2027-2028 ENROLMENT REGULATIONS FOR THE BACHELOR DEGREE PROGRAMMES AT SCHOOL OF ENGINEERING AND AUTOMOTIVE

Regulations for application, enrolment, re-enrolment and termination of enrolment for the 2027-2028 academic Year

These enrolment regulations were adopted bij the Director of the Academy on 7 October 2026, after positive advice by the student division of the Academic Council on 24 September 2026.

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INTRODUCTION

These regulations contain the rules about application, enrolment, re-enrolment and termination of enrolment for the English-taught bachelor degree programmes of the School of Engineering and Automotive at HAN University of Applied Sciences for the 2027-2028 academic year.

Application and enrolment

Application is not the same as enrolment. A prospective student wishing to undertake a degree programme must first *apply*. After that follows a process of determining whether the applicant is admissible. Do they meet the prior education requirements? Are all documents in order? Etc. If applicable, the student is advised to confirm their choice of degree programme by participating in the My Match activities. The applicant must also provide a standing direct debit authorisation. Tuition fees are collected in the first month of enrolment. Only when all enrolment requirements have been met can the applicant actually be *enrolled* as a student. It is important to be aware of this distinction when reading these regulations.

Reader guide

Chapter 1 contains the general rules for application; Chapter 2 contains the specific requirements that applicants must meet for enrolment in an associate or bachelor degree programme. Chapter 3 contains the rules about My Match and Chapter 4 and Chapter 5 describe the various rules for degree programmes with a selection or lottery procedure.
Chapter 6 describes the specific requirements applicants must meet for enrolment in a master programme, including any selection procedures.
Chapter 7 contains the provisions on tuition fees and Chapter 8 the provisions on termination of enrolment and re-enrolment. Finally, Chapter 9 outlines how and where complaints or objections can be submitted.

Contact

For questions about application, enrolment, re-enrolment and termination of enrolment, students can contact ASK HAN. Contact details can be found at hanuniversity.com/contact.

Contract education

These regulations do not apply to enrolment in post-bachelor programmes or courses, or education that is otherwise considered contract education. The rules that apply to enrolment for contract education are included in the agreement participants make with HAN, as well as in the general terms and conditions that apply based on the agreement.

TERMS AND DEFINITIONS AND ABBREVIATIONS

Applicant	A person who is thinking about enrolling in a HAN degree programme or who has applied but whose enrolment is not yet finalised.
Application	An enrolment application for a degree programme at HAN.
Dean	A person who is appointed as such and who directs a HAN school.
BNSA	A student who does not earn enough credits or fails certain exams in the first year of study receives binding negative study advice (BNSA). As a result, they have to withdraw from the degree programme.
Executive Board	The institutional board of HAN.
Tuition fees	The tuition fees as defined in Article 7.43 et seq. of the Higher Education and Research Act that students must pay annually.
Entry Assessment Committee	Committee that decides (on behalf of the Executive Board) whether the applicant is suitable for the degree programme.
DUO	Dienst Uitvoering Onderwijs (education executive agency).
External student	A person who may take exams and final assessments at the institution, but who may not attend lectures or tutorials or receive supervision. More information can be found in the Student Charter.
HAN	HAN University of Applied Sciences.
Re-enrollee	A student who is enrolled or was previously enrolled in a degree programme at HAN and is being enrolled at HAN again.
Enrolment	An enrolment as defined in Article 7.32 of the Higher Education and Research Act for a degree programme at HAN.
Institutional tuition fees	The tuition fees as defined in Article 7.46 of the Higher Education and Research Act that students must pay if they are not eligible for statutory tuition fees. Students must pay these fees for each academic year that the institutional board enrols them in a degree programme.
My Match	The matching activities or programme as set out in Article 7.31b paragraph 1 of the Higher Education and Research Act, which aims to give insight into the applicant's suitability for the chosen degree programme, and the accompanying advice referred to in Article 7.31b paragraph 3 of the Higher Education and Research Act.
Degree programme	All English-taught bachelor degree programmes of the School of Engineering and Automotive.
Post-propaedeutic phase	The main phase of a bachelor programme that follows after the final assessment of the propaedeutic phase.
Student	A person enrolled as a student, as defined in Article 7.34 of the Higher Education and Research Act, in a degree programme at HAN.
Academic year	The time period starting on 1 September and ending on 31 August in the following year.
Matching advice	HAN issues matching advice to each student who has registered for and participated in matching activities (My Match).
Studielink	The joint application and enrolment software used by universities of applied sciences, universities and DUO.
Higher Education and Research Act	The Higher Education and Research Act (in Dutch: *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*).
WSF2000	2000 Student Finance Act.

1 APPLICATION AND ENROLMENT: GENERAL PROVISIONS

1.1 Application via Studielink

Application

A person wanting to enrol in an associate, bachelor or master degree programme at HAN can apply via Studielink (www.studielink.nl). A student who wishes to switch degree programmes or resume their degree programme after a break must also apply via Studielink.

Applicant from the Netherlands

An applicant with an official Dutch residential address and a citizen service number (BSN) is required to apply in Studielink using a DigiD. An applicant who does not yet have a DigiD is advised to request one in a timely manner. It takes at least five workdays before the applicant receives their DigiD.

Applicant from abroad

An applicant with a residential address abroad cannot use DigiD. However, the applicant still needs to apply via Studielink. In this case, the applicant must create a Studielink account through the website (www.studielink.nl) using their own email address.

Correspondence and change of personal data

All correspondence concerning application, enrolment, re-enrolment, termination of enrolment and late payment will be emailed to the email address linked to the Studielink account. The applicant is responsible for making sure these details are correct. The applicant should make changes to their contact details and/or personal data via Studielink in a timely manner. After the applicant has met all the enrolment requirements, information regarding the degree programme will be sent to their HAN email address.

Personal verification

The applicant's personal data is verified. This can be done in two ways:

- An applicant living in the Netherlands logs into Studielink using their DigiD. Their data is then verified through the Personal Records Database (BRP).
- An applicant with a residential address abroad must upload a copy of a valid identity document (passport or ID card), and if applicable, a Dutch residence permit, via My Application (Osiris). The applicant will receive a notification if this step is required. The following applies when the applicant submits of a copy of a valid identity document:
    - Block out the citizen service number (BSN) on the copy, including the number series at the bottom.
    - Write on the copy that it is a copy.
    - Indicate which organisation the copy is intended for.
    - Specify the date on which the copy was issued.

International applicants and verification of legitimate residence

In accordance with the Aliens Act 2000, an applicant with a nationality outside the European Economic Area (EEA) must submit both a copy of a valid proof of identity and a copy of a valid Dutch residence permit via My Application (Osiris). The applicant will receive a notification if this step is required. The EEA consists of the European Union's member states, as well as Iceland, Liechtenstein and Norway.

Please note: Students must be legitimately residing in the Netherlands during their enrolment at HAN. The Student Administration Office verifies this data in accordance with the guidelines in the Higher Education and Research Act, the Benefit Entitlement (Residence Status) Act and the Code of Conduct for International Students in Dutch Higher Education.

1.2 Application dates

Application for a bachelor or associate degree programme

An applicant who wishes to apply for a bachelor or associate degree programme should submit an 'Enrolment Application' via Studielink no later than 23:59 on 1 May 2027. An applicant who applied before the deadline has the right to participate in the matching activities that are organised by the degree programme (matching, see Chapter 3).

An applicant who applies for a degree programme in higher education for the first time **after** 1 May 2027 can submit their application to HAN no later than 23:59 on 31 August 2027.

Application for a degree programme with a selection or lottery procedure

HAN School of Engineering and Automotive does not have any degree programmes with a selection or lottery procedure.

Application for a degree programme with an Additional Requirements Assessment

HAN School of Engineering and Automotive does not have any degree programmes with additional requirements.

Applicant from a country outside the EEA

Due to the visa process, an applicant from a country outside the EEA must apply through Studielink by 23:59 on 1 May 2027 at the latest.

1.3 Start guarantee date

Degree programmes without a selection or lottery procedure have a start guarantee date. This means that applicants who meet all enrolment requirements by this date are guaranteed enrolment at the start of the academic year. From that moment, they can make use of HAN facilities, including online facilities.

If an applicant applies after the start guarantee date, enrolment might not be finalised by the start of the academic year. In that case, the applicant cannot yet use HAN facilities (including online facilities) or participate in courses. This also means they will not have access to timetables, applications or systems. Student rights and responsibilities are described in the Student Charter.

In addition, applicants should be aware that preparatory activities such as the 21+ entry assessment or matching activities may no longer be available after the start guarantee date. As a result, they may not be able to meet all enrolment requirements in time, which could mean enrolment in a HAN degree programme is not possible.

A different application deadline may apply for international applicants.

The start guarantee date for the degree programmes starting in September is August 15

The application deadline for international applicants is as follows:

- for EU / EEA students: 15 August 2026
- for non-EU / non-EEA students: 1 May 2026

1.4 Enrolment per 1 September 2027 or 1 February 2028

The associate and bachelor degree programmes at School of Engineering and Automotive have one intake date during the academic year: 1 September 2027.

1.5 Interim enrolment

An interim enrolment is an enrolment with a start date other than 1 September. If the degree programme also has a February start date, then February enrolment does not count as interim enrolment.

Interim enrolment is only possible if the dean determines that the study programme is feasible for the applicant starting at the time they can actually be enrolled.

Enrolment valid for the entire academic year

The applicant is enrolled on the first day of the month in which all conditions for enrolment have been met. The student is required to pay tuition fees for each month they are enrolled as a student. Enrolment at the start or during the academic year remains valid for the entire academic year, or the remainder of it, unless the student requests to terminate their enrolment via Studielink or HAN terminates their enrolment for a legally permissible reason.

1.6 Applications by international students

In addition to the enrolment requirements, applicants from outside the EEA are required to hold residence documents as specified by law. HAN applies for the student visa on the applicant's behalf. It is the applicant's own responsibility to keep an eye on deadlines and validity period(s). The Code of Conduct for International Students in Higher Education applies.

1.7 Application as external student

Enrolment as an external student is only permitted if the dean determines that it does not compromise the nature or interests of the education. External students are only entitled to take exams and final assessments within the degree programme in which they are enrolled, and to access the institution's facilities and collections. An exception may be made if the institutional board determines that this conflicts with the nature or interests of the education.

1.8 Application withdrawal

Application withdrawal by the applicant

If an applicant no longer wishes or is unable to start their chosen degree programme, they may withdraw their enrolment application via Studielink (www.studielink.nl). This withdrawal must be submitted **before** the first day of the month in which the degree programme starts. If the application is not withdrawn via Studielink before the first day of the month in which the degree programme starts, the applicant will be enrolled provided they meet all the enrolment requirements and will be required to pay tuition fees for at least that month.

Any Proof of Paid Tuition Fees issued by HAN for a second enrolment at another educational institution will expire upon termination of enrolment at HAN. HAN will notify the other educational institution of the expiry of the Proof of Paid Tuition Fees. As a result, the exemption from paying statutory tuition fees at the other institution will lapse, and the student will be required to pay tuition fees at that other educational institution.

Rejection of the application by HAN

If an applicant does not meet the enrolment requirements for the degree programme, the enrolment application will be rejected. This also applies to students with outstanding payments from previous academic years, unless they have a payment arrangement with HAN. The applicant will receive several reminded from HAN – at least two – regarding any unmet obligations. Applicants and students will receive reminders through the email address that is linked to the Studielink account. If an applicant's enrolment is rejected due to unmet enrolment requirements and the applicant believes a mistake has been made or that they are not at fault, they may contact ASK HAN (via ask@han.nl).

1.9 Enrolment after binding negative study advice (BNSA) and switching degree programmes

BNSA received in 24-25 or 25-26 academic year

A HAN student who received a BNSA in the 24-25 or 25-26 academic year cannot be re-enrolled in the same bachelor programme or associate degree programme at HAN.

The same applies to any degree programme(s) that share a joint final propaedeutic assessment with the programme, including all full-time, part-time or work-study variants.
A student to whom the above applies and who wishes to enrol in the same degree programme must submit a request to the dean. In their request, the student must include arguments to show they will be able to successfully complete the degree programme. If the case is made plausible, the student will be re-enrolled in the degree programme.

A student who wishes to be enrolled in the 2027-2028 academic year for a bachelor or associate degree programme *other than* the one for which they received a BNSA needs to apply according to the standard applicable procedure, and is required to meet the applicable enrolment requirements for the programme in question.
Please note that a student who received a BNSA after 1 May is entitled to be admitted to a degree programme other than the one for which they received a BNSA.[1]

BNSA at another institution

An applicant who has received a BNSA from a degree programme at another university or university of applied sciences and wishes to enrol at HAN must meet the applicable enrolment requirements for the relevant degree programme. If the applicant received the BNSA after 1 May, the 1 May application deadline does not apply, but the degree programme does have a separate deadline related to the start guarantee. See Section 1.3.

[1]This does not apply to degree programmes with a selection or lottery procedure or programmes with an Additional Requirements Assessment.

2 EDUCATION REQUIREMENTS FOR BACHELOR OR ASSOCIATE DEGREE PROGRAMME

2.1 Education requirements for bachelor or associate degree programme

The applicant needs at least one of the following diplomas to enrol in a bachelor degree programme or associate degree programme at HAN[2]:

- HAVO
- VWO
- MBO level 4
- Gymnasium A old style
- Gymnasium B old style
- Associate degree certificate
- Bachelor degree certificate from university of applied sciences or university
- Master degree certificate from university of applied sciences or university
- A degree certificate giving access to higher education in a country that has ratified the 'Convention on the Recognition of Qualifications concerning Higher Education in the European Region'.
- A diploma (Dutch or foreign) that has been designated by treaty or by the minister as at least equal to a HAVO diploma.
- A diploma (Dutch or foreign) that is considered at least equal to a HAVO, VWO or MBO diploma, based on a decision by the dean. The dean will base their decision about the foreign diploma on the credential valuation by Nuffic.
- A diploma from a Language and Prep Program (LPP)[3] with the appropriate profile from a government-funded university of applied sciences with diploma recognition from the Education Inspectorate.

No diploma

If an applicant does not hold one of the diplomas listed above, they may take a 21+ entry assessment as referred to in Section 7.29 of the Higher Education and Research Act under the conditions referred to in Section 2.6.

[2] When referring to VWO/HAVO and MBO diplomas, this also includes MBO/HAVO/VWO diplomas earned on the BES islands (Bonaire, St. Eustatius, Saba) and diplomas earned in the Netherlands Antilles before 10-10-2010.
[3] This diploma has been 'declared equivalent' in Executive Board decision number: 2023/2219 and an agreement has been made within the Netherlands Association of Universities of Applied Sciences that universities of applied sciences to recognise each other's programs.

2.2 Profile and subject requirements

In addition to the diploma specified in Section 2.1, the following (special) education requirements also apply to the English-taught bachelor degree programme(s) HAN School of Engineering and Automotive.
The secondary education certificate needs to show satisfactory grades in these subjects:

- English
- Physics
- Mathematics

If the applicant does not meet the profile and/or subject requirements, this deficiency has to be compensated before enrolment is possible. The applicant may still meet the requirements by passing a deficiency exam, as referred to in section 2.3, for each subject for which they did not take the final exam.

2.3 HAVO or VWO diploma, but not the right profile and subjects

If the applicant has a HAVO or VWO diploma but does not meet the profile and/or subject requirements, this deficiency must be compensated. The applicant can still meet the requirements by passing a deficiency test for each relevant subject missing from their secondary school certificate. The deficiency exam must be passed before enrolment is possible.

Applying for a deficiency exam is only possible after applying for a bachelor or associate degree programme at HAN via Studielink (www.studielink.nl). The applicant will receive a message about this through My Application (Osiris). A financial contribution is required to participate in a deficiency exam. Detailed information about the deficiency exams can be found on the web pages of the relevant degree programme at www.hanuniversity.com.

2.4 Additional requirements

Not applicable.

2.5 Sufficient language proficiency

Dutch-taught degree programmes
If the degree certificate or diploma of prior education was not issued in the Netherlands, the applicant must demonstrate sufficient proficiency in Dutch to successfully follow the degree programme. This can in any case be shown by earning:
- State Exam for Dutch as a Second Language, programme II.
- Certificate Dutch as a Foreign Language from the Taalunie.

- German prior education diploma with a grades list showing that the applicant took Dutch as a subject at B2 level.
- A diploma recognised by the Education Inspectorate for a Language and Prep Program at one of the government-funded universities of applied sciences.

If the applicant can demonstrate sufficient Dutch proficiency by means other than those mentioned above, they can indicate this in My Application (Osiris). The Admissions Office will then submit the application to the board of examiners of the degree programme for which the applicant has applied. The board of examiners then decides whether the applicant has sufficient Dutch proficiency to successfully follow the degree programme and informs the applicant and Admissions Office of its decision in writing.

Postponement

If the applicant can demonstrate that they are unable to show that they meet the language requirement due to circumstances beyond their control, the board of examiners may, in exceptional cases, grant a postponement for submitting the evidence. If a postponement is granted, the applicant will be enrolled in the relevant degree programme and can participate in the educational activities, but cannot yet participate in the exams and modular exams until they have met the language requirement.

English-taught degree programmes

The fulltime bachelor degree programmes Automotive, Embedded Systems Engineering, Electrical and Electronic Engineeering and Mechanical Engineering are (also) offered in English. The applicant must demonstrate sufficient proficiency in English to successfully follow the degree programme.
This evidence can be provided by:

TOEFL iBT score of 80 or higher*
IELTS (academic) score of 6.0 or higher with no sub-scores below 5.0
Cambridge FCE Grade C minimum score 169 / CAE / CPE
**Please note Only exams taken at official examination centres are accepted. Also, you can ask ETS TOEFL to send us your score directly by using the HAN University of Applied Sciences code: 7832.*

If the applicant can demonstrate sufficient English proficiency by means other than those mentioned above, they can indicate this in My Application. This is possible if an applicant has earned one of the following diplomas:

- International Baccalaureate Diploma Programme (IBDP);
- International Baccalaureate Career-Related Programme (IBCP);
- European Baccalaureate (English Language 1 or 2) or
- One of the diplomas on the Nuffic list that includes English as part of the curriculum.

The applicant is also not required to do a language test if they completed their primary or secondary education in English in one of the following countries:
Australia, Canada (not including Quebec), Ireland, New Zealand, the USA or the UK.

A Dutch applicant who applies for an English-taught degree programme meets the language requirements if they have earned at least an MBO-4 or HAVO diploma. The regulation under 'Postponement' above also applies to the language requirement for English-taught degree programmes.

2.6 21+ entry assessment

An applicant may take the 21+ entry assessment given by the degree programme if they do not meet the education requirements listed in Section 21 and will be at least 21 years old in the month the degree programme starts.

To apply for a 21+ entry assessment, the applicant must first submit an enrolment application in Studielink for a HAN degree programme. They must then indicate in My Application (Osiris) that they wish to participate in an entry assessment.
These two steps must be completed at least 10 workdays before the exam sitting. A financial contribution may be required to participate in a 21+ entry assessment. See the degree programme webpages at www.hanuniversity.com.

The entry assessment committee assesses whether the applicant is suitable for the degree programme and whether the applicant demonstrates sufficient Dutch proficiency to successfully follow the degree programme. In their decision, the committee considers both the requirements and assessment results. If the applicant is found suitable, the dean will grant an exemption from the education requirements exclusively for the degree programme for which the exemption is granted. Because the 21+ entry assessment is offered in the language of instruction of the HAN degree programme, the result is not valid for the same degree programme offered in a different language of instruction.

Parts of the 21+ entry assessment
The content of the 21+ entry assessment is included in the education and examination regulations of the respective degree programme, which can be found at https://oer.han.nl and on the programme page at www.han.nl under the heading practical info. The assessments take place in December and June; specific dates are listed at https://webshop.han.nl where the tests can also be purchased.

Exemptions for parts
It is possible to request exemptions for parts of the entry assessment. This request can be sent to the entry assessment committee. The applicant needs to submit supporting documents with the application. Based on this, the entry assessment committee will decide whether to grant an exemption for this part/these parts of the entry assessment.

Exception to the age limit of the 21+ entry assessment

Exceptions are made to the 21+ age limit in the situations listed below:

- The applicant has a refugee status and cannot show an admissible diploma;
- The applicant has a foreign diploma that gives access to an equivalent degree programme in the country in which it was issued, but this is not assessed as such by Nuffic; or
- There is a special circumstance[4] due to which the applicant cannot show any diploma (Article 7.29 paragraph 3 of the Higher Education and Research Act).

Validity of 21+ entry assessment

An entry assessment completed with a satisfactory result is valid for two years from the date of the assessment result.

The entry assessment is only valid for the degree programme if it was taken in the language of instruction used in the programme/track for which the student wishes to enrol.

2.7 Employment requirements for part-time degree programmes

The English-taught bachelor degree programmes of the School of Engineering and Automotive are not offered in the part-time format.

2.8 Enrolment in the post-propaedeutic phase of the bachelor programme

To be enrolled in the post-propaedeutic phase (main phase) of a bachelor programme, the student must hold a propaedeutic certificate for that specific degree programme. This can also be a propaedeutic certificate for a joint final assessment for the propaedeutic phase of that bachelor programme and one or more other bachelor programmes.

An applicant may be exempted from the above requirement by the dean if the applicant holds a certificate that is at least equal to the required propaedeutic certificate. If that certificate was issued abroad, the provisions of Section 2.5 apply with regard to proficiency of the language in which the degree programme is offered.

Applicants can submit an application for this exemption to the Admissions Office (toelating@han.nl). They submit the application to the board of examiners for the respective degree programme.

For a degree programme with a selection or lottery procedure, the dean may, based on Section 4.1, decide that the propaedeutic certificate must be earned at HAN in order to be eligible for enrolment in the post-propaedeutic phase. See Section 4.1.

[4] This refers to the situation where an international applicant is unable to submit their diploma.

3 MY MATCH

3.1 My Match option prior to enrolment

HAN offers various matching activities that help applicants gain insight into their suitability for the chosen bachelor or associate degree programme (full-time, part-time and work-study) before they enrol. The activity offerings are known as ‘My Match’. Applicants have the right to participate in matching activities if they wish. However, this is not an enrolment requirement.
In addition, the matching activities for applicants of part-time and work-study programmes are incorporated into the personal intake interview with staff from the degree programme.

Applicants are advised to apply no later than 1 May 2027 and to participate in matching activities for the degree programme. For applications submitted after 1 May, applicants may still participate in matching activities until no later than 1 July

3.2 Content and procedure

Information about the matching process is included on https://han.nl, at the degree programme page under the heading Admissions and Finances and in the personal emails the applicant receives when applying for the degree programme. Each programme has its own matching activities.

During the matching process, the degree programme may provide both solicited and unsolicited personal, programme-specific advice, such as advice to work on specific knowledge or skills before the programme starts.

The applicant may request matching advice and have it recorded in Osiris if desired.

4 BACHELOR PROGRAMMES WITH A SELECTION OR LOTTERY PROCEDURE

Not applicable.

5 DEGREE PROGRAMMES WITH ADDITIONAL REQUIREMENTS

Not applicable.

6 ADMISSION TO A MASTER PROGRAMME

For the application requirements for our English-taught Master programmes please refer to 2027-2028 ENROLMENT REGULATIONS FOR THE MASTER PROGRAMME ENGINEERING SYSTEMS.

7 TUITION FEES

7.1 General provisions

Students are required to pay the statutory tuition fees or institutional tuition fees for every academic year that they are enrolled in a degree programme. The institutional tuition fees set by HAN are announced before the start of the academic year.
Applicants can find the tuition fee amounts at www.hanuniversity.com/tuitionfees. An applicant who enrols in a degree programme during the academic year will pay one-twelfth of the annual tuition fees applicable to them for each month remaining in the academic year.

7.2 Statutory tuition fees

A student who meets each of the conditions below will be required to pay the statutory tuition fees.

- The student is enrolled in a government-funded degree programme at HAN;
- The student falls into one of the following categories:
    - The student is a national of one of the EU countries, Norway, Switzerland, Iceland, Lichtenstein or Suriname;
    - The student is a family member of an EU citizen living in the Netherlands or
    - The student has a residence permit that makes them eligible for student finance.

At the start of the academic year, the student has not yet earned a comparable diploma for a government-funded degree programme in higher education in the Netherlands.[5]

[5] In other words: an applicant enrolling for a bachelor programme does not have a bachelor degree and an applicant enrolling for a master programme does not have a master degree. Enrolment in an associate degree

Contrary to the previous sentence, a student will also pay statutory tuition fees if:

- they have already earned an associate, bachelor or master degree, but are starting a degree programme in the field of health or education for the first time.[6]
- they started the second degree programme while still enrolled in the first degree programme and continued the second degree programme without interruption after earning the first degree.

7.3 Institutional tuition fees

Students who are not eligible for statutory tuition fees will be required to pay the institutional tuition fees. The institutional tuition fee amounts are determined in HAN's Tuition Fees Resolution. The amounts are published at www.hanuniversity.com/tuitionfees.

7.4 Final assessment fee for external students

The final assessment fee that external students are required to pay is the same as the full statutory tuition fees for full-time degree programmes. External students are not entitled to a refund of the final assessment fee if they terminate their enrolment during the academic year.

7.5 International students

In addition to payment of tuition fees, students from countries outside the EEA have to meet the financial requirements set by the Immigration and Naturalisation Service (the *Financial Guarantee*).

7.6 Payment of tuition fees and administration costs

- Tuition fees may be paid either as a lump sum or in 10 instalments by direct debit (for September enrolment).
- Students who pay in instalments are charged a €24 administration fee.
- Payments in instalments are collected in the months of September to June, around the 25th day of the month.
- The direct debit is arranged by issuing a continuous digital direct debit authorisation in the Studielink account of the applicant/student.
- When a digital direct debit authorisation is not possible, but the applicant/student does have an account at a bank within the SEPA area, a digital authorisation is issued in the Studielink account of the applicant/student.

programme also requires that the applicant has not already earned an associate degree, bachelor degree and/or master degree.

[6] To find out whether a degree programme belongs to the field of health or education, please refer to www.duo.nl, in the search function of RIO HO.

- When enrolling during the academic year, the tuition fees will be reduced based on the number of months between September and the enrolment date. If payment is made in instalments, the above will also apply here.
- If a student has already paid statutory tuition fees during the same academic year at another Dutch university or university of applied sciences, no statutory tuition fees are due upon enrolment at HAN, provided that the amount already paid is equal to or higher than the statutory tuition fee charged by HAN. In this case, the student must arrange a Proof of Paid Tuition Fees through Studielink. If the amount already paid is lower than HAN's statutory tuition fee, the student must also arrange a Proof of Paid Tuition Fees through Studielink and pay HAN the remaining difference.
- Outstanding payments must be settled before the start of the academic year in which the student wishes to be enrolled, unless the student and HAN have made a payment arrangement.

7.7 Refund of tuition fees

Termination of enrolment on 1 July (end date 30 June) or 1 August (end date 31 July) does not entitle a student to a refund of the tuition fees and the student will still be required to pay tuition fees for the entire academic year.

Refund for payment in lump sum

A student who terminates their enrolment during the academic year (interim termination) is entitled to a refund of the tuition fees for each month remaining in the academic year after the termination of enrolment. This refund is automatically calculated by the Tuition Fees Administration and paid out as soon as the request for termination of enrolment from Studielink has been processed by the Student Administration Office.

The above also applies in the event that a student dies in the course of the academic year. The refund will be paid to the person who paid the tuition fees.

Refunds in the event of enrolment at more than one institution

If HAN has issued a Proof of Paid Tuition Fees to another educational institute, that proof will expire if enrolment in the HAN degree programme is terminated during the academic year. HAN will notify the other educational institution of the expiry of the Proof of Paid Tuition Fees. Only after this has happened can excess tuition fees be refunded.

Refund for payment in instalments

When tuition fees are paid in instalments and the enrolment is terminated, any excess tuition fees are refunded or offset.

8 RE-ENROLMENT AND TERMINATION OF ENROLMENT

8.1 Re-enrolment

At the start of June, the student receives an email (at the email address recorded in Studielink) inviting them to re-enrol for the new academic year. The student must submit a re-enrolment request via Studielink for this purpose.

The re-enrolment requirements are:

- The student has submitted a re-enrolment request by no later than 23:59 on 31 August 2027.
- A standing direct debit authorisation is in place for the student, or the student has otherwise met payment requirements.
- The student is not in arrears, unless payment arrangements have been made with HAN.
- The student does not have a BNSA for the degree programme for which they wish to be re-enrolled, as stipulated in Section 1.9.

If the student does not meet the requirements for re-enrolment, they will not be enrolled for the relevant degree programme at HAN for the new academic year (starting 1 September).[7] The student will then be unable to attend classes and participate in exams and will not have access to HAN applications and systems as of September 1.

It is also important that the student registers for courses and exams for the first term of the upcoming academic year. This is done in Osiris student. This registration period falls during the current academic year.

8.2 Termination of enrolment

The student terminates enrolment by submitting a request for termination of enrolment through Studielink. Enrolment then ends on the first day of the following month.

Termination of enrolment by HAN

In the following cases, HAN may terminate a student's enrolment effective from the following month, even if no request for termination has been submitted:

- When binding negative study advice is issued to a student (i.e. BNSA in June, July or August leading to termination of enrolment on 31 August);
- By a decision of the Executive Board because of:
    - irrevocably confirmed serious fraud;
    - breach of the internal rules and disciplinary measures;

[7] A student who does not wish to be re-enrolled, should arrange this via Studielink (see the step-by-step plan for not re-enrolling). By doing this, the student avoids repeated notices, reminders etc.

  - serious nuisance caused in buildings and on grounds; see Article 7.57h of the Higher Education and Research Act;
  - an irrevocable decision by the Executive Board that a student has behaved or expressed themselves in a way that shows them to be unsuitable to perform one or more of the professions they are being educated for in the degree programme or that shows them to be unsuitable to prepare for practice of the profession; see Article 7.42a of the Higher Education and Research Act and the HAN Student Code of Conduct.
- Because of failure to pay tuition fees or final assessment fees. Termination of enrolment will take place effective the second month following the reminder unless a payment arrangement has been made with HAN to which the student adheres.

COMPLAINTS AND OBJECTIONS

If an applicant disagrees with a decision made based on these regulations, they may submit a written objection to the Disputes Advisory Committee through the Complaints and Disputes Office. The procedure and further information can be found at Complaints and objections (han.nl).

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