place via Studielink. Applicants are only admitted if they comply with the statutory admissions requirements. For more information and registration, please refer to akvstjoost.nl.

3. Financial obligations

Payment of the tuition fees due is a condition for enrolment or re-enrolment as a student. Students must make use of the digital direct debit mandate in Studielink for this purpose. Whether students pay statutory tuition fees or institutional tuition fees depends on whether they have previously obtained an associate degree, Bachelor's degree and/or Master's degree.

⁷ Section 7.48, paragraph 1, WHW

The tuition fees are listed on [avans.nl](https://www.avans.nl). Statutory tuition fees are indexed annually, as specified in the WHW. The institutional tuition fees are set annually by the Executive Board of Avans University of Applied Sciences.

3.1 Statutory tuition fees

When enrolling as a student, the statutory tuition fees (as specified in section 7.45a of the WHW) are payable if:

- a. the student has not yet obtained another Bachelor's degree or other diploma at the beginning of the academic year. In other words, for enrolment for:
 - an associate degree programme, a Bachelor's degree programme or a Master's degree programme;
 - a Bachelor's degree programme if no Bachelor's degree has previously been obtained;
 - a Master's degree programme if no Master's degree has previously been obtained,⁸
- b. if you meet the nationality requirement stipulated by law: if you are a national of an EEA country, Surinam, Switzerland or, subject to conditions, Turkey. You are also entitled to pay the statutory tuition fees if you have a residence permit that entitles you to financial aid for studying.⁹

If you do not meet the above criteria,¹⁰ you are required to pay the institutional tuition fees. See the following section.

3.1.1 Reduced statutory tuition fees

Since 1 September 2018, students enrolling in a study programme in higher education for the first time who are eligible for statutory tuition fees during their first year of enrolment have been eligible for reduced statutory tuition fees.¹¹ Students who terminate their enrolment during the first year of enrolment and enrol in a (different) study programme during the same academic year are entitled to enrol for the reduced statutory tuition fees for the remainder of that academic year. For study programmes in the education sector, students are also entitled to enrol in an associate, Bachelor's or Master's degree programme for a second year for the reduced statutory tuition fees.

3.2 Institutional tuition fees

For categories not mentioned under 3.1, Avans is obliged to charge the institutional tuition fees. The amounts payable can vary between study programmes and study programme variants, such as full-time, part-time or dual. An overview of the different categories of tuition fees for 2023/2024 can be found on [avans.nl](https://www.avans.nl).

Students who believe that they should not pay institutional tuition fees may submit a substantiated request to the Executive Board to charge the statutory tuition fees instead, or, depending on the circumstances, to charge the institutional tuition fees at the level of the statutory tuition fees. In such cases, the burden of proof lies with the student.

3.3 Additional costs for non-EEA students

For categories not mentioned under 3.1, Avans is obliged to charge the institutional tuition fees. The amounts payable can vary between study programmes and study programme variants, such as full-time, part-time or dual. An overview of the different categories of tuition fees for 2023/2024 can be found on [avans.nl](https://www.avans.nl).

Students who believe that they should not pay institutional tuition fees may submit a substantiated request to the Executive Board to charge the statutory tuition fees instead, or, depending on the circumstances, to charge the institutional tuition fees at the level of the statutory tuition fees. In such cases, the burden of proof lies with the student.

⁸ If a student opts for a study programme in the education or healthcare sector and has previously obtained a degree in another sector, they may be eligible for the statutory tuition fees.

⁹ If you are a national of an EEA country, Surinam, Switzerland or, subject to conditions, Turkey. You are also entitled to pay the statutory tuition fees if you have a residence permit that entitles you to financial aid for studying.

¹⁰ And is not covered by the exceptions referred to in Section 7.45a of the WHW.

¹¹ <https://duo.nl/zakelijk/hoger-onderwijs/studentenadministratie/soort-collegegeld.jsp>

3.4 Tuition fees in case of two (or more) parallel enrolments

3.4.1 Statutory tuition fees

Students who meet the conditions specified in section 3.1, and who consequently pay statutory tuition fees, are (fully or in part) exempt from tuition fees¹² for the second enrolment. If the tuition fees for the first enrolment are lower than the statutory tuition fees, the difference between the two must be paid by the applicant. Students must submit proof that they have paid the tuition fees for their first enrolment before they can submit a second enrolment.

3.4.2 Institutional tuition fees

If the student is liable for institutional tuition fees and both the first and second (parallel) enrolments are at Avans University of Applied Sciences, under certain circumstances the student is (fully or partially) exempt from paying the institutional tuition fees for the second enrolment. In principle, this applies when the institutional tuition fees for the first enrolment are higher than the institutional tuition fees for the second enrolment.

Students with a first enrolment at an institution other than Avans where they pay institutional tuition fees need to pay the full institutional tuition fees to Avans if they apply for a second parallel enrolment at Avans. If students obtain their qualification for one of the two enrolments, they will still be liable for the statutory tuition fees for the second enrolment if they were enrolled for both degrees simultaneously as long as the enrolments are continuous and not interrupted.

3.5 Tuition fees for interim enrolment

This enrolment applies to the 2023/2024 academic year. A standard academic year runs from 1 September to 31 August. Some study programmes also offer the possibility of enrolment starting on 1 February. If a student is enrolled during the course of the academic year, the term of enrolment begins from that moment and continues until 31 August 2023; a proportional amount is payable (number of months of enrolment x 1/12 of the annual rate), whereby a fraction of a month counts as a full month. This provision also applies to contract students who enrol midway through the academic year. Students who have completed a programme in intermediate vocational education (MBO) and who enrol midway through the academic year and who have already paid school fees elsewhere may, under certain circumstances, be eligible for a reduction or setoff when they pay their tuition fees (section 7.48, paragraph 2, WHW).

3.6 Payment of tuition fees

Students pay their tuition fees in either one or nine instalments using a digital direct debit mandate. A digital direct debit mandate may also be issued by parents or guardians. If an employer pays for a student's tuition fees, the student must issue a digital direct debit mandate in their own name and with their own bank account details. Avans will make an invoice available through iAvans for declaration purposes, under the name 'Collegegeld betalen - pro forma factuur' (tuition fees invoice).

The direct debit authorisation is issued via Studielink. Please note that administrative costs are charged for payment in instalments.

3.7 Failure to meet payment obligations

If an instalment cannot be collected, the student concerned will be given the opportunity to rectify the situation. A reminder of the outstanding amount will be sent to the e-mail address that the student has provided in Studielink. The student must pay the outstanding amount within 30 days of receiving the reminder. If no payment is made, a final demand will be sent to the e-mail account that the student has provided in Studielink. The letter will state that the option of paying in instalments has been retracted, and that the full amount is now due in a single payment. The full amount payable must be paid within 14 days of the date shown on the final demand.

¹² Section 7.48, paragraph 1, WHW

If the student still fails to make payment by the time this deadline elapses, they will immediately be excluded from further participation in educational activities and using student facilities, and their account will be disabled. The student's enrolment will be terminated at the request of the Executive Board at the start of the second month following the date on which the final demand letter was sent.¹³

The student is still liable for their payment obligations and the case will be transferred to a third party for collection; in addition to the money owed in tuition fees, the student will also be liable to pay all costs incurred (both extrajudicial and judicial), the statutory interest from the date of default and compensation payments. Requests for re-enrolment will be refused if tuition fees from previous years have not yet been paid at the start of the academic year. Diplomas will only be issued after the tuition fees due for all the student's years of enrolment have been paid in full, as well as all other financial obligations.

3.8 Right to a refund on tuition fees

Withdrawal of enrolment before the start

If enrolment for an academic year is withdrawn before 1 September of that academic year or before the agreed start date for the programme, the student is entitled to a full refund of any tuition fees already paid. For most students, the academic year starts on 1 September.

Termination of enrolment during the academic year

Students are eligible for a refund of one-twelfth of the tuition fees they owe for every month remaining in the academic year after they terminate their enrolment, unless the request for unenrolment is received in June, July or August. For students paying in instalments, no further direct debit payments will be collected.

External students are not entitled to a refund on examination fees.

Multiple enrolments

Proof of tuition fee payment is a document demonstrating that you have paid your tuition fees. If you want to enrol for a minor or second study programme at another university of applied sciences or university in the Netherlands in addition to your study programme at Avans University of Applied Sciences, you can request proof of tuition fee payment in [Studielink](#). This ensures that you only need to pay tuition fees at one institution.

If Studielink displays a message that the institution where you wish to study does not accept proof of tuition fee payment, you should use [this form](#) to submit your request.

4. Successful enrolment

4.1 Certificate of enrolment

Students who meet the conditions for enrolment and the associated financial obligations will receive a certificate of enrolment (available via iAvans).

4.2 Communication

Students who have met all the enrolment requirements will be given an Avans e-mail address. Avans uses this e-mail address as its primary means of communication with its students. This means that decisions taken by or on behalf of bodies of Avans are communicated to the student using this e-mail address.

Students should check their Avans e-mail address regularly for mails from Avans University of Applied Sciences. Students should check their inbox at least once daily during term time in order to stay up-to-date with information relevant to their study programme and/or Avans. Students are responsible for ensuring that they are up to date at all times.

Any changes to the student's correspondence address must be communicated promptly and in writing via Studielink or the Municipal Personal Records Database (BRP) in accordance with the

¹³ It is possible that changes will be made by the government regarding unenrolment and the possible reduction of tuition fees before the start of the 2023-2024 academic year. Consult the website for the latest updates.

applicable procedures. Avans accepts no liability as a result of any failure to provide timely and written notification of changes to the correspondence address.

5. Termination of enrolment

Both the student and Avans University of Applied Sciences have the right to terminate an enrolment.

5.1 Termination of enrolment at the student's request

5.1.1 Termination without obtaining a diploma

The student can terminate their enrolment at any time during the year or the study programme. Termination of enrolment without completing the study programme and obtaining a diploma can have significant consequences for the student. Students who are considering terminating their enrolment are therefore advised to check with their study programme, a student counsellor and/or DUO in advance about what the consequences will be with regard to financial aid for studying, the units of study followed, any agreements regarding restarting, and so on.

Students can terminate their enrolment during the academic year by submitting a request via Studielink. The student enters the date on which they wish to terminate their enrolment in Studielink. It is not possible to terminate an enrolment with retroactive effect.

Registration will be terminated with effect from the first day of the calendar month after the request is received. The Student Administration Office Service Unit DFS will inform the student of the termination of enrolment.

5.1.2 Termination after obtaining a diploma

If you graduate and the examination board has decided that you have passed the relevant programme, Avans University of Applied Sciences will terminate your enrolment with effect from the month following the graduation date set by the examination board.

You can use this form to request a different termination date:

https://www.formdesk.nl/omnismart/Verzoek_tot_mutatie_automatische_uitschrijving.

5.2 Termination of enrolment by order of the Executive Board¹⁴

5.2.1 Immediate termination

In the following cases, the Executive Board may terminate a student's enrolment with effect from the first calendar month following the date of the decision:

- a. after the student receives a binding negative study recommendation¹⁵ (section 7.8b paragraph 5, WHW).

By the end of the first year of enrolment, every student will receive a binding study recommendation.¹⁶ If the student receives a binding negative study recommendation, their enrolment will be terminated with effect from the first calendar month following the date of the advice. It is also possible that the study recommendation will be issued at a later date. In that case, a binding negative study recommendation can also be issued at a later date.

- b. as a measure taken following serious academic misconduct.
If the examination board has established that there has been serious academic misconduct, it may request the Executive Board to terminate a student's enrolment (WHW section 7.12b paragraph 2);

¹⁴ In the cases of termination of enrolment referred to under 5.2, the refund rules set out under 3.7 apply in full, subject to the waiting period referred to in this Article

¹⁵ If the enrolment is interrupted during an academic year and re-enrolment takes place in that same academic year, all results obtained during that academic year will be considered when determining the requirements of a binding rejection.

¹⁶ The Education and Examination Regulations (EER) may stipulate that in a part-time study programme, the recommendation may be issued at a later date.

- c. due to a failure to respect the principles and objectives of the institution, provided the student has the possibility of taking part in the study programme at another institution (WHW section 7.37, paragraphs 5 and 6);
- d. if, through their conduct and statements, the student has demonstrated their unsuitability for professional practice in one or more of the profession(s) that the study programme prepares them for, or their unsuitability for participation in the programme's practical training component, the Executive Board may terminate that student's enrolment following advice from the examination board and a careful consideration of the interests involved (WHW Article 7.42a);
- e. due to the violation of the rules, regulations and disciplinary measures of the institution (WHW Section 7.57h);
If a student has violated the house rules of Avans, a measure may be imposed as a sanction. This may include termination of enrolment at Avans. See the [Rules and regulations](#) and the [Students' Charter](#).

5.2.2 Termination after giving notice

Students who fail to meet the payment obligations (WHW, Article 7.42, paragraphs 2 and 5) will be sent a payment reminder enabling them to make the overdue payment. If no payment is made following this reminder, the relevant enrolment will be terminated with effect from the second calendar month after the date of the reminder letter.

5.3 Consequences of termination of enrolment

Students who are not enrolled are not entitled to participate in education, take tests or examinations, make use of the facilities and student facilities of Avans or receive study counselling. Neither are students who are not enrolled entitled to student financial aid. When the student terminates their enrolment, they are required to cancel their financial aid with DUO in good time and to cancel their student travel product (public transport chip card).

5.3.1 Refunding of tuition fees

For each month that the student is not enrolled, they are not required to pay statutory tuition fees (see section 3.8 above). Any amount that has been overpaid in statutory tuition fees will only be refunded to the extent that no other payments are outstanding. In the case of a request for termination of enrolment for the months of June, July and August, there will be no reduction in the tuition fees payable, and enrolment will be terminated on 31 August. This means that any entitlement to student financial aid and the travel product will continue until the end of the academic year.

5.3.2 Non-EEA students

By enrolling as a student at Avans and in accordance with the Code of Conduct International Student in Dutch Higher Education, non-EEA students agree that upon termination of enrolment, or earlier if the institution determines that the student is no longer performing reasonably in their studies, the institution will immediately notify the Immigration and Naturalisation Service (IND) of this fact.

5.3.3 Termination and financial aid for studying

A student who receives financial aid for studying is required to take two steps:

1. terminate their enrolment in Studielink; and
2. arrange the termination of their financial aid for studying / student travel product by contacting DUO. *Terminating the financial aid for studying does not lead to the termination of the enrolment!*

6. Other provisions

6.1 Insurance

The student (or external student) is responsible for purchasing third-party liability insurance and accident insurance during the period of their enrolment. Avans University of Applied Sciences has

taken out a collective liability and accident insurance for its students. This insurance only provides secondary, limited coverage.

6.2 Indemnification

The student or external student indemnifies the Avans Foundation from third-party claims regarding copyright and patent rights. This refers to claims that may arise in connection with the use of software, registration, books, journals and the like that are the property of Avans or that are under management of and made available by Avans, or which the student (or external student) may have become familiar with in some other way.

Any costs, legal or non-legal, arising from any of the aforementioned types of claims against Avans, as well as related interest charges, are fully for the account of the student or external student who violates the rights referred to in this article.

6.3 Personal data protection

When processing personal data (i.e. any data that can be traced back to particular individual), Avans University of Applied Sciences complies with the General Data Protection Regulation and the [Regulations for the Protection of Personal Data of Students](#).

6.4 Compensation/fines

6.4.1 Infringement of intellectual property

Where the rights referred to in 6.2 are owned by Avans University of Applied Sciences or the Avans Foundation, students or external students who violate these rights will be liable for a fine of €225 per violation, payable immediately to Avans University of Applied Sciences, without prejudice to Avans University's right to claim full damages.

6.4.2 Unlawful participation in education

Individuals who are not enrolled but continue to use educational support facilities are liable to pay compensation to Avans up to the amount of the tuition fees due (WHW section 15.2). Avans may also report this as a criminal offence, punishable with a fine of the second category (maximum of €4,500) (section 15.3, WHW in conjunction with section 23 of the Criminal Code).

Test and examination results will be invalid (where applicable) if not all the enrolment requirements are met.

6.4.3 Obligation to provide information and proof of identity

Supplying incomplete or incorrect information at the time of enrolment may lead to termination of enrolment.

In the event of financial loss, the student or external student is fully liable for this. If Avans is required to take steps to collect money owed, all the related costs will be payable by the student or external student.

Individuals who fail to provide their name and address and a certificate of enrolment or student pass upon the first request to do so by persons designated by the Executive Board may be denied access to Avans's buildings and grounds. These individuals may also be liable to a fine of €450 (WHW section 15.4 in conjunction with section 23 of the Criminal Code).

6.5 Liability

The Executive Board bears no responsibility for any loss of, theft of or damage to personal property that occurs within the buildings or on grounds of Avans or in buildings or on grounds used by it.

6.6 Objections and appeals

Students (and external students) who believe they have been treated unfairly with respect to requests for enrolment, termination of enrolment may submit a written notice of objection to that effect to the Executive Board's Disputes Advisory Committee within six weeks of the date of the relevant decision, in accordance with the provisions of the Student Appeals Procedure of Avans

University of Applied Sciences. It is possible to lodge an appeal against the decision of the Executive Board regarding the objection with the Appeals Tribunal for Higher Education.

The regulations for objections are included in the [Student Appeals Procedure](#) for students of Avans University of Applied Sciences. These regulations can be found on iAvans.

6.7 Hardship clause

The Student Administration Office Coordinator is authorised, under the scope of the WHW and in so far as it does not fall within the powers of the Admissions Committee, to address unfair circumstances that may arise in the application of these regulations, as well as to take decisions that these regulations do not provide for. To be considered for this, the student must submit a substantiated written request to: Avans University of Applied Sciences, Finance and Student Administration Unit, Student Administration Office Coordinator, P.O. Box 90.116 4800 RA Breda.

6.8 Entry into force and official title

These regulations apply to applications and enrolments for the 2023/2024 academic year. The regulation can be cited as 'Regulations on terms of enrolment, Avans University of Applied Sciences 2023/2024'.