



2025-2026 Enrolment Regulations Leiden University of Applied Sciences

REGISTRATION AND ENROLMENT REGULATIONS
LEIDEN UNIVERSITY OF APPLIED SCIENCES



These regulations were adopted by the Executive Board on **18 November 2024**. The Student Council issued its advice on 12 November 2024.

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INTRODUCTION AND EXPLANATION

These are the *Registration and Enrolment Regulations of Leiden University of Applied Sciences*, better known as the: *Enrolment Regulations of Leiden University of Applied Sciences*. These regulations contain the most important rules regarding (re-)enrolment, disenrollment and payment of tuition and examination fees as a student or extraneous for formal education at Leiden University of Applied Sciences (hereinafter to be referred to as: "Leiden UAS"). The regulations are an elaboration of Chapter 7 of the Higher Education and Research Act [*WHW, Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*], the Regulations governing the Application and Admission to Higher Education [*Regeling registratie en toelating hoger onderwijs*] and Chapter 3 of the Leiden UAS Student's Charter, which contains the main rules for (re-)enrolment, disenrollment and tuition fees.

Leiden UAS is affiliated with Studielink, a foundation of all universities (of applied sciences), which works closely with the Education Executive Agency (DUO, *Dienst Uitvoering Onderwijs*). Via the Studielink website, a student submits an online request to (re-)enrolment for a study programme at a government-funded university (of applied sciences). Studielink ensures that the enrolment details of a (prospective) student are passed on to Leiden UAS. The student arranges the payment of the tuition fees by means of a digital (direct debit) authorisation via Studielink. DUO has access to Studielink. Leiden UAS remains ultimately responsible for the student's enrolment.

Chapter 7 of the WHW contains the legal requirements for enrolment for a study programme at a university of applied sciences. It also states that a university of applied sciences must itself establish additional procedural rules for the (re-)enrolment of students and extranei. Chapter 3 of the Leiden UAS Student's Charter states that the requirements for enrolment set by the WHW and by Leiden UAS are included in the Leiden UAS Registration and Enrolment Regulations.

If the regulations mention a date without a year, then, unless stated otherwise, the year referred to is always the year in which the academic year to which your enrolment relates starts. For example, if 1 May is mentioned and your enrolment starts on 1 September 2025, then it refers to 1 May 2025.

These **Registration and Enrolment Regulations of Leiden UAS** are adopted by the Executive Board, after the Student Council has advised on the regulations.

CHAPTER 1. GENERAL PROVISIONS

Article 1. Terms used in these regulations

In these regulations the following terms are used:

- a. registration:** a request for enrolment in a study programme of Leiden UAS;
- b. final examination:** the examination leading to an associate degree, bachelor's degree or master's degree;
- c. associate degree programme:** study programme as referred to in Section 7.3a, paragraph 2 under a of the WHW;
- d. bachelor's degree programme:** study programme as referred to in Section 7.3a, paragraph 2, under b, of the WHW;
- e. Proof of Tuition Fees Paid:** the document issued by a Dutch higher education institution pursuant to Section 7.48 of the WHW, showing that tuition fees have been paid for a study programme at a higher education institution (in practice often abbreviated as "BBC", *Bewijs Betaald Collegeld*);
- f. binding study recommendation (BSA, bindend studieadvies):** study recommendation, which is linked to a binding rejection as referred to in Section 7.8b, third paragraph, of the WHW for the study programme in question, or for the study programmes with which the study programme in question has a common propaedeutic year;
- g. BRON HO:** (Higher) Education Database (BRON HO, *Basisregister Onderwijs Hoger Onderwijs*), is a system of systems and processes in which the enrolments and diplomas of students in higher education are recorded by DUO;
- h. Executive Board:** board of the *Stichting Hogeschool Leiden* and the Leiden UAS university board;
- i. part-time study programme:** study programme that is designed in such a way that it takes into account the possibility that you may have work other than educational activities during the working week;
- j. dual study programme:** study programme that is organised in such a way that following education for one or more periods is alternated with professional practice related to that education. The study programme consists of an educational and a professional practice part, with the professional practice part being part of the study programme;
- k. DUO:** Education Executive Agency (DUO, *Dienst Uitvoering Onderwijs*);
- l. extraneus:** the person enrolled by a university of applied sciences as an 'extraneus' (external student) as referred to in Section 7.32 of the WHW for a study programme that is organised full-time or part-time. Enrolment as an extraneus is a special form of enrolment in which the person who is enrolled may only take (interim) examinations;
- m. formal education:** formal education is a study programme aimed at obtaining a government-recognised diploma. This is usually organised by a formal educational institution. This can be a funded or non-funded study programme. Usually the study programme is of longer duration (more than a year);
- n. fraud:** any act or omission by a student, of which they knew or should have known, that makes a correct assessment of their knowledge, understanding, and skills wholly or partially impossible. Also refer to Article 5.11 of the Education and Examination Regulations (OER, *Onderwijs- en Examenreglement*) part A.
- o. re-enrolment:** renewed enrolment for the same study programme, directly following the previous enrolment for that study programme;
- p. enrolment:** an enrolment for a study programme of Leiden UAS, as referred to in Section 7.32 WHW;
- q. institution tuition fees:** the tuition fees set by the Executive Board for any academic year for students who enrol in a study programme of Leiden UAS and who are not entitled to the statutory tuition fees on the basis of Section 7.45a paragraph 1 WHW.
- r. higher education institution:** an educational institution (generally a university (of applied sciences)) listed in Section 1.3 of the WHW.
- s. master's degree programme:** study programme as referred to in Section 7.3a, paragraph 2, sub c of the WHW;
- t. OER:** Education and Examination Regulations (OER, *Onderwijs- en Examenreglement*)
- u. programme manager:** head of one or more study programmes within a faculty of Leiden UAS;
- v. study programme:** study programme as referred to in Section 7.3 of the WHW;
- w. force majeure:** a shortcoming of the student that cannot be attributed to them as set out in Article 18, paragraph 2, of these regulations;

- x. propaedeutic examination:** the propaedeutic examination associated with the propaedeutic phase of a study programme as referred to in Section 7.8, third paragraph, of the WHW;
- y. study choice activity(-ies):** activities as referred to in Section 7.31b of the WHW, which are carried out by the student on the instructions of the study programme in order to obtain a study choice advice;
- z. study choice advice:** the advice that the programme manager gives to every student who has registered for and participated in the study choice activities;
- aa. study choice check:** study choice activity resulting in a study choice advice, as referred to in Section 7.31b of the WHW. Information about the study choice check can be found at www.hsleiden.nl;
- bb. student:** the person who is enrolled as a student as referred to in Section 7.32 of the WHW at Leiden UAS; in these regulations the person who wants to enrol as a student is also referred to as a student;
- cc. academic year:** the period beginning on 1 September and ending on 31 August of the following year;
- dd. study plan:** a plan that the student draws up together with a counsellor, such as a student counsellor and/or study coach, to ensure that the entire study, or certain parts of the study, are completed within an agreed time;
- ee. nonpayment:** failure to meet the payment obligation arising from enrolment as described in Chapter 3 of these regulations;
- ff. statutory tuition fees:** the tuition fees as referred to in Sections 7.43 and 7.45 of the WHW, which a student must pay once for each academic year in which they are registered by the university board for one (or simultaneously for several) study programme(s), as referred to in these regulations;
- gg. Studielink:** the web application for enrolment at Dutch universities (of applied sciences) (www.studielink.nl);
- hh. interim enrolment:** re-enrolment of a student who reported to Leiden UAS on or after 1 September, or during the February-intake on or after 1 February, with a request for re-enrolment for the current academic year, or a student who has submitted a request for re-enrolment to Studielink in a timely manner, but has not met the requirements of these regulations by 31 August or 31 January (for February-intake), as a result of which the request for re-enrolment has been rejected. Interim enrolment is only possible under the requirements stated in Article 19 of these regulations;
- ii. full-time study programme:** study programme that is designed without taking into account the performance of activities other than educational activities;
- jj. working days:** Monday to Friday, with the exception of national holidays and roster-free days;
- kk. WHW:** Higher Education and Research Act (WHW, *Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- ll. WSF2000:** Student Finance Act 2000 (WSF 2000, *Wet op de studiefinanciering 2000*).

Article 2. Scope

1. These regulations contain the requirements from legislation and regulations that apply to an enrolment for a study programme at Leiden UAS. These requirements are based on or taken from Chapter 7, title 2 and title 3 of the WHW, the Regulations governing the Application and Admission to Higher Education and Chapter 3 of the Student's Charter.
2. In addition, these regulations contain a number of procedural rules that only apply to enrolment for a formal study programme, such as an associate degree, bachelor's or master's degree programme, at Leiden UAS.
3. If you follow a non-funded study programme to which the WHW applies, the provisions of these regulations also apply to you, unless the nature of the provision opposes this.

Article 3. Source regulations and information

1. Leiden UAS ensures that these regulations are available on the Leiden UAS website no later than 1 April prior to the academic year (<https://www.hsleiden.nl/en/exchange/enrolment>).
2. On the Leiden UAS website you can also find other useful information on topics such as: registration, matching, admission, enrolment, deregistration and tuition fees. For more information, check out <https://www.hsleiden.nl/en/exchange/enrolment> and the specific page of the study programme you wish to apply for.

Article 4. General requirements

- 1.** If you want to use the educational, examination and/or other facilities of Leiden UAS, you are required to enrol as a student.
- 2.** If you only want to use the examination facilities of a study programme, you are required to enrol as an extraneus. If you are enrolled as an extraneus, you are not allowed to participate in education, nor to use the other facilities of Leiden UAS except for taking tests and (interim) examinations.
- 3.** If you want to follow a dual study programme, it is only possible to enrol as a student.

Article 5. Division of authorities within Leiden UAS

- 1.** Unless these regulations explicitly designate another person or body to make a decision, the Director of Education, Research & Student Affairs shall decide on behalf of the Executive Board on requests for enrolment and disenrollment and the payment of tuition fees.
- 2.** The Director of Education, Research & Student Affairs may appoint the Student Enrolment Manager to decide on requests for enrolment and disenrollment of students, unless otherwise provided in these regulations for a specific situation.

CHAPTER 2. ENROLMENT

Paragraph 1. Requirements for enrolment

Article 6. Requirements for enrolment

After a request for enrolment for a study programme at Leiden UAS, you will only be enrolled if you meet the following requirements:

- a. the entry requirements or admission requirements; and
- b. the administrative, procedural and financial requirements set out in these regulations.

Your enrolment may be denied if one of the situations described in paragraph 4 of this Chapter applies.

Paragraph 2 Entry requirements and admission requirements

Article 7. Entry requirements and admission requirements

1. You are eligible for a master's, bachelor's, or an associate degree study programme at Leiden UAS if you meet the entry requirements no later than 31 August (start study programme 1 September) or no later than 31 January (start study programme 1 February). The entry requirements are elaborated in these regulations and are based on Chapter 7 of the WHW.
2. If you are unable to meet the entry requirements in time (refer to paragraph 1 of this Article), you can request deferment at the Student Enrolment Department. You may be granted deferment until 25 September. A request for deferment must be submitted no later than 31 August (study programme starts 1 September) or 31 January (study programme starts 1 February). Deferment may be granted if you can provide a statement from your current educational institution, stating that you meet the entry requirements no later than 25 September. You will not be enrolled until it has been determined that you meet the entry requirements. The Student Enrolment Manager decides whether you will be granted deferment.
3. The OER of the study programme you wish to follow describes which diplomas from senior secondary vocational education (*mbo, middelbaar beroepsonderwijs*), senior general secondary education (*havo, hoger algemeen voortgezet onderwijs*) or preuniversity education (*vwo, voorbereidend wetenschappelijk onderwijs*) give access to the bachelor's degree programme.
4. Admission to the first year of the following full-time bachelor's degree programmes is based on a limited enrolment (decentralised selection procedure) (refer to Section 7.53 and Section 7.56 of the WHW):
 - Physiotherapy; and
 - Applied Psychology.

The allocation of available spots for a study programme takes place on the basis of the Regulations governing the Application and Admission to Higher Education, and the Selection and Placement procedure of the study programme in question. The option of (weighted) drawing lots is not used.

5. You are eligible for a master's degree programme at Leiden UAS if you meet the admission requirements (refer to Chapter 7, title 2, paragraph 2 WHW).
6. The OER of the master's degree programme you wish to follow describes which certificates give access to the master's degree programme.
7. Additional, special or supplementary entry requirements or admission requirements may apply to certain study programmes. These requirements can be found in the OER of the study programme, the Regulations registration and admission for higher education and the WHW.
8. For the primary school teacher-training study programme (Pabo), you can be enrolled once if you do not yet meet the additional special entry requirements (Section 7.25a, paragraph 2 and Section 7.37, paragraph 1 WHW). You do have to meet the following requirements:
 - a. You have not previously been enrolled in the study programme based on the exception in this article (the '*experiment special additional entry requirements primary school teacher-training study programme*'); and
 - b. You have taken the admission tests for the study programme at least once.¹Once you are enrolled under this article, you must still meet the special additional entry requirements during the first year of enrolment in order to continue your studies.
9. The OER of the study programme you wish to follow states which alternative requirements you must meet in order to be admitted if you cannot meet the (additional, special, or additional) entry requirements or admission requirements. There may be different deadlines for the final date of registration via Studielink for the study programme, and the final date to meet (all) other enrolment requirements, if you want to make use of this exception.

¹ For more information, refer to www.goedvoorbereidnaardepabo.nl.

10. The OERs of the study programmes of Leiden UAS can be found at www.hsleiden.nl/over-ons/organisatie/onderwijs-en-examenregeling.

Paragraph 3 Administrative and procedural requirements for enrolment

Article 8. Enrolment general

1. You can enrol for a study programme at Leiden UAS if you can demonstrate that you meet one of the following requirements:
 - a. you have Dutch nationality or are treated as a Dutch citizen on the basis of a legal provision; or
 - b. you do not fall under sub a of this section but you meet the requirements set out in Section 7.32, section 5, opening sentences and under b to e, of the WHW.If you are a minor or legally incompetent, your parents, guardians or carers must demonstrate the above.
2. Your enrolment will be terminated immediately if, after enrolment, it appears that you do not meet the requirements of the first paragraph for whatever reason (Section 7.32, paragraph 6 WHW).
3. You may only be enrolled as an extraneus if, in the opinion of the Executive Board, this is possible in light of the manner in which the education of the chosen study programme is provided, and the importance of that education is not harmed.
4. Enrolment from 1 September or 1 February is not possible if you:
 - a. Have not registered for a study programme via Studielink (Article 9 of these regulations); or
 - b. Have not complied with Article 10 or 16 of these regulations; or
 - c. Have not re-enrolled via Studielink (Article 13 of these regulations).

Article 9. Request for initial enrolment

1. The request for initial enrolment takes place by registering via Studielink.
2. An enrolment is valid for the entire academic year. If you enrol during the academic year, the enrolment is valid for the remaining part of the academic year.
3. When requesting enrolment you must:
 - a. complete all requested information regarding personal details, previous education and payment method carefully and truthfully;
 - b. provide all other documents requested by Leiden UAS that are necessary for enrolment.

Article 10. Important dates and deadlines upon initial enrolment

1. The request for enrolment for the first year of a full-time bachelor's degree programme or full-time associate degree programme must be submitted via Studielink. It is important that you do this on time. You must also take into account the additional enrolment requirements (including deviating terms) for the first year (Article 11 of these regulations).
2. The request for enrolment for the first year of a master's degree programme, a dual bachelor's degree programme, a part-time bachelor's degree programme or a part-time associate degree programme must be submitted via Studielink. The request must be submitted no later than the application deadline applicable to the study programme. This deadline is always before the start of the academic year. The application deadlines can be found on the page of the study programme, on the website www.hsleiden.nl.
3. The study programmes for which a decentralised selection has been set up have different or additional rules regarding enrolment. The final registration date for these study programmes is 15 January. More information on this subject can be found on Studielink, the website of the relevant study programme (via www.hsleiden.nl), and in Article 15 of these regulations.
4. For a number of study programmes of Leiden UAS it is also possible to submit a request for enrolment via Studielink as of 1 February. The study programmes in question can be found on the website www.hsleiden.nl. The final date by which the request for enrolment must be submitted to Studielink is also stated on the website of the study programme.
5. If you request enrolment as of 1 September, the requirement applies that it has been determined by 31 August at the latest that you have met all the requirements from Article 6. Different terms apply for the individual enrolment requirements. These terms can be found at www.hsleiden.nl. You are responsible for submitting all necessary (supporting) documents on time. These supporting documents are needed to determine whether you meet the enrolment requirements.
6. If you request to be enrolled as of 1 February, the requirement applies that it can be determined no later than 31 January that you meet all the requirements of Article 6. Different deadlines apply for the

individual enrolment requirements. These deadlines can be found on www.hsleiden.nl. You are responsible for submitting all necessary (supporting) documents on time. These supporting documents are needed to determine whether you meet the enrolment requirements. The study programmes for which the possibility of enrolment as of 1 February is possible can be found on www.hsleiden.nl.

7. Other deadlines than those mentioned in paragraphs 5 and 6 of this Article may apply if you want to attempt to be admitted by taking a 21+ entrance examination (colloquium doctum). The deadlines are listed in the table 'Components 21+ entrance examination' on the website <https://www.hsleiden.nl/en/exchange/admission>.
8. If you are unable to meet the obligation(s) for the dates mentioned in paragraphs 5 and 6 due to force majeure, you can request deferment from the Student Enrolment Manager. Article 18 of these regulations describes the requirements you must meet to be granted deferment due to force majeure.
9. If you have a diploma obtained abroad and you want to enrol for a study programme, you will find additional requirements that you must meet in Article 16 of these regulations.
10. More information about the study programme can be found on the study programme website via www.hsleiden.nl.

Article 11. Additional enrolment requirements for first year enrolment

1. An application for enrolment for the first year of a full-time bachelor's degree programme or full-time associate degree programme that is submitted before or no later than 1 May preceding the upcoming academic year at Leiden UAS entitles you, if you meet the other requirements of these Enrolment Regulations, to admission to the first year of a bachelor's or associate degree programme.
2. The Executive Board may decide to extend the enrolment period for the upcoming academic year beyond 1 May preceding the academic year. The enrolment period may not be extended beyond 31 August preceding the academic year.
3. If you have submitted a request for enrolment for the first year of a full-time bachelor's degree programme or full-time associate degree programme before 1 May, you retain the right to be admitted if you change study programmes after your registration. You can change study programmes and apply for the first year of another full-time bachelor's degree programme until 31 August at the latest.
4. When requesting enrolment for the first year of a full-time bachelor's degree programme or full-time associate degree programme, you do not lose the right to be admitted if you have applied to another Dutch higher education institution by 1 May at the latest, but change your preference by 31 August at the latest and apply for the first year of a bachelor's or associate degree programme at Leiden UAS.

Article 12. Study choice activities

1. If you have registered for the upcoming academic year on 1 May, you are entitled to a study choice activity and a study choice advice. You can at least orient yourself on your study via a Study Choice Check offered by the study programme.
2. Following the Study Choice Check, the programme manager provides study choice advice.
3. For some study programmes the Study Choice Check is mandatory. Not participating, or not fully participating, in the Study Choice Check for those study programmes can lead to a refusal of your request for enrolment. This means that you are not allowed to start the study programme.
4. The Study Choice Check that a study programme offers and the necessary information about the rights and obligations that come with it, can be found on the website of the study programme at www.hsleiden.nl. Consult the website of your study programme to see what requirements are attached to the registration and enrolment for the study programme.

Article 13. Re-enrolment procedure

1. A request for re-enrolment can be submitted by means of a registration via Studielink.
2. Re-enrolment applies for the entire academic year.
3. A request for re-enrolment must be submitted no later than 31 August. In addition, it must also be determined no later than 31 August that you have met all the requirements of Article 6.
4. You are responsible for submitting the necessary supporting documents in a timely manner to determine that you meet the enrolment requirements.

Article 14. Binding study recommendation and enrolment obligations

- 1.** If you have received a negative binding study recommendation (BSA, *bindend studieadvies*), it is possible to register for another bachelor's degree programme after the registration deadline for the propaedeutic phase. The registration deadlines in Articles 9,10 and 11 of these regulations do not apply.
For this, you must meet all of the following requirements:
 - a. You have submitted your registration for the new bachelor's degree programme between 1 May and 31 August;
 - b. For this, you must meet all of the following requirements:
You can provide proof that you have received a BSA for the study programme you were previously enrolled in;
 - c. You can demonstrate that you received the BSA at such a time that you could not register before the registration deadline.
- 2.** In part c of the previous paragraph, "demonstrate" means that you submit a written request by email. With this request, you add written proof that shows that your previous enrolment has been terminated on the basis of a BSA, such as the email stating that you will receive a BSA. You must submit the request to the Student Enrolment Department no later than 15 September.
- 3.** If you are unable to meet the obligations under paragraph 2 of this Article due to force majeure, you can request deferment from the Student Enrolment Manager. Article 18 of these regulations describes what is meant by force majeure.
- 4.** When registering under this Article, you may be required to participate in a mandatory Study Choice Check (Article 12) before being admitted to the study programme.

Article 15. Additional enrolment requirements for the first year of a study programme with an enrolment restriction

- 1.** If you wish to enrol for the first year of a study programme with an enrolment restriction, you must submit your enrolment request earlier than for other study programmes, namely no later than 15 January.
- 2.** For each study programme with an enrolment restriction, you can participate in the selection for this programme a maximum of three times.
- 3.** The study programmes for which an enrolment restriction applies are:
 - a. Applied Psychology; and
 - b. Physiotherapy.
- 4.** The selection procedure will be completed by 14 April at the latest.
- 5.** You will receive a message via Studielink around 15 April about the outcome of the selection for the study programme or study programmes in which you participated in the selection. You will receive a ranking number, and if this ranking number falls within the capacity of the study programme, you will also be offered a spot.
- 6.** Once you are offered a spot, you must accept it within two weeks of receipt in the prescribed manner if you wish to follow the study programme. If you do not accept the spot within two weeks, it will automatically expire.
- 7.** By 14 April at the latest, it must be determined that you meet the identity requirements and, if applicable, whether you will have a valid residence permit at the start of the study programme. If your request for enrolment does not meet these enrolment requirements, your enrolment will be rejected on or around 15 April.
- 8.** By 31 July at the latest it must be determined whether you meet the (additional) entry requirements. If your request for enrolment does not meet this (these) requirement(s), your enrolment will be rejected on 1 August.
- 9.** If you are not yet able to meet the above obligation(s), you can request deferment from the Student Enrolment Manager. This request for deferment will in principle be granted by the Student Enrolment Manager. If the request is granted, the Student Enrolment Manager will grant deferment until 31 August at the latest (in the manner described in Article 10 of these regulations).
- 10.** Additional information about the admission procedures can be found at www.hsleiden.nl.

Article 16 Additional enrolment requirements for first-year students with a foreign prior education and/or a non-EU/EEA nationality

- 1.** If you have a non-Dutch diploma but are legally resident in the Netherlands and you wish to enrol for a study programme, you must submit the following documents to the Student Enrolment Department no later than 31 May:

- a. a copy of your passport or proof of ID, if verification of identity via Studielink is not possible;
 - b. a valid residence permit if you do not have a nationality from an EU/EEA country or Switzerland;
 - c. a copy of your diploma and transcript. In addition, you must provide the admission decision and a certified copy of the diploma and transcript by 31 August or show the original diploma or certificate including the accompanying transcript to the Student Enrolment Department;
 - d. a recognised translation of the diploma and transcript in Dutch, German, French or English;
 - e. proof that the language requirement of the study programme has been met. In the OER of the study programme you can find what the language requirement is and how you can demonstrate that you have sufficient command of the language.
2. If you are unable to meet the language requirement by 31 May, you can request deferment from the Student Enrolment Manager. You will only be granted deferment under the condition that you demonstrate by 31 July that you are enrolled in, and can participate in, an examination that will take place by 31 August at the latest, in order to demonstrate that you meet the language requirement.
 3. The examination board of the study programme you wish to follow decides on your admission to the study programme. The Student Enrolment Department will inform you of the examination board's decision no later than six weeks after receipt of all required documents and information.
 4. If you live outside the Netherlands, you must submit an extract from the population register or a similar register.
 5. For enrolment in a study programme at Leiden UAS you need a residence permit with its purpose of residence being to study if:
 - a. You are a resident of a country outside the European Union/EEA or Switzerland; and
 - b. You do not have a valid residence permit for residence in the Netherlands.
 The Student Enrolment Department handles the application procedure for a Residence Permit with the Immigration and Naturalisation Service (IND, *Immigratie- en Naturalisatiedienst*), under the condition that all the above-mentioned documents have been submitted by you by 15 May at the latest. In addition, the examination board must have determined that you are admissible by 15 June at the latest. A residence permit for studying can only be applied for, for a full-time study programme.
 6. To qualify for a residence permit for study, you must also demonstrate that you have enough money to live and study in the Netherlands. This is called the study standard (refer to www.ind.nl/nl/inkomenseisen-studie). Leiden UAS is a recognised sponsor for the purpose of residence being to study, and may take care of the application for a residence permit for study, provided that it has been determined that the requirements of the study standard have been met, because you, no later than 15 June:
 - a. have paid the deposit (12 x the study standard as determined annually in January and June by the IND); and
 - b. have paid the tuition fees due to Leiden UAS.
 7. In order to retain your residence permit (the student visa) during your studies, you must annually provide proof of income to demonstrate that you meet the study standard. In addition, you must obtain at least half of the maximum number of credits that can be obtained for that academic year in each academic year. Leiden UAS checks this annually and informs the IND whether you meet this requirement. The IND can decide to withdraw your residence permit if your study results are insufficient.

Article 17. First or repeated enrolment for post-propaedeutic phase study programme

1. If you want to re-enrol as a senior student after obtaining your propaedeutic certificate at Leiden UAS (post-propaedeutic phase), you register via Studielink. This also applies if you want to re-enrol after an interruption in your studies. This provision does not apply if you are a re-enroller. You are a re-enroller if you have previously enrolled for the post-propaedeutic phase, and you therefore enrol for the continuation of your study programme in the following academic year (refer to Article 13 of these regulations).
2. You can also apply for a post-propaedeutic phase of a study programme at Leiden UAS, if you have obtained the propaedeutic certificate at another institution. You must then demonstrate by 31 August at the latest that you have a propaedeutic certificate of that study programme, a propaedeutic certificate of another study programme that has the same propaedeutic examination as the study programme or a relevant final examination of a hbo- or wo-study programme. In addition, you must submit all other supporting documents so that it can be determined that you meet the enrolment requirements from these regulations, any (special) additional entry requirements and any additional requirements that apply to the study programme. The examination board of the study programme decides whether the certificate meets the entry requirements and any additional requirements set by the study programme.

3. If you want to enrol for the post-propaedeutic phase of the study programme Applied Psychology or Physiotherapy, you must meet the following requirements:
 - a. You were not previously enrolled in the propaedeutic phase of these study programmes at Leiden UAS; or
 - b. You were previously enrolled in the propaedeutic phase of these study programmes at Leiden UAS, but have not started the post-propaedeutic phase consecutively.

In these cases you will only be accepted under certain requirements. This has to do with the available educational capacity. This is also the reason that the propaedeutic phase of this study programme has a decentralised selection/enrolment restriction.

The intake for the post-propaedeutic phase is capped at:

 - a. 12 students for the Applied Psychology study programme; and
 - b. 10 students for the Physiotherapy study programme.

Further information about the requirements for admission to the post-propaedeutic phase of these study programmes can be found on the study programme website via www.hsleiden.nl.
4. When you submit a request for enrolment for the post-propaedeutic phase based on this Article, it must be determined by 31 August at the latest that you meet all requirements. These are the requirements from paragraph 2 of this Article and Article 6 of these regulations. You are responsible for submitting the necessary (supporting) documents on time, in order for us to determine that you meet the enrolment requirements.
5. If you are unable to meet the obligations under paragraphs 2 and 4 of this Article due to force majeure, you can request deferment from the Student Enrolment Manager. In Article 18 you can find what Leiden UAS considers force majeure and which requirements you must meet.
6. More information about the study programme can be found on the study programme website via www.hsleiden.nl.

Article 18. Force majeure

1. If you wish to (re)enrol in a study programme, but due to force majeure you cannot reasonably meet the requirements or cannot meet them on time, it is possible in some cases that you can still be enrolled, as an exception.
2. Leiden UAS considers the following situations, among others, to fall under force majeure:
 - a. you have been (seriously) ill or had an accident;
 - b. you have a physical, sensory or other functional disorder;
 - c. you are (have been) pregnant;
 - d. you have had to deal with special family circumstances;
 - e. you have had to deal with other serious circumstances that, in the opinion of the Student Enrolment Manager, constitute force majeure.
3. You can only invoke force majeure and the exceptions in this Article if:
 - a. You report the force majeure to the Student Enrolment Manager within two weeks of the event; or
 - b. You report the force majeure to the Student Enrolment Manager as soon as could reasonably be expected of you, given the type of force majeure.
4. The Student Enrolment Manager will decide within a deadline of four weeks after receipt of the request, whether your appeal to force majeure will be accepted. In this, the Student Enrolment Manager will involve, if necessary, Student Support and the programme manager.
5. If the appeal to force majeure is accepted by the Student Enrolment Manager, you will still be (re)enrolled for the study programme.

Article 19. Interim enrolment procedure

1. Interim enrolment is only allowed if you have been enrolled in at least one of the two previous academic years and one or more of the following applies:
 - a. You are able to demonstrate that you were unable to continue the study programme as of 1 September due to one of the following reasons:
 - i. you have been (seriously) ill or had an accident;
 - ii. you have a physical, sensory or other functional disorder;
 - iii. you are (have been) pregnant;
 - iv. you have had to deal with special family circumstances.
 - b. You have been confronted with circumstances that are not your fault, and are not your responsibility by law or for any other reason, but which result in you being disproportionately disadvantaged or affected if you are not enrolled;
 - c. Because the educational units that you still have to complete could not be completed in the first

- period(s) and you can demonstrate that you can successfully complete your propaedeutic phase or final examination of the study programme in the same academic year;
- d. the interim enrolment is the outcome of an objection or appeal procedure initiated by you;
 - e. You have been disenrolled on the grounds of nonpayment, and there is no longer an outstanding payment obligation (invoice) with Leiden UAS for that previous enrolment; or
 - f. You can demonstrate that you have unintentionally failed to meet the administrative obligations under Article 13 of these regulations in time.
2. An interim or re-enrolment with effect from 1 October, 1 November or 1 December on the basis of the first paragraph, under f, of this Article will in principle only be permitted once during your study career at Leiden UAS.
 3. In order to be enrolled in the interim, you must submit a motivated request for interim enrolment to the Student Enrolment Department. With this request, you must submit an authorisation for payment of tuition fees and a study plan. The Student Enrolment Department will ask the programme manager for a motivated advice on whether your interim enrolment fits into the educational programme.
 - a. If there is a request for interim enrolment on the basis of the first paragraph, under c, the programme manager will substantiate whether you can indeed complete the propaedeutic or final examination in the same academic year.
 - b. In the event of a request under the first paragraph, part a, the Student Enrolment Department will request advice from the student counsellor (Student Support). Student Support must be provided with proof of the cause/circumstance.
 4. The Student Enrolment Manager will decide on the request for interim enrolment within four weeks.
 5. With each interim enrolment, it applies that this is in principle carried out on the first of the month in which the Student Enrolment Manager has taken the decision for interim enrolment. This does not apply if the advice of the programme manager shows that enrolment in the educational programme only fits at another time, or if you yourself have requested a later month of enrolment. In that case, the enrolment will take place from that (other) moment. That other moment can never be earlier than the first of the month in which you requested interim enrolment.
 6. If the decision for interim enrolment was taken in the month of October, section 5 does not apply. In that case, the enrolment will be carried out as of 1 November.

Article 20. Changing study programme or type of study programme within Leiden UAS

1. During your study programme you can submit a request for enrolment to follow another study programme, or type of study programme, within Leiden UAS. Such a request must be submitted to the Student Enrolment Department.
2. You cannot request to switch to the study programmes Applied Psychology or Physiotherapy. In addition, you cannot, in principle, request study programmes for which mandatory participation in the Study Choice Check is a requirement for enrolment. In consultation with the programme manager, an exception can be made for study programmes with a mandatory Study Choice Check.
3. Before the Student Enrolment Manager decides on a request to change study programme or type of study programme, the programme manager will be asked whether, and in what way, you can be integrated in the education programme if you are allocated.

Paragraph 4 Refusal of enrolment

Article 21. Refusal of enrolment after binding study recommendation (BSA)

If you have received a negative binding study recommendation (Section 7.8b, paragraph 3 WHW), then:

- a. Your enrolment in the study programme will be terminated, effective the first month after the decision on a binding study recommendation (Section 7.42, paragraph 3 WHW);
- b. It is not possible to re-enrol, or re-register, for the same study programme. The term “same study programme” refers to all types of study programmes (full-time, part-time and/or dual). This also applies to the study programme(s) with which the study programme you were enrolled shares a common propaedeutic year. An exception to this provision can be made if you request to be enrolled in the study programme at a later date. In addition, you must demonstrate with the permission of the Executive Board that you are capable of successfully completing the study programme. In the OER of the study programme, more information about the binding study recommendation can be found. You are responsible for reporting changes to DUO that affect your (right to) student finance and public transport travel product.

Article 22. Refusal of enrolment due to proven unsuitability (iudicium abeundi)

- 1.** The Executive Board may, in special cases and after careful consideration of the interests involved, decide to refuse your (re)enrolment or to terminate it with effect from the following month. This is possible if your conduct or statements show that you are unsuitable for the practice of one or more professions for which the study programme you are enrolled in trains you, or for the practical preparation for the practice of the profession.
- 2.** “Special cases” as referred to in paragraph 1 include, but are not limited to, students who have been irrevocably convicted of a criminal offence and that conviction is directly related to the education or the profession for which the study programme education trains. “Special cases” may (also) refer to (sexual) intimidation, aggression, violence or general dysfunction.
- 3.** If you are a student at another institution and your enrolment at that other institution has been refused due to proven unsuitability, Leiden UAS may refuse your enrolment if you apply for the same or a related study programme at Leiden UAS.
- 4.** If your (re)enrolment has been refused on the basis of this Article, and you are enrolled in another study programme and are following courses in a specialisation that corresponds to, or is related in terms of practical preparation for professional practice to, the study programme for which you were rejected, you may be denied the right to follow courses and take interim examinations in that specialisation or other parts of that study programme.
- 5.** The procedure that the Executive Board follows in the context of this Article can be found in the Leiden UAS Student's Charter.

Article 23. Refusal of enrolment due to outstanding payment obligations

- 1.** Your request for (re)enrolment will be rejected if there are any outstanding payment obligations to Leiden UAS from a previous enrolment.
- 2.** Once you have fulfilled a payment obligation under Article 37 of these regulations, that payment obligation does not fall under the term “outstanding payment obligation” in the previous paragraph.
- 3.** In the event that a payment arrangement has been made with you, you are responsible for ensuring that you have paid the entire outstanding payment obligation to Leiden UAS at the end of an academic year.

Paragraph 5 Financial requirements

Article 24. Financial requirements

You will not be enrolled until your request for enrolment according to these regulations has been completed (refer to Article 6 to 10 of these regulations in particular). In addition, you must have provided proof that the tuition fees due will be paid (refer to Article 33 of these regulations).

Paragraph 6 Enrolment consequences

Article 25. Proof of enrolment and study identity card

- 1.** Once you are enrolled, a digital proof of enrolment will be made available by the Executive Board. With the proof of enrolment, the Student's Charter and the OER (Leiden UAS-wide and programme-specific part) apply to you, and your relationship with Leiden UAS.
- 2.** After meeting the requirements of Article 24 of these regulations, you will be issued a study identity card.

CHAPTER 3. TUITION AND EXAMINATION FEES

Article 26. General provision tuition fees

1. For each academic year that you (re)enrol for a study programme at Leiden UAS, you are required to pay statutory or institutional tuition fees (Sections 7.45, 7.45a and 7.46 WHW).
2. As an extraneus, you owe examination fees to Leiden UAS for each academic year that you enrol for a study programme.

Article 27. Statutory tuition fees

1. When you enrol for a full-time study programme you must pay the statutory tuition fees if you meet the requirements (Section 7.45a of the WHW). This means that you:
 - a. according to BRON HO since 1 September 1991 for an enrolment to a bachelor's degree programme, you have not previously obtained a bachelor's degree. In the case of an enrolment to a master's degree programme, you have not previously obtained a master's degree; and
 - b. belong to one of the groups of persons as referred to in Article 2.2. of the WSF2000, or have Surinamese nationality.
2. Under certain requirements it is possible that you owe statutory tuition fees if you are pursuing a second study programme in education or healthcare, and have not previously been enrolled in a study programme in one of those areas. In addition, there are other exceptions, such as simultaneously followed study programmes. The precise exceptions and requirements of these Articles are elaborated in Sections 2.3, 2.3a and 2.3b of the Implementation Decree WHW 2008.
3. If you meet the requirements mentioned in paragraph 1 or paragraph 1, sub b and paragraph 2 of this Article and you are enrolled in a part-time or dual study programme, the Executive Board will determine which part of the statutory tuition fees you have to pay. The minimum is set by the government in a general administrative measure, the maximum is the amount of the full statutory tuition fees.
4. If you follow more than one study programme (refer to section 2) and successfully complete the study programme for which you are first enrolled, you must pay the statutory tuition fees for the remaining part of the academic year for the second study. The amount to be paid in that case is calculated in proportion to the number of months remaining in that academic year.
5. The following are considered equivalent to a bachelor's degree and a master's degree as referred to in paragraph 1:
 - a. based on Section 7.20 WHW titles obtained such as LL.M, Drs, Ir, Bc, Ing; and
 - b. students or certificates to which legislation from or before calendar year 2002 still applies on the basis of Section 7.45a, seventh and eighth paragraph, WHW.
6. If you are in the procedure to obtain a Dutch residence permit, you must pay institution tuition fees.
7. If you only meet the requirements of the first paragraph during the academic year, you must pay institution tuition fees at the start of the academic year.

Article 28. Institution tuition fees

1. If you do not meet the requirements for the statutory tuition fees (Article 27 of these regulations), you are obliged to pay the institution tuition fees. These are higher tuition fees, the amount of which is not determined by the government but by the Executive Board.
2. The Executive Board may determine a different amount of institution tuition fees per study programme, group of study programmes or per group of students. The amounts can be found in Article 29 of these regulations.
3. If during your academic year you still meet the requirements for paying the statutory tuition fees (refer to Article 27 of these regulations) then:
 - a. if you submit a request to that effect, you will owe the statutory tuition fees for the remaining part of your academic year instead of the institution tuition fees; and
 - b. the Executive Board will refund the institution tuition fees paid by you for the remaining period of the academic year, if you have paid the institution tuition fees in advance. This is per whole month that you are still enrolled.

Article 29. Amount of the tuition fees

1. For the 2025-2026 academic year, the following rates have been set for students who are liable to pay statutory tuition fees:
 - a. full-time study programme € 2,601
 - b. part-time study programme € 2,601
 - c. dual study programme € 2,601

2. For the 2025-2026 academic year, the following rates have been set for students liable for institution tuition fees:
 - a. full-time study programme € 9,233
 - b. part-time study programme € 6,456
 - c. dual study programme € 6,456

Article 30. Amount of the examination fees

For the 2025-2026 academic year, the examination fees for enrolment as extraneus have been set at:

- a. full-time study programme € 2,601
- b. part-time study programme € 2,601

Article 31. Other contributions

For certain study programmes, a contribution may be requested at your enrolment towards the costs related to the education for the study programme to be followed. This contribution can be requested by the Executive Board, at the request of the faculty director. The contribution can only be requested for study programmes for which additional requirements may be set (refer to additional requirements Sections 7.26 and 7.26a of the WHW).

Article 32. Reduction and exemption from tuition or examination fees

1. If you are already enrolled in a study programme at another higher education institution, or if you are enrolled in another study programme at Leiden UAS and you wish to participate in a second enrolment at Leiden UAS, you will not be required to pay the statutory tuition fees again for the second enrolment. Unless the amount paid or payable for the first enrolment is lower than the statutory tuition fees; in that case you will have to pay the difference between that amount and the statutory tuition fees.
2. You are responsible for providing Proof of Tuition Fees Paid in order to qualify for the exemption from paying statutory tuition fees again.
 - a. You must submit Proof of Tuition Fees Paid before 31 August (start study programme 1 September) or before 31 January (start study programme 1 February). In addition, the Proof of Tuition Fees Paid must be submitted according to the provisions of Article 33.
 - b. If you submit the Proof of Tuition Fees Paid after 31 August and Leiden UAS has incurred costs for collecting tuition fees, those collection costs will be recovered from you.
 - c. Proof of Tuition Fees Paid submitted to Leiden UAS must be the original copy or a digital version provided directly via Studielink by the home institution. Copies are not considered Proof of Tuition Fees Paid and will therefore be refused.
3. If you have to pay tuition or course fees from public funded education, you can either instead or in addition, enrol in Leiden UAS in the same academic year. As soon as you have to pay Leiden UAS statutory tuition fees in that case, the difference between your paid contribution and the tuition fees you have to pay Leiden UAS will be settled. The difference between those two amounts is what you have to pay. As soon as the tuition fees you have to pay are lower than the amount you have already paid, you are exempted from paying tuition fees.
4. You only have to pay a portion of the tuition fees you have to pay, if you enrol during the current academic year. In that case, the amount to be paid is calculated based on the number of remaining whole months of the academic year.
5. Reduction or exemption of tuition fees on grounds other than those mentioned in the previous paragraphs is not permitted under Section 7.48 paragraph 5 WHW.

Article 33. Payment tuition fees

1. The tuition fees are paid by providing:
 - a. a digital (direct debit) authorisation for the entire amount in one go;
 - b. a digital (direct debit) authorisation for payment in nine instalments for an enrolment as of 1 September or four instalments for an enrolment as of 1 February;
 - c. Proof of Tuition Fees Paid if there is a second enrolment; or
 - d. an invoice provided by Leiden UAS to an employer and a guarantee statement by the employer. With a guarantee statement, you and the guarantor (your employer) declare that after receipt of the invoice and within the payment term stated on this invoice, the tuition fees will be paid.
2. The tuition fees must be paid by or on behalf of you, as a student. If payment is made by a third party on behalf of the student, this third party will confirm the digital (direct debit) authorisation at your request.
3. If tuition fees are paid by a third party, it remains your own responsibility to ensure that Leiden UAS receives the tuition fees for the academic year on time.

4. When paying tuition fees through Proof of Tuition Fees Paid, it is your own responsibility to submit the Proof of Tuition Fees Paid before 31 August (study programme starts 1 September) or before 31 January (study programme starts 1 February).
5. Payment or compensation of the student's tuition fees by Leiden UAS from the government grant is not permitted, with the exception of payments from the Leiden UAS Profiling Fund (Section 7.51 WHW).

Article 34. Administrative costs

1. When paying tuition fees in one go, no administration costs are charged.
2. The administration costs for spread payment in nine instalments amount to € 24 per academic year. The administration costs are charged with the first payment instalment.

Article 35. Collection dates

1. If you have chosen to pay the tuition fees in nine (9) instalments by issuing an authorisation, the tuition fees will be debited in the months: September, October, November, December, January, February, March, April and May of the academic year.
2. If you have chosen to pay the tuition fees in one go by issuing an authorisation, the tuition fees will be debited in September of the academic year.
3. Before the start of the new academic year, Leiden UAS will announce the date from which the direct debits referred to in the first and second paragraphs of this Article will take place.

Article 36. Defaulters

1. If the tuition fees have not been received by Leiden UAS on the communicated date, the Finance Department will send you a reminder stating the date on which the amount must still be received by Leiden UAS. Even if the tuition fees are paid by direct debit or guarantee by a third party, you will receive the reminder. This reminder also applies as the formal reminder from Section 7.42, paragraph 2, of the WHW.
2. If the date mentioned in the reminder, from the first paragraph of this Article, has passed, the claim will be transferred to the collection agency. In addition to the outstanding amount, Leiden UAS will also recover the collection costs and the interest on the outstanding amount from you.
3. If Leiden UAS, with the exception of an agreed payment arrangement, has not received the amount on the date stated in the reminder, you will receive a message from the Director of Education, Research and Student Affairs that Leiden UAS will terminate your enrolment with effect from the second month, following the date of the reminder (referred to in the first paragraph) if the full amount of the tuition fees has not been paid on the date stated by the collection agency in their message to you.
4. As a student, you are responsible for adhering to all deadlines in this Article.

Article 37. Additional provisions defaulters

1. The Director of Education, Research and Student Affairs may decide, stating reasons, to deviate from Article 36, third paragraph, if the payment obligations are met between the date of the decision to terminate the enrolment due to nonpayment and the date of termination of the enrolment stated in that decision. This authority may only be used once per academic year per student.
2. The Director of Education, Research and Student Affairs may decide, stating reasons, to deviate from the rules mentioned in Article 36, second and third paragraphs, if you are in a situation of force majeure as described in Article 18, second paragraph of these regulations, and this force majeure has resulted in a demonstrable and significant decrease in your disposable income, as a result of which you can no longer reasonably meet your payment obligation with regard to the tuition fees.
3. The decrease in your disposable income referred to in the second paragraph must be a decrease in the academic year in which you invoked the type of force majeure referred to in this Article.
4. If a situation as referred to in paragraphs two and three applies, you must appeal to the Director of Education, Research and Student Affairs within two weeks of the occurrence, or as soon as could reasonably have been expected of you given the type of force majeure. This can be arranged through Student Counselling Service/Student Support, via studentsupport@hsleiden.nl. You can also approach the counselling service personally. Contact details can be found on the website www.hsleiden.nl/studeren/jouw-hogeschool/student-support.
5. When you report to the counselling service, you must describe which form of force majeure occurs. You must also send the documents/data to substantiate your claim of force majeure, such as:
 - a. a medical certificate;
 - b. a declaration of resignation;
 - c. a death notice;
 - d. data from DUO.

- 6.** After you have reported to the counselling service, the student counsellor will present your situation in writing to the Director of Education, Research and Student Affairs, and will also provide advice. The following applies:
 - a.** If the counselling service considers the appeal to force majeure to be justified, the advice will also contain a description of the manner in which you will still meet all its payment obligations within the relevant academic year.
 - b.** If you are not yet making use of the maximum loan from DUO that you can receive under the WSF2000, the counselling service will first advise you to make use of it.
- 7.** The Director of Education, Research and Student Affairs will make a decision within five working days of receiving the advice from the counselling service.
- 8.** This Article does not apply if:
 - a.** a situation as referred to in Article 23, first paragraph, of these regulations applies; or
 - b.** you are unable to meet all your payment obligations within the academic year in question.
- 9.** This Article only applies in those cases where you pay the tuition fees by means of a digital authorisation for the entire amount in one go or in instalments, as referred to in Article 33, paragraph 1, under a or b.
- 10.** Article 23, paragraph 2, and Article 33, paragraph 3, of these regulations shall also apply to the regulations in this Article.

Article 38. Proof of Tuition Fees Paid

- 1.** If you want to enrol for a second study at another university (of applied sciences) you can indicate this via Studielink. With Proof of Tuition Fees Paid you show that the tuition fees are paid.
- 2.** If the educational institution concerned supports this, the Proof of Tuition Fees Paid will be exchanged via Studielink.
- 3.** In some cases, you will need to take action yourself and submit a request to the Student Enrolment Department. You should do this if:
 - a.** the other educational institution does not support the exchange of Proof of Tuition Fees Paid via Studielink;
 - b.** at the time you indicate that you want to use the regulations, it is after 31 August (for enrolment as of 1 September) or 31 January (for enrolment as of 1 February); or
 - c.** it concerns an enrolment for a minor at another university (of applied sciences).
- 4.** Within five working days of submitting the request, the Proof of Tuition Fees Paid will be sent directly to the other university (of applied sciences) digitally.
- 5.** Once Leiden UAS has provided a Proof of Tuition Fees Paid, a Proof of Tuition Fees Paid with an adjusted amount will be exchanged with the other university (of applied sciences) in the event of interim disenrollment. In such a case, you may still owe Leiden UAS an amount in tuition fees.

CHAPTER 4. (INTERIM) TERMINATION ENROLMENT

Article 39. Termination of enrolment at the request of the student

1. If you request termination of your enrolment yourself, your enrolment will be terminated by the Director of Education, Research and Student Affairs with effect from the following month. An exception to this is if you disenroll with effect from 1 July or 1 August, then Leiden UAS will disenroll you as of 31 August.
2. If you request termination of your enrolment due to graduation, the Director of Education, Research and Student Affairs will terminate your enrolment with effect from the month following the examination date as stated on your diploma.
3. A request for disenrollment must be submitted in good time, i.e. prior to the desired moment of disenrollment, via Studielink. If you submit the request in another way, your request will not be processed.
4. The Executive Board may establish additional procedural requirements for the application of this Article. If so, these rules will be published on www.hsleiden.nl.

Article 40. Termination of enrolment in connection with Leiden UAS principles

1. The Executive Board will refuse or terminate your enrolment if you do not respect the principles and objectives of Leiden UAS.
2. The first paragraph does not apply if you are not able to follow the study programme at another university of applied sciences.
3. The Executive Board may refuse or terminate your enrolment if there is a well-founded fear that you will abuse that enrolment and the rights associated with it by seriously undermining the nature of Leiden UAS, or if it has become apparent that you have abused or will abuse that enrolment and the rights associated with it.
4. The refusal or termination of your enrolment, referred to in the first and third paragraph, is executed by the Executive Board, on the recommendation of the faculty director or programme manager. The refusal or termination will be communicated to you in writing and substantiated.

Article 41. Termination of enrolment by Leiden UAS

1. Articles 21 and 22 of these regulations regulate the termination of the enrolment by Leiden UAS due to a binding study recommendation or proven unsuitability.
2. In Article 8, the termination of the enrolment by Leiden UAS due to illegal residence in the Netherlands is regulated. If Leiden UAS determines that you are not legally residing in the Netherlands, your enrolment will be terminated immediately.
3. Article 36 regulates the termination of the enrolment by Leiden UAS due to nonpayment. Your enrolment will be terminated in case of nonpayment with effect from the second month following the first reminder.
4. The Executive Board may terminate your enrolment at the request of the examination board, if, in accordance with the OER, serious or repeated fraud has been established in your case. Your enrolment will then be terminated with effect from the following month.
5. The Executive Board can terminate your enrolment for a maximum of one year, if you do not comply with the house rules and mandatory measures set by Leiden UAS. In that case, your enrolment will be terminated with effect from the next month.
6. The Executive Board can terminate your enrolment permanently, if you do not comply with the house rules and mandatory measures set by Leiden UAS after a reminder to improve your behaviour, or cause serious or repeated nuisance. In that case, your enrolment will be terminated with effect from the following month.
7. The Executive Board will terminate your enrolment if the Examination Board has withdrawn your admission to a dual or part-time study programme because you have not met the requirements for your work environment for more than six months. For these requirements and the procedure, refer to Article 2.3 or 2.4 of Part B of the OER.
8. The Executive Board may terminate your enrolment if the Student Enrolment Department has determined that a graduation date has been set for you. In that case, the enrolment will be terminated with effect from the month following the examination date as stated on your diploma.
9. The procedure for taking the decisions from the fourth to sixth paragraphs is laid down in the Leiden UAS Student's Charter.

Article 42. Termination of enrolment by operation of law

An enrolment ends by operation of law (automatically, without any action being required) at the end of an academic year, or if you die.

Article 43. Consequences of termination of enrolment

- 1.** The Executive Board will notify you in writing of the termination of your enrolment under this Chapter.
- 2.** Upon termination of your enrolment, Leiden UAS will block your access to Leiden UAS facilities, including your Leiden UAS account and the Digital Learning Environment.
- 3.** If you obtain study results after the date on which your enrolment ended, these study results will not be valid.
- 4.** When your enrolment is terminated, the Executive Board will also inform DUO of the termination.
- 5.** You are at all times responsible for timely stopping your student finance and public transport travel product with DUO. Any costs that arise if you fail to do this (in time) are for your own account.

Article 44. Payment obligation

If there are still outstanding claims (amounts of money that you owe Leiden UAS) from Leiden UAS upon termination of your enrolment, these payment obligations will not expire. You are therefore still obliged to pay this amount.

Article 45. Refund of part of tuition fees

- 1.** After termination of your enrolment, you are entitled to a refund of any tuition fees you may have paid in excess. In that case, the amount due will be calculated in proportion to the number of remaining months of the academic year in question, in the manner stated in Section 7.48, paragraph 4, WHW, and further described in the other paragraphs of this Article.
- 2.** If you die during the academic year, one twelfth of the statutory tuition fees or institution tuition fees paid will be refunded to your heirs for each subsequent month of the academic year after your death.
- 3.** If your enrolment is terminated as of 1 July or 1 August, you cannot claim termination of payment of the remaining tuition fee instalments, nor can you claim reimbursement of the tuition fees already paid for those months.
- 4.** If you are also enrolled as a student for a second study programme at Leiden UAS or another university (of applied sciences) for the academic year in question, and a Proof of Tuition Fees Paid has been issued or received, you are not entitled to a refund of Tuition Fees Paid.
- 5.** A reduction, exemption or refund of the examination fee you paid for enrolment as extraneus is only possible in the event of your death.
- 6.** The months referred to in this Article are full calendar months.

CHAPTER 5. FINAL PROVISIONS

Article 46. Objection

1. In the event that you do not agree with a decision taken by or on behalf of the Executive Board on the basis of these regulations, you are informed that you can submit objection to the Leiden UAS Legal Protection Office within six weeks of the date of that decision.
2. Submitting objection does not suspend the decision (or its effect).
3. Additional information about submitting objection can be found in the Student's Charter and on the website www.hsleiden.nl/over-ons/organisatie/rechtsbescherming-en-reglementen. The provisions on objection can also be found in the WHW, Section 7.59a and further.

Article 47. Violation of enrolment regulations

1. Anyone who uses educational and/or examination facilities or other provisions of Leiden UAS may be asked to demonstrate that they are entitled to do so on the basis of an enrolment for a study programme.
2. If you are not enrolled and still use educational and/or examination facilities or other provisions of Leiden UAS, you owe Leiden UAS compensation.
3. The amount of compensation referred to in the second paragraph shall be determined by or on behalf of the Executive Board at an amount equal to the institution tuition fees of € 9,233 if participation in a full-time study programme is concerned, and with application of part-time and dual institution tuition fees, if participation in a part-time or dual study programme is concerned.

Article 48. Unforeseen circumstances/hardship clause

1. In cases not provided for in these regulations, but where an immediate decision is necessary, the Director of Education, Research and Student Affairs will decide, after advice from the programme manager of the study programme for which you wish to be enrolled. The decision will be communicated to you in writing and with reasons.
2. In special cases where the application of these regulations would lead to disproportionate disadvantage or serious unfairness, the Director of Education, Research and Student Affairs may deviate from these regulations in favour of the student(s), if necessary after seeking advice from the programme manager of the study programme.
3. Decisions taken on the basis of this Article shall be tested against the requirements applicable to:
 - a. your admissibility;
 - b. the required implementation, the organisational feasibility; and
 - c. the doability of the study programme.
4. This Article shall only apply if the force majeure provision of Article 18 of these regulations does not apply.
5. Deviations as referred to in this Article may only be implemented if, and to the extent that, they do not conflict with applicable laws and regulations.

Article 49. (Temporary) adjustment of regulations in case of disproportionate fluctuation in enrolments

If the provisions of these regulations lead to disproportionate fluctuations in the number of enrolments and/or other very adverse effects, the Executive Board may decide to (temporarily) adjust one or more of these provisions. In that case, this (temporary) adjustment will be announced immediately on the website www.hsleiden.nl.

Article 50. Closing provision

1. These regulations apply to all registrations, requests for (re)enrolment and related decisions in relation to the 2025-2026 academic year.
2. These regulations may be cited as: 2025-2026 Leiden UAS Enrolment Regulations.
3. These regulations will be published on <https://www.hsleiden.nl/en/exchange/enrolment>.