TU/e Regulations for Registration, the Academic Career Check
Enrollment, and
Termination of Enrollment
2016

The Executive Board of Eindhoven University of Technology (TU/e)

having regard to Article 7.31b, Article 7.33, paragraph 1, Article 7.42, Article 7.46, paragraph 5, Article 7.48, paragraph 4, and Article 7.57i of the Dutch Higher Education and Research Act (WHW)

hereby adopts

the Regulations for Registration, the Academic Career Check, Enrollment, and Termination of Enrollment at TU/e for the year 2016, which read as follows:

Chapter 1 General provisions

Article 1.1 Definitions

In these Regulations, the following terms shall be understood to mean:

- proof of admission: a proof of admission (bewijs van toelating) issuable by the administration of a department responsible for a Master’s degree program, in accordance with the applicable Regulations for Admission to Master’s Programs at TU/e.

- Bron HO: the Basic Register of Education for Higher Education (Basisregister Onderwijs Hoger Onderwijs).

- DUO: the Education Executive Agency (Dienst Uitvoering Onderwijs) of the Netherlands Ministry of Education, Culture and Science.

- OER: the Program and Examination Regulations (Onderwijs- en examenregeling) of a study program.

- STU: the Education and Student Service Center (Onderwijs en Studenten Service Centrum) of TU/e.

- applicant: a person applying to enroll at TU/e as a student or external student, or applying to terminate their enrollment.

- WHW: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).

Chapter 2 Registration and academic career check for Bachelor’s degree programs

Article 2.1 Registration deadline for Bachelor’s degree programs: May 1
1. Under the WHW, a first enrollment for a Bachelor’s degree program by a prospective student with Dutch admission qualifications is possible only if they register, in Studielink, for the propaedeutic year of such a program no later than the May 1 preceding the beginning of the academic year in question.
2. If the prospective student wishes to register for more than one Bachelor’s degree program, the obligation to register no later than May 1 applies to only one such program.
3. If the prospective student can demonstrate that they are changing their study program due to a negative binding recommendation on the continuation of studies (bindend studieadvies) issued after May 1, the obligation to register no later than May 1 does not apply.
4. At TU/e, a first enrollment as defined in the first paragraph of this article is also possible if the student registers after May 1.
5. The deadline for registration described in this article does not apply to prospective students with non-Dutch admission qualifications.

Article 2.2 Participation in academic career check

1. An academic career check consists of participation in academic career orientation activities, and results in the issuance of a written two-part personal academic career recommendation, which is compiled based upon an electronic questionnaire completed by the prospective student.
2. Participation in the academic career check is mandatory for all prospective students who register for the propaedeutic year of a Bachelor’s degree program on or before May 1, with the exception of those with non-Dutch admission qualifications.
3. A prospective student who registers after May 1 may also be asked to complete the electronic questionnaire, based upon which they, too, receive a written two-part personal academic career recommendation. In addition, individual departments may decide to conduct an academic career interview with prospective students.
4. Prospective students resident in the Dutch overseas territories of Bonaire, Sint Eustatius, and Saba or the autonomous states of Aruba, Curaçao, and Sint Maarten complete the electronic questionnaire in the normal way and have an academic career interview by telephone.

Article 2.3 Procedure, content, and timing of academic career check and recommendation

1. Individual departments are responsible for communications with prospective students taking part in the academic career check. Once this procedure is complete, the department in question notifies the academic career check coordinator – in a manner determined by the STU – as to who has taken part and what is contained in their two-part personal academic career recommendations. This data is then recorded centrally by the STU.
2. The academic career check activities comprise completion of a questionnaire, participation in one or more supplementary activities (such as completing a preparatory assignment, taking part in a trial lesson, or carrying out a trial group assignment, taking a test on it, and discussing it afterwards), and a personal academic career interview. With the exception of completing the questionnaire, these activities are undertaken on a designated academic career check day. The questionnaire is completed in advance of
that day, in electronic form, and serves as the basis for the prospective student’s written two-part personal academic career recommendation. This recommendation is sent to the student within ten working days after they have completed the questionnaire, and before they attend the academic career check day. The personal academic career interview addresses the recommendation, the prospective student’s experiences during the academic career check day, and the extent to which both are likely to affect their final choice of study.

3. Details and schedules of the academic career orientation activities for each department, program, or group of programs are posted online at www.tue.nl/studiekeuzecheck.

4. The written personal academic career recommendation has two parts. These respectively address “Abilities and skills” and “Motivation for academic career choice and orientation”. Each part contains a recommendation concerning the program the prospective student is considering; for ease of interpretation, these recommendations are “color-coded”, as follows:

- “Abilities and skills”
  - green: the prospective student’s existing abilities and skills provide them with a good chance of success in this program;
  - orange: it is recommended that certain skills be further developed to be successful in this program;
  - red: it is absolutely essential that certain skills be further developed to be successful in this program.

- “Motivation for academic career choice and orientation”
  - green: the prospective student’s choice of this program has been properly considered; it matches their interests and intended career path following graduation;
  - orange: the choice of this program does not appear to have been considered very thoroughly; further orientation concerning this and possible alternative programs should be contemplated;
  - red: the choice of this program has not been considered thoroughly at all; further orientation concerning this and alternative programs is highly recommended.

5. In addition, at the end of the academic career interview the prospective student may draw an overall conclusion of his/her own as to the outcome of the academic career check.

Chapter 3  Enrollment

Article 3.1 Preconditions for enrollment

1. Enrollment in a study program at TU/e is open only to those who comply with all the necessary preconditions, as set out in the WHW and in these Regulations.

2. The said preconditions include, but are not limited to, the following:
   a. Nationality: the applicant either holds Dutch nationality, has a status in the Netherlands equivalent to that of a Dutch national, or holds a valid residence permit for the Netherlands.
   b. Educational qualifications: the applicant holds a relevant prerequisite qualification for registration and admission to a program of academic higher education, as defined in the WHW and in the Regulations for Registration and Admission to Higher Education issued by the Minister of Education, Culture and Science.
   c. Registration: if necessary, the applicant has registered with

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Article 3.2 Application for enrollment and admission

1. An applicant wishing to enroll as a prospective student or an external student should submit their application for enrollment, through Studielink, no later than August 31. If this is not possible, the application should be made using the application form provided by the STU. Enrollments after August 31 must be made either through the system made available by the TU/e or using an application form obtained from the STU.

2. Following their provisional enrollment through Studielink, the applicant is notified by the STU if any additional documentation has to be submitted in order to assess whether or not they can indeed be admitted to their chosen study program.

4. The final decision on the prospective student’s admission to their chosen study program is taken by the Executive Board, no later than four weeks after the receipt of their application.

5. Once it has been decided to admit the prospective student to their chosen study program, they are issued with a proof of enrollment, in accordance with the provisions of Article 3.4 below, as soon as possible.

6. If it is decided not to admit the prospective student to their chosen study program, they are notified of the reasons for their rejection.

Article 3.3 Application deadlines

1. The deadlines for the submission of applications for enrollment are as follows:
   a. For a Bachelor’s degree program, in the case of either a first enrollment or the re-enrollment of a TU/e student: September 1, the first day of the academic year of enrollment.
   b. For a Master’s degree program, in the case of either a first enrollment of an external student or the re-enrollment of a TU/e student: at least five weeks prior to the date of commencement of the program, that being either September 1 or February 1.
   c. For a Master’s degree program, in the case of a first enrollment by a student accessing the program directly from either a TU/e Bachelor’s degree program or a pre-Master’s program: the first day of any calendar month, as long as the renewed enrollment follows on directly from an existing one, the student has complied with all the preconditions for...
award of the Bachelor's degree or pre-Master's diploma since the preceding September 30, and the student qualifies for admission to a Master's degree program.

d. For the pre-Master's program for students whose prior education was at a HBO: in the case of a first enrollment, registration through Studielink is required by July 1, at the latest, preceding the enrollment date of September 1. If it is also possible to enroll in the pre-Master's program as of February 1, the deadline for registration through Studielink is the preceding December 1.

e. For a pre-Master's program for students whose prior education was at university: in the case of a first enrollment, registration through Studielink is required by July 1, at the latest, preceding the enrollment date of September 1. If it is also possible to enroll in the pre-Master's program as of February 1, the deadline for registration through Studielink is the preceding December 1. Between July 1 and September 1 or between December 1 and February 1, the student can enroll via the STU information desk.

2. If an application for enrollment is submitted after September 1, the applicant must provide valid reasons for not meeting the deadline.

3. Subject to approval by the Executive Board of TU/e, an application for admission to either a Bachelor's or a Master’s program, as defined in paragraph 1a, 1b or 1c above, which is submitted between September 1 and October 1 but otherwise complies with all the preconditions for admission to the program in question will result in enrollment of the applicant with retrospective effect to September 1 of the academic year in question.

4. Subject to approval by the Executive Board of TU/e, an application for admission to either a Bachelor’s or a Master’s program, as defined in paragraph 1a, 1b or 1c above, which is submitted after October 1 but otherwise complies with all the preconditions for admission to the program in question will result in enrollment of the applicant with effect from a later date. In the case of an enrollment as defined in paragraph 1a or 1c above, that date will be the first day of the calendar month in which the application is submitted; in the case of an enrollment as defined in clause 1b above, it will be the subsequent February 1.

**Article 3.4 Proof of enrollment and campus card**

1. The proof of enrollment issued by the Executive Board of TU/e states the student’s study program, their date of enrollment, their form of enrollment, and their mode of study.

2. A student enrolling for the first time at TU/e is issued, once only, with a campus card (student identity card) by the Executive Board.

3. At the student’s request, the Executive Board may issue a duplicate copy of the proof of enrollment.

4. In the case of loss or damage to the campus card a new one can be made after payment of €30 to the Parking & Security Desk of Internal Affairs (DIZ). In the case of theft, a new campus card will be made free of charge if a copy of the registration of theft is submitted. If the campus card was damaged through normal use there is no charge either.

5. The campus card is an official university document identifying the holder as a student at TU/e.

**Chapter 4 Tuition fee**
Article 4.1 Statutory tuition fee and pre-Master’s program fee

1. The statutory tuition fee for full-time students who comply with the provisions of Article 7.45, paragraph 1, of the WHW is set annually by the Minister of Education, Culture and Science by means of an Order in Council (algemene maatregel van bestuur), as per Article 7.45, paragraph 7, of the WHW.
2. Students enrolled in pre-Master’s program pay a form of tuition fee.

Article 4.2 Institutional tuition fees and examination fee

By April 1 of each year, the Executive Board of TU/e sets the amounts payable as institutional tuition fees and examination fees during the subsequent academic year.

Article 4.3 Payment of tuition fees, examination fees, and pre-Master’s program fee

1. The amount payable by the student in tuition fees, examination fees, or pre-Master’s program fees must be credited in full to the nominated TU/e bank account by September 30 at the latest.
2. Notwithstanding the provisions of the previous clause, the Executive Board of TU/e may establish an arrangement for the payment of the said fees in installments, by direct debit. Students participating in such an arrangement may be charged an additional administration fee, to be set annually by the Executive Board.
3. Participation in any arrangement for the payment of fees as referred to in the previous paragraph in installments is open only to students with a SEPA account.
4. Under any such arrangement, the fees due are paid in five equal installments spread throughout the academic year. The administration fee described in paragraph 2 above is added to the first of these installments.

Article 4.4 Application for exemption from or reduction of tuition fee

1. A prospective student who is already enrolled at and paying tuition fees to another Dutch institute for higher education during an academic year in which they also wish to enroll at TU/e may apply to the Executive Board for exemption from or a reduction of their tuition fee or pre-Master’s program fee at TU/e.
2. The said application must be submitted at the same time as the prospective student’s application for enrollment, together with the original proof of payment of tuition fees to the other institute for higher education and a statement of the amount paid.
3. The Executive Board rules on whether to grant an exemption from or a reduction of tuition fee or pre-Master’s program fee within four weeks of receiving the application.

Chapter 5 Modification and termination of enrollment

Article 5.1 Change of study mode or form of enrollment

1. A student wishing to change their mode of study or form of enrollment during the course of an academic year must submit an application to that effect to the Executive
Board of TU/e, through STU. This application must state the reasons for the proposed change.
2. The Executive Board rules on whether to allow a change of study mode or form of enrollment within four weeks of receiving the application.

**Article 5.2 Termination of enrollment and reimbursement of tuition fee**

1. A student wishing to terminate his/her enrollment at TU/e must submit an application to that effect to the Executive Board, through STU. Under certain circumstances, such an application may include a request for the reimbursement of the student’s remaining tuition fee.
2. Except if they are applying to terminate their enrollment due to graduation or during the first year of enrollment in the propaedeutic phase, the applicant must submit their proof of enrollment for the academic year in question and their campus card.
3. The Executive Board terminates the applicant’s enrollment with effect from the beginning of the next calendar month. If applicable, it also rules on whether to reimburse all or part of the student’s remaining tuition fee.
4. If an installment payment of fees, as defined in Article 4.3, paragraph 4, is not made, the defaulting student first receives a reminder to pay. If the outstanding payment is still not received, the student is excluded from all TU/e facilities and their enrollment is terminated with effect from the beginning of the second calendar month following issuance of the first reminder to pay.
5. If the outstanding payment remains unsettled, the student receives a notification from the Executive Board confirming that their enrollment has been terminated as described in the preceding clause. This notification also constitutes an official demand for payment of the outstanding tuition fee for the period up to the date of the termination of the defaulting student’s enrollment.
6. In a case as defined in Article 7.8b, paragraph 5, Article 7.12b, Article 7.37, paragraph 5 or 6, Article 7.42a or Article 7.57h, paragraph 1 or 2 of the WHW, the Executive Board terminates the enrollment with effect from the beginning of next calendar month, but only after the student concerned has been given the opportunity to state their case in respect of the proposed termination.
7. Whenever an enrollment is terminated, the Executive Board notifies both the student and DUO that this has been done.

**Article 5.3 Reimbursement of tuition fee**

Any reimbursement of remaining statutory or institutional tuition fees is conducted in accordance with the provisions of Article 7.48 of the WHW.

**Chapter 6 Final provisions**

**Article 6.1 Objection and appeal**

An applicant may lodge an objection against any decision or ruling made by the Executive Board of TU/e pursuant to these Regulations within six weeks of being
notified thereof. The objection should be addressed to the Executive Board and submitted through STU.

**Article 6.2 Effective date**

These Regulations enter into force immediately, with retrospective effect to April 1, 2016, and replace the previous version as adopted on April 1, 2015.

Thus resolved by the Executive Board of Eindhoven University of Technology, at its session held on XXXX, 2016.
Explanatory notes

**TU/e Regulations for Registration, the Academic Career Check, Enrollment, and Termination of Enrollment, 2016**

**General**
Under Article 7.33, paragraph 1, Article 7.42, Article 7.46, paragraph 5, and Article 7.48 of the WHW, the Executive Board of TU/e is required to establish procedural rules for student enrollment and its termination. Under Article 7.31b, paragraph 4, it is also required to establish rules on student registration, the nature, content, and timing of academic career orientation activities and the deadline for the issuance of the resulting academic career advice. These Regulations implement those provisions.

**Article 2.1**
It is important that school students start considering their higher education as early as possible. It has been found that the timing of their initial registration for a course plays a significant role in their chances of dropping out later: the earlier a prospective student registers, the more likely they are to complete their studies successfully. For this reason, Parliament has set May 1 as the final deadline for registration. By law, universities can impose sanctions upon those who miss this deadline. Specifically, they may lose their right to enroll at the university. However, for the 2016-2017 academic year at least, TU/e has chosen not to exercise this option.

**Article 2.2**
The WHW allows universities to require prospective students to undergo an academic career check. If they choose to exercise this option, they are entitled to impose sanctions upon those who fail to take part in the check. Again, the prospective student may lose their right to enroll at the university. TU/e has decided to make the check mandatory for those prospective students who register by the statutory deadline, although – for the 2016-2017 academic year at least – it has chosen not to impose sanctions on those who fail to do so (paragraph 4). The academic career recommendation remains purely advisory, and is not a selection tool. The check is not mandatory for those who register after May 1, nor do they have any right to take it (paragraph 3).

Prospective students from overseas are not (yet) required to undergo the check (paragraph 2).

**Article 2.3**
In the Regulations, the university is legally required to define the nature and content of its academic career orientation activities, their timing, when and how the resulting recommendation is issued, and what sanctions apply in the event of failure to take part. The aim of the academic career check is to help prospective students better understand whether their own interests and abilities match the demands of their chosen study program. It also provides them with a clearer picture of what that study program involves. Analogous to this check, a study program orientation check shall be introduced for pre-Master’s students as of the academic year 2017-2018.

The first two paragraphs of this article state that individual departments play an active part in the check. They are responsible for communications with prospective students, which means in practice that they invite them to take part, record the resulting recommendations, and so on. STU then records how many prospective students have
undergone checks. (This is done in order to monitor compliance with performance agreements with the Ministry of Education, Culture and Science.) The answers to the following questions are registered by STU: (1) has the questionnaire been completed?; (2) if so, what were the resulting recommendations (both parts)?; (3) has a personal interview been conducted and has the student taken part in any supplementary activities? This information is used to determine how well the check predicts later academic success and to help decide whether, in future years, the university should impose sanctions for late registration or failure to take part in academic career orientation activities. The data is not used for any other purpose.

The academic career interview is a one-to-one conversation discussing the recommendation the prospective student has received and their experiences during the academic career check day. A prospective student who has received one or two “red” or two “orange” recommendations (see paragraph 4) is interviewed by a member of the departmental teaching staff; otherwise, the interview may also be conducted by a student of the department. All student interviewers have been trained by STU in interview techniques, with a specific focus upon academic career interviews. Staff interviewers have been advised to take part in a workshop on academic career interviewing, which has been designed specially by DPO-TEACH, the teaching support service at TU/e.

As stated in paragraph 5, the prospective student may also draw their own conclusions at the end of the academic career check. In other words, are they still sure that their chosen study program is right for them, and they are right for it? This provision is included purely to encourage further reflection on the part of the prospective student; the “conclusions” mentioned have no formal status and are not recorded.

Article 3.1
Under the WHW and its associated regulations, a number of preconditions need to be met before a prospective student can actually enroll at a Dutch university. Some of these are administrative in nature, some financial, and some educational. Only if all have been met can the Executive Board accept the enrollment.

Paragraph 2 of Article 3.1 summarizes the principal preconditions, as defined in the WHW and in these Regulations. However, this is neither an exhaustive list nor are the preconditions defined exactly. For example, the WHW includes very precise requirements in respect of age and nationality. Here, however, these are provided in a simplified form for the sake of clarity. For precise details of all the various preconditions that apply, please refer to the WHW or to the relevant provisions elsewhere in these Regulations.

With respect to subparagraph 2h, Article 7.28, paragraph 2 of the WHW – in accordance with the so-called Quality in Diversity Act (wet Kwaliteit in Verscheidenheid) – states that universities are now entitled to define their own admission requirements for prospective students who have completed the propaedeutic year of an HBO vocational degree program but do not hold a VWO university entrance qualification. This measure is not intended to restrict transfers between HBO and the university but rather to restrict the automatic eligibility of students holding a first-year HBO certificate to university Bachelor’s programs, given the high rate of withdrawal. Universities can only impose requirements relating to knowledge and skills that students have acquired in a previous educational program (secondary education and/or a first-year HBO program). The requirements the university imposes should be designed to ensure that there is a good match between the student’s past education and the study program they are...
joining. The institution shall conduct an investigation to determine whether a student has satisfied these requirements. In the interest of transparency toward the students, it is important for universities to provide proper and timely information concerning admission to a degree program. The exact requirements for each study program at TU/e can be found in its OER.

**Article 3.2**
Applications for enrollment should be addressed to the Executive Board of TU/e and submitted through STU. Ideally, the applicant should use Studielink. If this is not possible, the application should be made using the application form provided by STU. STU also states what documents need to accompany the application so that the Executive Board is able to reach a decision on it. The form should be signed and submitted together with all the necessary documentation. After a first enrollment through Studielink, the applicant is contacted by TU/e with a request to send in the required documentation.

The Executive Board reaches a decision on the application within four weeks of its receipt. If it decides to admit the applicant, they are sent a proof of enrollment as soon as possible. For more about this, see Article 3.4.

**Article 3.3**
The first paragraph of this article gives a number of different deadlines for the submission of applications for enrollment. These vary because there are different pre-enrollment procedures for each type of program.

If an application is submitted later than the relevant deadline, the applicant must clearly state why it could not be submitted any earlier. As a rule, only in exceptional cases will prospective students applying after September 1 be enrolled in the same academic year. If they are admitted, their enrollment begins on the first day of the month in which their application is received. To qualify for this exception, which is granted at the sole discretion of the Executive Board, they must be able to clearly demonstrate force majeure that prevented them from applying previously. In general, TU/e applies the rule that applications submitted between September 1 and October 1 result in an enrollment backdated to September 1, whilst applications submitted after October 1 result in an enrollment either backdated to the first day of the month in which the application is received or from the following February 1.

**Article 3.4**
The proof of enrollment states the student’s date of enrollment, the study program in which he/she is enrolled, their mode of study (full-time, part-time or dual program), and their form of enrollment (prospective or external student).

At the same time as the proof of enrollment, the Executive Board also sends the applicant a campus card. This is the student identity card and in principle is issued once only, at their beginning of his/her studies. The student can request a free duplicate copy of their proof of enrollment at any time, but only on exceptional and clearly stated grounds will the Executive Board consider issuing a duplicate campus card. Moreover, this will only be issued after the student has paid a fee of €30. Together with the proof of enrollment, the campus card proves the student’s entitlement to use the educational facilities at TU/e and to sit its examinations and final examinations, and as such must be presented upon request.

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Articles 4.1 and 4.2
The WHW draws a distinction between so-called “statutory” and “institutional” tuition fees. Statutory fees are fixed annually by the Minister of Education and apply to a special category of students, whereas institutional fees are set annually by the Executive Board of TU/e itself and apply to all other categories of students. The examination fees for external students are also set by the university.
The statutory tuition fee is paid by those students who meet the conditions set out in Article 7.45, paragraph 1, of the WHW. The Executive Board sets the institutional tuition fees payable in any given academic years no later than the preceding April 1.
External students pay examination fees rather than tuition fees. These, too, are set by the Executive Board no later than April 1.

In setting these fees, the Executive Board can take into account the nationality of the students concerned. Under the Agreement on the European Economic Area (EEA), however, students from the EEA Member States have “a status in the Netherlands equivalent to that of a Dutch national” and therefore, as long as they also comply with the other conditions set out in Article 7.45, paragraph 1, of the WHW, pay the statutory tuition fee.
Non-EEA students pay institutional tuition fees.
With effect from September 1, 2013, students on pre-Master’s programs pay a form of tuition fees. As of the academic year 2016-2017, students shall pay a fee that is equivalent to 30 credits (half of the statutory tuition fees), as generally pre-Master’s programs encompass 30 credits. At the end of the pre-Master’s program (within 12 months of its commencement) it will be clear how many credits the student was actually able to accrue. Students may possibly have been awarded exemptions, or may have received permission to take study components outside of the pre-Master’s program. If the student paid too much, one-sixtieth (1/60) of the statutory tuition fee shall be reimbursed for each credit too many that was paid for. If the student paid too little, the student must pay for the credits not yet covered; this also amounts to one-sixtieth (1/60) of the statutory tuition fee per credit. Only once payment has been made for the remaining credits shall the student be eligible for a proof of admission.

Article 4.3
As required under Article 7.47 of the WHW, tuition fees must either be paid in full in advance or through an arrangement allowing payment in installments spread throughout the academic year. TU/e has opted for a scheme with five equal installments. To take part in this, the student must provide TU/e with a direct debit authorization so that it is able to draw the payments automatically from their bank account on the due dates. The amount of the additional administration fee TU/e is entitled to charge for this is capped by law. The actual fee is set annually by the Executive Board, at the same time as the institutional tuition fee.
Examination fees and pre-Master’s program fees must always be paid in full in advance, before September 1.

Needless to say, but as confirmed in paragraph 3, the student must hold a Dutch bank account in order to be able to pay in installments.

Article 4.4
Parliament has decided that a student enrolled in higher education in the Netherlands need only pay one set of tuition fees in any given academic year, even if they are
attending more than one institution simultaneously. To comply with this ruling, this article allows such a student enrolling at TU/e to apply to the Executive Board for exemption from or a reduction of the statutory tuition or pre-Master’s program fee if they are already enrolled at and paying statutory tuition fees to another institution. This application must be submitted at the same time as the application for enrollment, and must be accompanied by an original proof of payment of tuition fees to the other institution, which it is required to issue upon request. TU/e also needs to know how much has been paid in fees to the other institution, so that it can correctly apply the statutory rules, contained in Article 7.48 of the WHW, for calculating the reduction in tuition fees of students already enrolled at different categories of institution. Paragraph 3 of this article requires the Executive Board to rule on any application for exemption from or a reduction of tuition fees within four weeks of its receipt.

Article 5.1
This article allows any student to change their form of enrollment (student or external student) or mode of study (full-time, part-time or dual program) during the course of an academic year. To do so, they must apply in writing to the Executive Board, submitting the application through STU. Such changes affect only the student’s form of enrollment or mode of study, not the actual program they are taking. This means that a student wishing to transfer from one program to another must submit two different applications, the first requesting that their current enrollment be terminated and the second asking to be enrolled in another program. For details of how to submit each of these applications, see Articles 5.2 and 2.3 of these Regulations.

Article 5.2
A student wishing to terminate their enrollment must apply to the Executive Board. This application should be submitted through STU. If the student believes that, under the applicable regulations, he/she is entitled to reimbursement of all or part of the tuition fees paid, the application for that must be submitted at the same time. Paragraph 2 of this article states that, unless the application is due to graduation or during the first year of enrollment in the propaedeutic phase, a student applying to end his/her enrollment must hand in current proof of enrollment and his/her campus card. One objective of the propaedeutic phase is to allow the student scope for reorientation, which includes extensive opportunities to change course or give up studying altogether. Until September 1, 2007, the Dutch Banking Association (Nederlandse Vereniging van Banken, NVB) guaranteed authorized payments by direct debit to universities of their tuition fees, either in full or in installments, even if there were insufficient funds in the paying account. Now that this Tuition Fees Collection Guarantee Scheme (Garantie Incasso Collegegelden) has been abolished, the universities themselves are responsible for ensuring that all fees due are collected in full and on time. For this reason, the TU/e now includes provisions for the recovery of outstanding fees in these Regulations. Should a payment not be made as expected, the student concerned is given two further opportunities to settle the amount due. If they fail to do so by the final deadline, their enrollment is terminated by the university. In this case, they still owe the outstanding fees for the full period in which they were enrolled (see paragraphs 4-7).

Article 5.3
This article confirms that any reimbursement of tuition fees is done in accordance with the rules contained in Article 7.48 of the WHW. Unless they have been paying in
installments, as described in Article 4.3, paragraph 2, and except if their enrollment is terminated in July or August, a student is entitled to reimbursement of the statutory tuition fees they have paid for any full calendar month after the termination of their enrollment. There is no entitlement to reimbursement of pre-Master's program fees.

Article 6.1
A student or prospective student can object to any decision or ruling made by the Executive Board of TU/e under these Regulations. This must be done in writing, within six weeks of being notified of that decision or ruling. The objection should be addressed to the Executive Board and submitted through STU. All such objections are dealt with in accordance with the provisions of the General Administrative Law Act (Algemene wet bestuursrecht).