



Zuyd University  
Increased Tuition Fee  
(Exemption) Regulations

September 2014

CONSULTATIVE COMMITTEE ON EDUCATION

Introduction	
These Zuyd University Increased Tuition Fee (Exemption) Regulations were adopted by the Executive Board on 2 September 2014. The student members of the Central Representative Advisory Council (CMR) provided their official opinion on [date].	
<b>Section 1</b>	<b>Scope</b>
	<p>The Increased Tuition Fee (Exemption) Regulations are intended for students who are enrolled, or who intend enrolling, for a programme at Zuyd University in respect of whom the Minister has granted consent for Zuyd University to charge an increased tuition fee on the grounds of Section 6.7 of the (Dutch) Higher Education and Research Act [WHW] (<i>programmes involving intensive, small-scale education</i>) or Section 6.8 WHW (<i>honours programmes</i>).</p> <p>In these Regulations, “student” shall also include a prospective student.</p>
<b>Section 2</b>	<b>Conditions</b>
	<p>To be eligible for full or partial exemption from payment of the increased tuition fee, the student must comply with the following conditions:</p> <ol style="list-style-type: none"> <li>a. The student has made it plausible that he/she is in a financial emergency situation which means that he/she is unable to pay the increased tuition fee and this situation cannot be expected to change within a reasonable period.</li> <li>b. The student has made it plausible that this situation is not due to his/her own behaviour and that he/she has done everything that can be reasonably expected of him/her to call on other sources of funds.</li> <li>c. The student has shown that he/she does not qualify for a tuition fee loan [<i>colleggeldkrediet</i>] via the (Dutch) Education Executive Agency (DUO).</li> <li>d. If re-enrolling, the student is continuing his/her studies within the same programme at Zuyd University for which he/she was already enrolled at the point when he/she submitted the request for an exemption.</li> </ol>
<b>Section 3</b>	<b>Extent and duration of the exemption</b>
	<p>Para. 1 “Exemption” means exemption from payment of the amount referred to in the second paragraph of this section.</p>
	<p>Para. 2 The <i>maximum</i> extent of the exemption is equal to the amount in excess of the statutory tuition fee as set by the Executive Board.</p>
	<p>Para. 3 A decision to grant an exemption will apply for a maximum of twelve (12) months.</p>

Section 4		Procedural requirements for application
Para. 1	<p>The student must submit an application each year for an exemption on the basis of these regulations to:</p> <p>Zuyd University Commissie FOS PO Box 634 NL-6200 AP Maastricht The Netherlands</p> <p>To submit the application, the student must use the special application form [<i>aanvraagformulier dispensatie hoger collegegeld</i>]. This is available from the student dean. The student dean will attach his/her recommendation regarding the application.</p>	
Para. 2	<p>The application must be submitted to the FOS Committee as soon as possible after the circumstance has occurred that has led to the situation within the meaning of Section 2(a).</p> <p>The application will have suspensive effect <i>solely</i> as regards payment of the amount in excess of the statutory tuition fee. A decision on the suspensive effect will be taken by the FOS Committee. The applicant and Zuyd University's Enrolment Office [<i>Bureau Inschrijving</i>] will receive notice of that decision in writing.</p>	
Para. 3	<p>The following documents must be submitted together with the application:</p> <ul style="list-style-type: none"> <li>- the recommendation by the student dean;</li> <li>- proof of enrolment in a programme at Zuyd University (for students who are re-enrolling);</li> <li>- a description of the circumstances that have led to the request being submitted;</li> <li>- for students who are re-enrolling: a description of the phase of study which the student has reached and the components of the study programme that he/she must still complete;</li> <li>- for students who are re-enrolling: the date when the student expects to complete his/her studies;</li> <li>- an indication of the period for which the student is applying for an exemption;</li> <li>- copies of the "Student Grant Notifications" [<i>Bericht Studiefinanciering</i>] issued by DUO from the first year of the student's enrolment in higher education;</li> <li>- an overview of the student's income under the Student Finance Act 2000 [<i>Wet studiefinanciering 2000</i>] and a summary of other regular income of the student and (if applicable) of his/her partner, for example wages from employment, alimony rights, or state benefit;</li> <li>- proof that the student does <b>not</b> qualify for a tuition fee loan (notification from DUO).</li> </ul>	

<b>Section 5</b>		<b>Processing and decision</b>
	Para. 1	The FOS Committee will reach a decision on the application within twenty (20) working days. The decision will be issued in writing and accompanied by reasons.
	Para. 2	The decision will be to the effect that the request for an exemption is either granted or rejected. If the request is granted, the decision will indicate whether it is for full or partial exemption, with this being in compliance with the provisions of Section 3(2).
	Para. 3	The student can submit an objection to the decision by the FOS Committee within six (6) weeks. Such objection must be submitted to the Legal Protection Desk [ <i>Loket Rechtsbescherming</i> ].
<b>Section 6</b>		<b>Date effective</b>
		These Regulations will take effect on 1 September 2014.
<b>Section 7</b>		<b>Reference to these Regulations</b>
		These Regulations may be referred to as the "Zuyd University Increased Tuition Fee (Exemption) Regulations".