



Regulations on Registration and Deregistration Academic Year 2025-2026



These regulations include the procedure for application and registration from 1 September or 1 February, the procedure for interim application and registration throughout the academic year, other than from 1 February, interim deregistration options and deregistration upon graduation.

These regulations, under decision number 2024-028, were adopted by the Executive Board on 18 December 2024.

In the event of discrepancies or ambiguity between the original Dutch version of this document and the English translation presented here, the Dutch text shall prevail.



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Introduction

The Regulations on Registration and Deregistration 2025-2026 are a more detailed specification of Chapter 7 of the Higher Education and Research Act (WHW). This chapter of WHW stipulates that the university of applied sciences must establish rules of procedure for (re-)registration of (external) students. These regulations contain the main rules of procedure for (re-)registration, deregistration and payment of tuition fees at Windesheim University of Applied Sciences as applicable to the academic year 2025-2026. Registration at the university is done through the Studielink website, where an online application for (re-)registration can be submitted. Such applications are dealt with by Windesheim's Student Administration service. Payment of tuition fees also goes mainly through Studielink, by way of a digital direct-debit collection mandate. The Education Executive Agency (DUO) notifies the educational institution whether the (personal) data input into Studielink corresponds with the government's Basic Personal Data Registration (BRP).

These regulations are adopted by the Executive Board, after the Central Participation Council has given its approval, and is applicable to all Windesheim's CROHO-registered degree programmes. The Regulations are part of the Students' Charter and can be found on Sharenet and www.windesheim.nl.



Chapter 1: General provisions

Artikel 1. Terms and definitions

In these regulations the following definitions apply to the following terms:

1. **Application:** a request submitted through Studielink for registration in a Windesheim degree programme.
2. **Applicant:** a prospective student who has applied for registration in an accredited degree programme, but has not yet been registered for this programme by the educational institution.
3. **Additional requirements:** requirements as specified in Article 7.26, paragraph 1, and Article 7.26a, paragraph 1 of the WHW.
4. **Decision on Tuition Fees:** the decision taken by Windesheim's Executive Board containing the applicable fees: statutory and institutional tuition fees, examination fees for external students and the administrative fee for direct-debit collection of tuition fees in instalments.
5. **Arrears:** arrears in payment of tuition or examination fees owed may concern payment of tuition fees or the administrative fee to be paid to Windesheim, or payment of tuition fees or out-of-court costs charged by the debt collection agency called in by Windesheim.
6. **Proof of Payment of Tuition Fees (BBC):** statement provided by a Dutch higher-education institution on the basis of Article 7.48 of the WHW as proof that tuition fees have been paid to that institution.
7. **Student card:** a certificate of registration issued by Student Administration for the relevant academic year.
8. **Executive Board (CvB):** Windesheim's management board.
9. **DUO:** Education Executive Agency, a department of the Ministry of Education, Culture and Science that is responsible for certain executive tasks regarding education.
10. **Examination board:** the body that determines expertly and objectively whether a student complies with the requirements of the education and examination regulations (EER) in respect of the knowledge, understanding and skills needed to obtain a degree, as referred to in Article 7.10a of the WHW.
11. **Examination fees:** the examination fees payable by external students for each academic year of an accredited degree programme, as referred to in Article 7.44 of the WHW (see also the definition of external student).
12. **External student:** the individual registered as an external student in one of the university's accredited degree programmes to participate in examinations and final examinations.
13. **February Registration:** registration as of 1 February in a degree programme



designated for this purpose by the Executive Board, not being interim registration.

14. **Reapplicant:** the individual who applies for registration in an academic year and was registered on 31 August of the preceding academic year in the same variant (full time, part time or work/study) of the same degree programme and at the same teaching location.
15. **University (of Applied Sciences):** Windesheim University of Applied Sciences.
16. **Registration requirements:** application through Studielink + payment of tuition fees by one-off bank transfer or direct-debit mandate + submission of required documentary evidence for admission.
17. **Registration:** the administrative process taking place after the applicant has submitted their application and through which the applicant becomes a 'student' (see also the definition of student).
18. **Institutional tuition fees:** tuition fees set by the Executive Board for each academic year of an accredited degree programme, as referred to in Article 7.46 of the WHW.
19. **Master's Degree Programme:** where the term Master's Degree Programme occurs in these regulations, it is intended to refer to government-funded Master's Degree Programmes.
20. **Nuffic:** the expertise and service centre for internationalization in Dutch education.
21. **Programme with restricted intake:** a study programme for which restricted intake is applicable to first registration in the propaedeutic phase as specified in Articles 7.53, 7.54 and 7.56 of the WHW.
22. **Education and Examination Regulations (EER):** consist of an Institutional Section and a Degree Programme Section. The Institutional Section sets the frameworks applicable to all degree programmes, while the Degree Programme Section provides a specification of the degree programme's organization at programme level. Windesheim has an institutional section for the Master's Degree programmes and one for the Associate Degree and Bachelor's Degree programmes.
23. **Mitigating personal circumstances:** circumstances as specified in Article 2.1 of the WHW Implementing Decision.
24. **Practice-based selection certificate:** the certificate issued by the Calo Admissions Board if the additional requirements for the programme(s) of Ad Sport, Teacher Education in Physical Education, Psychomotor Therapy/Psychomotricity or Sport Studies have been met.
25. **Student:** an individual registered as a student in an accredited degree programme of the university of applied sciences.
26. **Student Administration:** the administrative department responsible for



- registration and deregistration of applicants and students in the university's accredited degree programmes.
27. **General Student Counsellor:** the General Student Counsellor (GSC) counsels applicants and students in situations where their interest is at stake. The GSC is the expert when it comes to legislation and regulations in higher education, educational policy, student finance, financial issues, studying with a disability as well as rights and duties concerning delay or acceleration in study progress.
 28. **Study recommendation:** the study recommendation, as referred to in Article 7.8b of the WHW, which may involve a binding dismissal if a student, with due observance of their mitigating personal circumstances, must be considered unsuitable for the degree programme because of their failure to meet the study result standard set out in the EER.
 29. **Academic year:** for the purpose of implementing these regulations, the academic year is defined as the registration period from 1 September until 31 August of the following calendar year.
 30. **Matching:** the student/programme matching activities resulting in a study programme recommendation as referred to in Articles 7.31a through 7.31f of the WHW.
 31. **Studielink:** the digital facility for registration of personal data and requests for registration and deregistration.
 32. **Home institution:** the institution where a student following a Kies-op-Maat minor at Windesheim is registered with the intention of completing the entire degree programme there.
 33. **Admissions Board:** the board responsible within Windesheim for examining admissibility in the event of failure to comply with the statutory (entry) requirements.
 34. **Interim registration:** registration starting on a date other than 1 September or 1 February (insofar as this concerns degree programmes with the option of registration by 1 February).
 35. **Foreign national:** anyone who is not a Dutch national and does not have to be treated as a Dutch national pursuant to a statutory provision;
 36. **Statutory tuition fees:** tuition fees set pursuant to the WHW for each academic year of an accredited degree programme, as referred to in Articles 7.45 and 7.45a of the WHW;
 37. **WHW:** the Higher Education and Research Act (Bulletin of Acts, Orders and Decrees 1992, 593).



Artikel 2. Relation to WHW and internal regulations

1. These regulations serve to implement Chapter 7, Titles 2 and 3 of the WHW.
2. The Director of Operational Services is responsible for ensuring that the contents of these regulations are published on Sharenet as well as on Windesheim's website before the deadline of the earliest possible application date in the calendar year.
3. Student Administration is responsible for ensuring that information concerning the amounts of the statutory and institutional fees is provided to DUO upon request.

Chapter 2: Application and registration

Artikel 3. Registration as a student or external student

1. Anyone wishing to make use of educational, examination and other facilities must register as a student.
2. Anyone wishing to make use of examination facilities only may request to be registered as an external student.
3. Registration for a degree programme is effected for the entire academic year. If registration takes place in the course of an academic year, it is effective for the remainder of that academic year.
4. Registration cannot be effected retroactively.
5. Each registration is checked for compliance with the statutory admission requirements and educational entry requirements.
6. Registration as a student or external student is open to any applicant who:
 - a. possesses Dutch nationality, or is treated as a Dutch national pursuant to a legal provision;
 - b. is a foreign national and younger than 18 years of age on the first day when the study programme starts for which registration is sought for the first time;
 - c. is a foreign national, at least 18 years of age on the first day when the study programme starts for which registration is sought for the first time and legally resides in the Netherlands on that day (Article 8 of the Aliens Act 2000);
 - d. is a foreign national residing outside the Netherlands on the day when the study programme starts for which registration is sought for the first time; or
 - e. is a foreign national and was previously registered pursuant to **paragraphs b, c or d**, but no longer meets these criteria.



Artikel 4. Registration requirements

1. Registration as a student or external student requires:

- a. A1. compliance with the (statutory) educational entry requirement or exemption from this requirement based on a certificate obtained outside the Netherlands pursuant to the provisions of paragraph 2 or the 21+ entrance examination of the Admissions Board; or
A2. compliance with the (statutory) educational entry requirement of an educational pathway diploma¹ of the right profile, obtained at a higher education institution that is a member of the Netherlands Association of Universities of Applied Sciences. This educational pathway diploma provides access to the Associate degree and Bachelor's degree programmes.
- b. B1. compliance with any specific educational entry requirements as referred to in Article 7.25 of the WHW and elaborated in the Regulation on Application and Admission to Higher Education (*Regeling aanmelding en toelating hoger onderwijs, Ratho*). Students and staff can find any exceptions thereto which have not (yet) been incorporated into the Ratho on Studiekeuze123.nl.
B2. proof of compliance, to the Admissions Board's satisfaction, with similar requirements in terms of content;
- c. compliance with any special specific entry requirements as referred to in Article 7.25a of the WHW;
- d. upon first registration, compliance with any additional requirements as referred to in Article 7.26 of the WHW;
- e. compliance with any specific selection criteria as referred to in Article 6.7 of the WHW;
- f. in the event of first-time registration in the propaedeutic phase of a restricted-intake programme, acceptance of the selection or draw-based place through Studielink;
- g. in the event of registration based on a diploma not issued in the Netherlands, proof of adequate command of the Dutch language to follow the education successfully. The pertinent criteria are incorporated in Article 5 paragraph 2 of the *Institutional Section of the Education and Examination Regulations for Master's Degree programmes* and Article 7 paragraph 4 of the *Institutional Section of the Education and Examination Regulations for Associate Degree and Bachelor's Degree programmes*;

¹ Binding Resolution of Association of Universities of Applied Sciences dated 2 February 2024, as used in Article 8 of the Civic Integration Act 2021



- h. instead of the provisions **under g**, in the event of registration in a degree programme taught entirely in English, proof that the student has adequate command of the English language to follow the programme successfully. The pertinent criteria are incorporated in the applicable *Institutional Section of the Education and Examination Regulations* for Associate Degree and Bachelor's Degree programmes or for Master's Degree programmes;
 - i. in the event of a part-time degree programme, compliance with any requirements laid down in the applicable *Degree Programme Section of the Education and Examination Regulations* for Associate Degree and Bachelor's Degree programmes or for Master's Degree programmes concerning the performance of work while attending the degree programme;
 - j. compliance with the terms of payment set out in Chapter 4; and
 - k. submission of the required documents as referred to in Article 5.
2. Insofar as permitted by law, the Executive Board may decide that the specific entry requirements set out in paragraph 1 under b do not apply.
3. A registration request based on a diploma issued outside the Netherlands will be assessed by Student Administration on the basis of the Nuffic guidelines. If necessary, Student Administration will consult Nuffic direct. If an examination demonstrates that the certificate obtained abroad is equivalent to a Dutch certificate granting registration, exemption from the educational entry requirement will be granted pursuant to the provisions of **paragraph 1 under a**.
4. The required examination concerning the additional requirements is conducted by Windesheim. This examination can be sat only once per academic year.
5. Registration as an external student is subject to compliance with all registration requirements and obtaining a positive recommendation from the division director in question.
6. The application for registration will be refused if:
 - a. on a previously registered student a measure was imposed pursuant to the House Rules as referred to in Article 7.57h of the WHW, to the effect of blocking the student's registration options.
 - b. a previously registered student was permanently denied access to the degree programme due to major fraud as referred to in Article 7.12b, paragraph 2 of the WHW.
 - c. a previously registered student was permanently denied access to the degree programme due to the student's conduct in relation to their future professional practice as referred to in Article 7.42a of the WHW.



- d. a previously registered student was deregistered due to arrears in obligatory payment of tuition fees as referred to in Article 7.47 of the WHW, increased by any collection costs, and is still in arrears at the time of application.

Artikel 5. Registration procedure and documents to be submitted

1. A request for registration is submitted to Student Administration through Studielink.
2. An applicant's request will be rejected if the request for registration has not been verified via DigiD and the applicant does not provide a copy of their identity document for verification within 5 working days after the acknowledgement of receipt.
3. Registration in a restricted-intake programme is possible by 1 September only.
4. When applying for registration in the degree programme for the first time, applicants will provide proof, insofar as applicable, that they meet the requirements set out in **Article 4, paragraph 1**, with the exception of any details already provided by DUO.
5. In addition to **paragraph 4**, a practice-based selection certificate must be submitted to prove that the additional requirements for the programme(s) of Ad Sport, Teacher Education in Physical Education, Psychomotor Therapy/Psychomotricity or Sport Studies have been met.
6. In addition to **paragraph 4**, an applicant will provide proof of legal residence in the Netherlands if applicable.
7. At Student Administration's request, the applicant for registration in a Master's Degree programme will submit, in addition to paragraph 4, the confirmation of admission issued by the examination board.
8. When applying for registration, an applicant issues a direct-debit mandate for automatic collection of tuition fees owed, or proof of payment of examination or tuition fees owed.
9. In addition to **paragraph 8**, the applicant submits a statement, if applicable, that they have authorized a third party to pay their tuition or examination fees for them.
10. In addition to **paragraph 8**, an applicant who in the academic year 2025-2026 is already registered with a government-funded higher-education institution or registered as a pupil/course participant with another government-funded educational institution of secondary education and who on this basis claims a reduction of or exemption from statutory tuition fees, submits with their registration request Proof of Payment of Tuition Fees ('BBC'), or proof of



payment of tuition and course fees and, if it concerns a 'Kies-Op-Maat' arrangement, a 'Kies-Op-Maat' learning agreement signed by three parties.

Artikel 6. Proof of registration

1. Upon registration, a student receives from Student Administration written confirmation of their registration: a student card.
2. If a student card is lost, Student Administration will issue a new card to the student in question on request and for a charge of €5, provided that the student can identify themselves by means of a valid identity document.

Artikel 7. September registration

1. Registration starting 1 September is open from the date when application through Studielink opens until 31 August of the preceding academic year.
2. In derogation of the provisions of **paragraph 1**, registration starting 1 September is open up to and including 31 May of the preceding academic year to applicants applying for a residence permit whose purpose of stay is study, without prejudice to the provisions of **paragraphs 3, 4 and 5**.
3. In derogation of the provisions of **paragraph 1**, application for first-time registration in the propaedeutic phase of a degree programme to which additional requirements apply without restricted intake is open up to and including 30 April of the previous academic year.
4. In derogation of the provisions of **paragraph 1**, application for first-time registration in the propaedeutic phase of a degree programme with restricted intake is open up to and including 15 January of the previous academic year.
5. In derogation of the provisions of **paragraph 1**, application for first-time registration in the propaedeutic phase of the degree programme of Global Project and Change Management is open up to and including 31 May of the previous academic year.
6. A (re-)registration request received during the registration term must comply with the registration requirements no later than on 25 September of the academic year in question.
7. In derogation of the provisions of **paragraph 6**, a request for first-time registration in a degree programme submitted by an applicant applying for a residence permit whose purpose of stay is study will not be granted if said applicant fails to comply by 1 July at the latest with the registration requirements. These requirements include the requirement of tuition fees being paid in full by the deadline of 30 June prior to commencement of the academic year, and the further conditions for application for a residence permit whose purpose of stay is study.



8. If the registration requirements have not been fully met by 14 September at the latest, the ICT facilities can no longer be used.
9. In addition to **paragraph 1**, a student registered at Windesheim in good time may submit a request for registration in another degree programme at Windesheim until 25 September at the latest.
10. In addition to **paragraph 1**, a student registered at another higher-education institution in good time may submit a request for registration in a degree programme at Windesheim until 15 September at the latest.

Artikel 8. February registration

1. February registration for programmes starting in February is open from the date when application through Studielink opens until 31 January of the academic year in question.
2. Not later than in the last week of May shall the Executive Board decide on the study programmes and study programme variants (full time, part time or work/study) for which February registration is possible.
3. A request for registration in a programme starting in February submitted by a student in the main phase of this programme will be granted only if the student was also registered in February in their first year of registration.
4. In derogation of the provisions of **paragraph 1**, February registration for applicants applying for a residence permit whose purpose of stay is study is open up to and including 31 October of the academic year.
5. A (re-)registration request received during the registration term will be granted, provided that the registration requirements have been fulfilled no later than on 25 February of the academic year.
6. In derogation of the provisions of **paragraph 5**, a request for first-time registration in a degree programme submitted by an applicant applying for a residence permit whose purpose of stay is study will not be granted if said applicant fails to comply by 1 December at the latest with the registration requirements. These requirements include the requirement of tuition fees being paid in full prior to commencement of the academic year, and the further conditions for application for a residence permit whose purpose of stay is study.
7. If the registration requirements have not been fully met by 15 February, the ICT facilities can no longer be used.
8. In addition to **paragraph 1**, a student registered at Windesheim in good time may submit a request for registration in another Windesheim degree programme with February intake until 25 February at the latest.



9. In addition to **paragraph 1**, a student registered at another higher-education institution in good time may submit a request for registration in a Windesheim degree programme with February intake until 15 February at the latest.

Artikel 9. Interim registration

1. Interim registration is possible in exceptional cases.
2. When submitting an application in Studielink, the student may request interim registration. Student Administration will subsequently ask the applicant to state the reason(s) for the request for interim registration in writing. If this written statement of reasons is not submitted in time, i.e. no later than within 5 working days of Student Administration's request, the request for interim registration will be rejected.
3. In the event that a registered student requests a switch from one Windesheim degree programme to another, the request will be passed on to the latter programme's switch coordinator. If the switch coordinator approves the requested switch, the student will be registered in the latter degree programme. Interim registration with a programme Switch is done using the Switch application form. This form has been posted on the Student Support Centre's Sharenet page.
4. Interim registration from 1 October is open up to and including 25 September.
5. In all other cases the student's request is passed on to the division director of the degree programme in question.
6. The applicant's request is granted if a positive recommendation is issued by or on behalf of the director of the division of which the study programme forms part and all other registration requirements have been met.
7. The division director may decide to issue a negative recommendation with reasons stated if:
 - a. in their opinion the applicant's situation is not sufficiently exceptional;
 - b. insufficient educational capacity is available;
 - c. either educational programming or the study programme's financial situation does not allow the interim intake; or
 - d. a previous request in the same academic year was turned down and no new circumstances have been submitted for consideration.
8. Student Administration will reject a request for interim registration immediately in the event of:
 - a. a previous request in the same academic year being rejected because the registration requirements were not met in due time, which includes a rejection due to arrears or failure to meet the terms of payment;



- b. termination of registration due to non-payment; or
 - c. failure to state the reasons for the request in writing.
- Article 4, paragraph 6 shall apply accordingly to interim registration.
- 9. Interim registration takes place with effect from the first day of the month following the conclusion that all registration requirements have been met, or at the student's request with effect from the first day of a later month, on the understanding that registration is never possible in the months of July and August.
 - 10. In the event of interim registration, the student pays one twelfth of tuition fees for each month starting from the time of their registration.

Chapter 3: Matching

Artikel 10. Matching activities and recommendation

- 1. If an application is submitted by 1 May at the latest, the applicant is entitled to take part in the matching activities to be organized by the institution for the study programmes concerned.
- 2. Applicants are not required to take part in these matching activities.
- 3. Matching consists of an interview with a programme staff member, for which the applicant will receive an invitation. Following this interview, a written recommendation will be issued within 14 days.
- 4. Admission to the study programme cannot be restricted based on the matching recommendation.
- 5. For applicants having serious problems travelling the distance between their place of residence and the venue of the matching activities, the study programme shall make such arrangements as to enable these applicants to participate in these matching activities without their physical presence at the institution being required.



Chapter 4: Tuition and examination fees

Artikel 11. Statutory tuition fees

Statutory tuition fees for registration on a full-time, part-time or work-study basis as a student in an Associate Degree programme, a Bachelor's or Master's Degree programme are specified in the Decision on Tuition Fees 2024-2025. This decision can be found on [Sharenet](#) and www.windesheim.nl.

Artikel 12. Institutional tuition fees

1. A student who fails to fulfil the conditions for payment of the statutory tuition fees is obliged to pay the institutional tuition fees.
2. The Executive Board determines the amount of the institutional tuition fees. The Executive Board may set different tuition fees for each study programme, cluster of study programmes, per group or groups of students. Institutional tuition fee rates are specified in the *Decision on Tuition Fees 2024-2025* and can be consulted on [Sharenet](#) and www.windesheim.nl.

Artikel 13. Tuition fees for external students

An external student is obliged to pay examination fees based on the rate specified in the *Decision on Tuition Fees 2024-2025*, to be consulted on [Sharenet](#) and www.windesheim.nl.

Artikel 14. Tuition and examination fees

1. Statutory and institutional tuition fees are paid as a lump sum or by collection in 8 equal instalments, with the first instalment being collected by the end of September 2025 and the last one by the end of April 2026. Collection of tuition fees 2025-2026 in instalments is subject to an administrative fee, i.e. a one-off sum of € 24.
2. Examination fees are paid as a lump sum. Examination fees cannot be paid in instalments.
3. Registration shall not be made dependent on any other financial contribution than the tuition or examination fees due. Costs that bear no direct relation to the education provided and for which the student is free to decide whether to use the services provided, are to be borne by the student.

Artikel 15. Reduction of and exemption from tuition fees

1. Statutory tuition fees are reduced by one twelfth of the amount for each month that the student was not registered, with due observance of the



- provisions of these regulations.
2. Reduction of or exemption from statutory tuition fees is granted to a student registering in a second degree programme, if said student is already registered at another government-funded higher-education institution, unless the sum paid or payable to the first higher-education institution is lower than the sum set by Windesheim. In that event, the difference must be paid.
 3. Statutory tuition fees are reduced by the amount of tuition or course fees a student already owes a first institution for government-funded education in the same academic year, pursuant to the Tuition and Course Fees Act. On the understanding that a student is exempted from paying tuition fees if the tuition fee is lower than the amount of tuition or course fees already owed.
 4. A student who is eligible for statutory tuition fees at their home institution and is following a Kies-op-Maat minor at Windesheim for which institutional tuition fees are due, shall pay the rate of the statutory tuition fees.
 5. A student who pays institutional tuition fees at a home institution participating in Kies-op-Maat and attends a Kies-op-Maat minor at Windesheim is exempted from payment of tuition fees, regardless of the amount of the institutional tuition fees.

Artikel 16. Reimbursement of tuition fees

1. Upon termination of registration, a twelfth part of tuition fees will be reimbursed to the student for each full month of the academic year after the date of deregistration.
2. Tuition fees will not be reimbursed if registration is terminated with effect from 1 June.
3. Reimbursement of tuition fees will be effected as soon as possible.



Chapter 5: Termination of registration

Artikel 17. Termination by operation of law

Registration is terminated by operation of law:

- a. by the end of the academic year;
- b. on the student's death.

Artikel 18. Termination of registration at the student's request and after graduation

1. At the student's request, Student Administration will terminate their registration with effect from the following month. The student submits this request for deregistration via Studielink.
2. Registration of a student who has been awarded their final diploma is terminated with effect from the start of the next month, unless said student wants to be deregistered by a later date, on the understanding that registration ends in any event by operation of law on 31 August of that academic year.
3. The general student counsellor can have the student deregistered on account of illness or mitigating family circumstances. In the event of deregistration because of illness or mitigating family circumstances, the student can be registered once again at any time, without the procedure stated in Article 9 paragraph 2 being followed.
4. In the event of illness or exceptional circumstances in the family, the student may submit a substantiated written request to the Director of Operational Services to terminate registration with effect from an earlier date than that specified in **paragraph 1**, if the student was unable to use the educational facilities during the said period. A statement from the attending practitioner, or from a third party, must be added to the student's request.

Artikel 19. Termination of registration due to a study recommendation involving binding dismissal or fraud

1. Registration is terminated with effect from the next month:
 - a. upon receipt of a study recommendation involving binding dismissal issued by the Examination Board on behalf of the Executive Board, on the understanding that a student's first registration in the propaedeutic phase continues until 31 August;
 - b. after a decision taken by the Executive Board following the examination board's proposal to terminate registration due to major fraud.
2. After a decision as referred to in **paragraph 1**, the student will no longer be



registered in the programme in question, nor in any other programmes covered by the study recommendation pursuant to **Article 25 paragraph 9** of the *Institutional Section of the EER*. On the understanding that following a study recommendation involving binding dismissal said student register once again after at least two years have passed and with a positive recommendation from the examination board that they have shown potential to complete the study programme successfully.

3. The decision referred to in paragraph 1 under b is taken with due observance of Article 23.

Artikel 20. Termination or cancellation of registration in view of future professional practice

1. In exceptional cases, having first sought the advice of the examination board or the division director and after due consideration of the interests involved, the Executive Board may decide to deny or terminate a student's registration in a study programme if that student's conduct or comments have demonstrated either their unsuitability to work in one or more of the professions for which their study programme prepares, or their unsuitability for practical preparation for this professional practice. In such instances registration is terminated with effect from the start of the next month.
2. After a decision as referred to in **paragraph 1**, the student will not be registered again in the same or a related study programme, regardless of which educational institution in fact took the decision referred to in **paragraph 1**. If the student in question turns out to be registered already, their registration will be terminated.
3. If a student is registered in a different study programme after a decision as referred to in **paragraph 1**, the Executive Board may decide, having heard the examination board's or the division director's advice and after due consideration of the interests involved, to exclude the student from all minors corresponding to, or in terms of practical preparation for professional practice, related to the study programme in which their registration was previously terminated by virtue of this article.
4. The decision is taken with due observance of **Article 23**.
5. Decisions as referred to in **paragraph 1** of this article are reported to DUO with reasons stated.

Artikel 21. Termination of registration due to abuse of rights or damage to specific nature, or permanent violation of house rules

1. A student's registration is terminated with effect from the start of the next



- month based on a decision taken by the Executive Board due to a substantiated suspicion that a student will abuse their registration and related rights by seriously damaging Windesheim's specific nature, or as a result of evidence that such abuse has in fact been committed.
2. A student's registration is terminated with effect from the start of the next month based on a decision taken by the Executive Board to terminate their registration due to serious nuisance inside the university buildings or on campus after prior denial of access based on the house rules.
 3. The decision is taken with due observance of **Article 23**.
 4. Decisions as referred to in **paragraph 1** of this article are reported to DUO with reasons stated.

Artikel 22. Termination of registration of international students due to failure to study

1. Registration of an international student possessing proof of legal residence in the Netherlands is either terminated with effect from the month of March, or registration in the subsequent academic year is refused, if they have not participated in any educational activities and have not taken any examinations over a period of six preceding months.
2. The decision is taken with due observance of **Article 23**.

Artikel 23. Procedural rules upon termination of registration

1. A decision to terminate registration pursuant to **Article 19, paragraph 1 under b, Article 20, 21 or 22** can be taken only if:
 - a. the student has been given the opportunity to respond in a meeting to the facts providing the basis for termination;
 - b. the student has received a written warning, with reasons duly stated, on the understanding that a warning may be omitted if the nature and/or seriousness of the violation, conduct or comments justifies immediate termination of their registration;
 - c. the student has been given the opportunity to be heard; and
 - d. the student was notified in writing not less than five workdays prior to the hearing of the proposed termination and the grounds on which it is based; with this notification the student was also sent the relevant documents.

Artikel 24. Deregistration after failure to pay tuition fees or examination fees

1. In the event that a direct-debit mandate has been given for automatic collection of tuition fees or examination fees and collection of either the full amount or an instalment fails:



- a. after a single reversal or blocking the student is given notice of default by means of a letter of collection, also stating the consequences of non-payment;
 - b. after two reversals or blockings a fatal term of one month is set for overdue payment to be made;
 - c. after three consecutive reversals or blockings registration is terminated with effect from the following month.
2. Any payment is allocated to the longest outstanding debt.
 3. Any collection costs, including court and out-of-court costs, as well as accrued interests, must be borne by the student.
 4. If the student is in arrears in the payment of tuition fees or examination fees, a registration request for the subsequent academic year can be granted and payment of tuition fees by direct-debit mandate accepted only after Windesheim has received payment in full of the sum or sums owed.



Chapter 6: Other provisions

Artikel 25. Damages due for unauthorized use of educational or examination facilities

Any individual making use of the university's educational or examination facilities without being registered in any of the university's study programmes is obliged to pay damages to the amount of the tuition fees payable over the period during which the facilities were used.

Artikel 26. Correspondence

1. The university may communicate informal messages to the student by post as well as by email.
2. The university sends formal correspondence to the student by post, including at least:
 - a. notice of denial of application for (re-)registration;
 - b. a final reminder to pay tuition fees;
 - c. notice of termination of registration for reasons other than at the student's own request;
 - d. a final warning to pay tuition or examination fees unpaid due to reversal or blocking.
3. The student is responsible for proper and timely notification of their correct address and correspondence details in Studielink. Any correspondence addressed to the student's latest known address is regarded as properly addressed and deemed to have reached the (former) student.

Artikel 27. Legal protection

1. Any decisions taken by virtue of these regulations will be announced in writing with reason(s) duly stated.
2. The student has the right to lodge an objection with the Disputes Advisory Committee against any decision taken with respect to them, within six weeks of the date of the decision being announced.

Artikel 28. Hardship clause

In the event of mitigating personal circumstances the Director of Operational Services may decide to deviate from these regulations in the student's favour if their strict application would cause the student disproportionate harm. The division director in question is to be heard before the Director of Operational Services decides to deviate from these regulations.



Artikel 29. Transitional provisions

No transitional provisions are applicable to the academic year 2025-2026.

Artikel 30. Final Provision

1. Any decisions that serve to implement these regulations are taken by or with authorization from the Director of Operational Services.
2. The student will be notified as soon as possible of any decisions taken.
3. The Director of Operational Services is authorized to decide on any case not provided for in these regulations.
4. These regulations are applicable to students and external students registered in the academic year 2025-2026 and to applicants for registration in this academic year.

Artikel 31. Effective date

1. The Executive Board adopted these regulations on 18 December 2024 with approval from the Central Participation Council given on 17 December 2024.
2. These amended regulations refer to the academic year 2025-2026 and take effect from 18 December 2024.
3. These regulations supersede the Regulations on Registration and Deregistration 2024-2025 in the Students' Charter.
4. These regulations can be referred to as the 'Regulations on Registration and Deregistration 2025-2026'.