

Regulations for registration, deregistration and tuition fees

REGISTRATION

Article 1 – Decision on request for registration

The Student Office (from here: "SO") decides on a request for registration for a curriculum. A request for registration is granted if the student or external student who wishes to register (from here: "the student") satisfies these Rules of Procedure for Registration. If a student does not meet these Rules of Procedure for Registration, the SO will inform him that his request for registration will only be dealt with, if he submits the missing data within a specific term, to be determined by the SO. If the student fails to meet these conditions, the SO sends a statement after this term expires, saying that registration has been refused on account of the grounds mentioned.

Article 2 - First registration curriculum

For the first registration as student for a bachelor or master trajectory, or registration as external student at the Protestant Theological University, the SO receives from the student, if possible via 'Studielink':

1. Where registration for a master trajectory is concerned: a copy of the decision of the admission committee PThU for unconditional admission to the curriculum that the student wishes to register for.
2. If the student possess the nationality of a country that belongs to the European Economic Area (EEA) and registers for the first time and whose identity cannot be established through Studielink in the basic municipal administration: a copy of the valid passport/identity card of the student.
3. If the student does not possess the nationality of an EEA country and registers for the first time at the University:
 - A copy of the valid passport of the student, and also
 - Evidence that on the first the day of the curriculum for which he registers:
 - He has not reached the age of 18, or;
 - Rightfully resides in the Netherlands, or;
 - Resides outside the Netherlands.

For providing evidence of rightful residency in the Netherlands, the SO receives from the student:

- A copy of the excerpt from the basic municipal administration of the student's domicile, or
- A copy of the front and back page of a valid residence permit or settlement permit of the student, or
- A copy of the payment receipt or confirmation receipt of the request for a residence permit of the student, or
- A copy of the valid passport of the student with an MVV-sticker (Machtiging tot Voorlopig Verblijf, Authorization Temporary Residence), or
- Evidence of a request for prolongation of a residence permit, or confirmation receipt from the Immigration and Nationalization Service (IND) and the request to make out the pertaining fees.

4. An irrevocable authorization for the university to debit the tuition fees due, either in full or in six instalments, or an irrevocable authorization to debit examination fees due, or evidence that the tuition or examination fees due have been paid in a different manner, as stipulated by the SO. Non EEA-students who in any academic year register for the first time at the Protestant Theological University and for whom the Protestant Theological University vouches for their residence permit, must pay the required tuition fees by transferring the amount to the account indicated by the head of FEZ (Financial and Economic Matters) three months prior to the first date of registration at the latest, unless the internationalization officer states that the student will receive a grant. In that case the tuition fees will have to be made out in a way determined by the Head FEZ.

Article 3 – Registration as external student

- a. Registration as external student is only possible, if the Executive Board is of the opinion that type or benefit of the curriculum is not in contradistinction with it.
- b. Registration as external student is not possible for those who only need to write the bachelor or master thesis of the prescribed educational trajectory according to the Tuition and Examination Regulations so as to satisfy the requirements for the examination of the curriculum for which they wish to register.
- c. Registration as external student is not possible for those who only need to take the practical training and apprenticeship components of the prescribed educational trajectory according to the Tuition and Examination Regulations so as to satisfy the requirements for the examination of the curriculum for which they wish to register.

Article 4 – First registration bachelor curriculum

SO also receives, where possible through Studielink, from the student who wishes to be registered for a bachelor curriculum for the first time:

- a. The request for registration;
- b. Evidence of sufficient previous education for the selected curriculum, or, if the student has received non-Dutch previous education that does not grant direct access on the basis of the European Treaty: a statement of sufficient previous education by the Examination Committee;
- c. If the student has not been registered before for the educational trajectory of the PThU and wishes to register for a higher year of the curriculum: an admission statement from the examination committee of the location where the curriculum is offered;
- d. If the student does not meet particular or additional demands with respect to previous education for the curriculum for which he wishes to register, a sufficiency statement, issued by the examination committee, showing that the student meets comparable demands in terms of content.

Article 5 – First registration master curriculum

- a. Registration for the master curriculum is only possible when the final decision for admission granted to the student by the admission committee for the curriculum to which the request for registration refers, has been recorded in OSIRIS;
- b. If this concerns a first registration for a master trajectory, other than on the basis of a bachelor diploma of the PThU, SO receives a request for registration from the person who wishes to register.
- c. If this concerns a first registration for a master trajectory on the basis of a bachelor diploma of the PThU, SO receives a request for registration from the person who wishes to register.

Article 6 – Re-registration curriculum

For the re-registration of a curriculum SO receives through Studielink the following details from the student:

- a. The request for re-registration;
- b. An irrevocable authorization for the university to debit the tuition fees due, either in full or in six instalments, or in special cases, evidence that the tuition fees due have been paid in a different manner, as stipulated by the SO.

STARTING AND END DATES REGISTRATION

Article 7 – starting date registration

- a. Registration is effectuated from 1 September if the request for registration and the other information on the basis of these Rules of Procedure have been received by SO before 1 September.
- b. The starting date is always the first day of a month. Registration with retroactive effect is not possible, unless registration has been delayed by circumstances for which the Protestant Theological University is to blame.

Article 8 - End date registration

- a. Registration is terminated through Studielink and by request of the person who has registered for a curriculum, starting the following month.
- b. If the person who has been registered for a curriculum has not paid his legal tuition fee, the institutional tuition fee or examination fee after having been given formal notice, the Executive Board may terminate the registration, starting the second month following the formal notice.
- c. If a person who has registered for a curriculum engages in serious fraud, the Executive Board may terminate the registration for the curriculum on proposal of the examination committee, starting the month following the decision of the Executive Board to terminate registration.
- d. If a person who has registered for a curriculum does not respect the foundation and objectives of the university, the Executive Board may terminate the registration starting the month following the decision of the Executive Board to terminate.
- e. If there is well-founded fear that the person who has registered for a curriculum will abuse this registration and the rights connected with it by seriously undermining the university's particular nature, or if it has been established that the person who has registered has abused this registration and the rights connected with it, the Executive Board may terminate the registration of the curriculum starting the month following the decision of the Executive Board to terminate registration.
- f. If a person who has registered for a curriculum displays in his conduct or utterances signs of being unsuitable for the practice of one or more professions for which the curriculum prepares him, or for the practical preparation of professional practice, the Executive Board may terminate the registration of the curriculum starting the month following the decision of the Executive Board to terminate registration.

- g. If a person who has registered for a curriculum violates the Executive Board's regulations and measures in relation to the proper course of events in the buildings or grounds of the university and has caused serious inconvenience within the buildings and grounds of the institution and has failed to cease causing inconvenience after admonition of or on behalf of the institution's management, the Executive Board may terminate the registration of the curriculum starting the month following the decision of the Executive Board to terminate registration.

Article 9 – Consequences of failure to pay tuition fees or examination fees (on time)

- a. If for the payment of tuition fees or examination fees an authorization for collection has been given and the entire amount, or in the case of a financial arrangement an instalment, cannot be collected, the Head of FEZ determines in case of late payment a term within which the amount due needs to be paid.
- b. If the entire amount or an instalment of the tuition fees or examination fees cannot be collected, the student is denied access to the university's (ICT) facilities after having been informed of this.
- c. If the entire amount of the tuition fees or examination fees cannot be collected and the (external) student fails to pay the amount due after admonition in some other manner, the tuition fees or examination fees will be collected by a debt collecting agency.
- d. If an instalment cannot be collected in case of a financial arrangement in accordance with Article 2 sub 4 or Article 6, sub b, and the student has failed to pay the amount due after admonition in some other manner, the remaining sum of the tuition fees are payable at once. The remaining sum will be collected by a debt collecting agency.
- e. Debt collecting expenses are payable by the student.
- f. Any payment will be considered as satisfying the longest standing claim of the tuition fees.
- g. If the remaining sum of the tuition fees cannot be collected by the debt collecting agency, the Executive Board may decide to terminate the registration of the curriculum for which the tuition fee was due, in accordance with Article 8, sub b.
- h. If during an academic year one or more instalments have not been paid on time, the Executive Board may decide that tuition fees in the next academic year may not be paid in instalments.
- i. If by the end of the academic year (31 August) the tuition fees in whole or in part have not been paid, the student will not be registered for the next academic year until the remaining sum has been paid and the tuition fees for the next academic year for which the student wishes to register have been paid in full at once.
- j. If part of the tuition fees have not been paid, the student will not be given a certificate of having passed an examination.

TUITION FEES AND EXAMINATION FEES

The person who registers for a curriculum at the PThU as a student either pays legal tuition fees or institutional tuition fees. The person who registers as external student at the PThU pays the examination fees.

Article 10 – Legal tuition fees

1. The legal tuition fee is due by a student who satisfies the requirements of Article 7.45a, Act on Higher Education and Academic Research (WHW) who:
 - based on the data of the basic education register for registration of a bachelor educational programme has not obtained a bachelor degree before since September 1991, or has not obtained a master degree before for registration of a master educational programme
 - possesses the Dutch nationality,
 - does not possess the Dutch nationality, but is equated with a Dutch national with a view to financing studies on the basis of a treaty or a decision of an organization of international law, or
 - does not possess the Dutch nationality, but resides in the Netherlands and belongs to a group of persons who are equated with Dutch nationals with a view to study grants, by a general governmental measure.
- 2. If a student as intended sub 1, 2 or 3 takes part in more than one curriculum and finishes the curriculum for which he registered first successfully, this student owes the legal tuition fee for the remaining part of the year. The amount due will be calculated proportionally in terms of the remaining months of the academic year in question.
- 3. If the student as intended sub 2 at the end of the remaining part of the academic year continues the same curriculum at the university without interruption, he owes the legal tuition fee for the remaining duration of this curriculum.

Article 11 – Institutional tuition fees

Students who do not satisfy the conditions mentioned in Article 7.45a WHW, owe institutional tuition fees. The height of these fees is annually determined by the Executive Board and amounts minimally to the amount of the legal tuition fees.

Article 12 – Examination fees

An external student owes examination fees for each academic year for which he has been registered at the PThU by the Executive Board. The height of the amount is annually determined by the Executive Board.

Article 13 – Method of payment tuition fees or examination fees

- a. The tuition fees are paid by the student as follows:
 - Payment in full, or
 - Payment on the basis of an authorization to the university to debit the tuition fees in one or six instalments, including administrative costs for payment in six instalments, the amount of which is to be determined by the Executive Board in accordance with Article 7.47, sub b WHW.
- b. The examination fees are paid by or on behalf of the student in full.

Article 14 – Reduction or exemption of legal tuition fees

1. Tuition fees for EEA-students, students from Surinam and non-EEA students who are eligible for study grants or a UAF-allowance

In the individual determination of tuition fees SO applies reduction or exemption of tuition fees for EEA-students, students from Surinam and non-EEA students who are eligible for study grants or a UAF-allowance:

- a. The student has registered for another curriculum at the PThU for the same period: the student is exempted from paying tuition fees, unless the amount paid or due for the first registration is lower than the legal tuition fee. In that case the difference is due;
- b. The student has registered for another curriculum for the same period at an institution of higher education for which the *legal* tuition fee is due: the student is exempted from paying legal tuition fees, unless the amount paid or due for the first registration is lower than the legal tuition fee. In that case the difference is due;
- c. The student owes institutional tuition fees, equalling legal tuition fees, starting on the date of re-registration for a curriculum, for which he had been exempted from paying the legal tuition fees as determined under c, after obtaining the degree for which the curriculum of the other institution for higher education prepared.
- d. The student owes institutional tuition fees, equalling legal tuition fees, starting on the date of re-registration for a curriculum, for which until this date legal tuition fees were due, and on the basis of which he had been exempted from paying tuition fees for a curriculum at another institution for higher education to that institution, after obtaining a degree for which the curriculum of the other institution of higher education prepared.

2. Tuition fees for non-EEA students (who do not possess the Surinam nationality and do not qualify for a study grant or UAF-allowance)

With respect to the individual establishment of tuition fees for non-EEA-students (who do not possess the Surinam nationality and do not qualify for a study grant or a UAF-allowance) the SO applies a reduction or exemption of tuition fees in the following cases:

- a. The student has registered for another curriculum of the PThU for the same period: the student is exempted from paying tuition fees, unless the amount paid or to be paid for the first registration is lower than the institutional tuition fees. In that case the difference is due;

No reduction or exemption is given in case the student has registered for a curriculum of another institution of higher education for the same period and has paid tuition fees there.

Article 15 – Change in circumstances registered student after date of registration

a. If it appears from the basic education register after the registration date but at the latest on 1 March that a registered student, who was under the obligation to pay legal tuition fees when he registered, has obtained a degree in the period prior to the date of registration, on the basis of which the obligation arose to pay institutional tuition fees retroactively, the student has the obligation to pay institutional tuition fees starting from the month as evidenced from CRIHO, for the remaining months of the academic year.

The difference between the institutional fees, proportionally with the number of months that the student has been registered and the legal tuition fees paid, proportionally with the number of months that the student has been registered, is payable by the student.

b. If the student, who did not satisfy the criteria imposed by the law for the obligation to pay legal tuition fees, and on the basis of this is obliged to pay institutional tuition fees, satisfies the criteria established by law for the obligation to pay legal tuition fees at any moment in time during the academic year, the student may request the Executive Board to change the obligation to pay institutional tuition fees to the obligation to pay legal tuition fees, proportional with the remaining months of the academic year. Institutional tuition fees that have been paid per the date when the obligation for payment of legal tuition fees has come into effect, will be reimbursed if this amounts to more than the legal tuition fees.

Article 16 – collection of tuition fees and examination fees

a. The tuition fees are paid by an irrevocable authorization to the university to collect the tuition fees due in full or in instalments. For collection in instalments the first instalment is charged with additional administration costs to be determined by the Executive Board in accordance with Article 7.47, sub b WHW.

b. The authorization as intended under a is granted for the authorization amount valid at the moment of registration. If the height of the tuition fees due changes after the date of registration as a result of changes in one of the circumstances as intended in Article 15, or as a result of changes in legislation or regulations, the authorization intended under a will be considered to have been granted for the amount that corresponds with the newly established tuition fees after the changes in circumstances or in legislation or in regulations have come into effect. The authorization amount will only be adapted after the student has been informed via email.

b. The examination fees are paid by an irrevocable authorization to the university for collection of the examination fees due in full.

c. The Head FEZ may determine that tuition fees should be made out to the account indicated by FEZ.

d. Non-EEA students who in any academic year register for the first time at the Protestant Theological University and for who the Protestant Theological University vouches for their residence permit, should pay the required tuition fees by making it out in full to an account indicated by the Head FEZ three months before the date of first registration, unless the internationalization officer declares that the student will receive a grant. In that case the tuition fees will have to be paid in a way to be determined by the Head FEZ.

Article 17 – Reimbursement tuition fees

a. In case registration has been terminated during the academic year, in conformity with these regulations one-twelfth of the paid legal or institutional tuition fees will be reimbursed for each remaining month of the academic year, unless this student is also registered for one or more curricula. If the student deregisters per 1 July, he is not entitled to reimbursement of two times one-twelfth part of the remaining legal tuition fees for the months of July and August.

b. In case of a second registration with another institution of higher education next to the one at the PThU, reimbursement of part of the tuition fees paid for students who are obliged to pay legal tuition fees will only be paid if they hand in their 'statement of tuition fees paid' (in relation to the second registration), or evidence is produced of deregistration to SO. The 'statement tuition fees paid' needs to have been received by SO before 1 September of the year for which the student wishes to register at the PThU.

c. In case of demise of the (external) student, after receipt of the death notice by the Executive Board, the Head FEZ will reimburse one-twelfth of the tuition fees or examination fees paid for each remaining month of the academic year, to the account originally debited.

d. In case the registration of an external student terminates during the academic year other than by death, there will be no reimbursement of tuition fees paid.

CHECK ON REGISTRATION FOR ISSUING TESTIMONIALS

Article 18 - Clearing

- a. If the establishment of the results of an examination show that the person concerned cannot produce evidence of registration for all years in which tests have been taken, he is referred to SO for 'clearing'.
- b. After receipt of the tuition fees or examination fees for the missing periods, the SO coordinator issues a statement of no objection with respect to the desired testimonial.

DISCLAIMER

Although every care has been taken to translate the texts of the Dutch regulations accurately, the original texts in Dutch are binding in case of differences in interpretation