

# 2025-2026 Regulations on Admission, Enrolment and Deregistration

## **Version and date**

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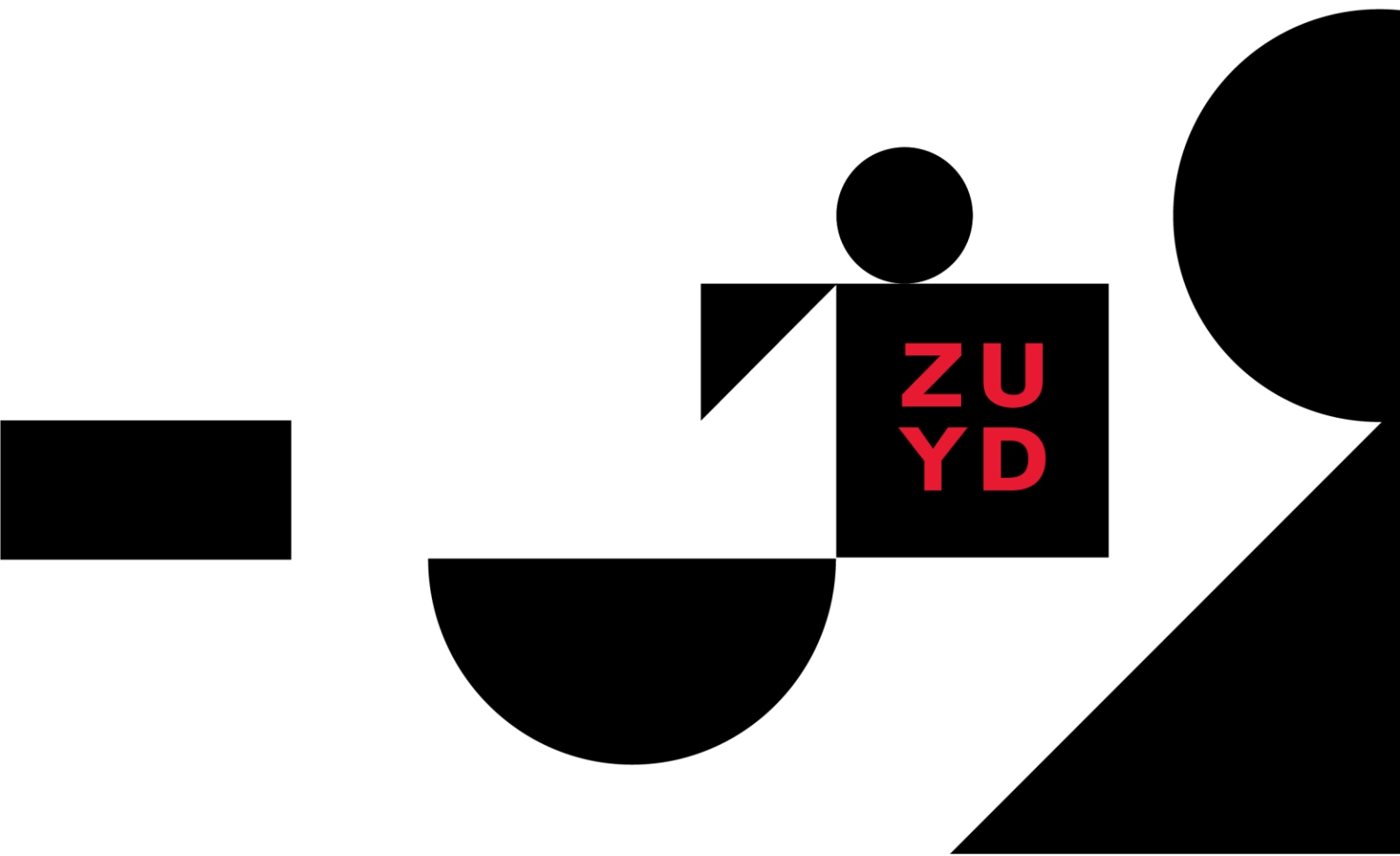
## **Owner**

Student Services

## **Introduction**

The Regulations may be cited as 'Regulations on Admission, Enrolment and Deregistration' and apply to the 2025-2026 academic year. These Regulations come into force on 1 September 2024 for applicants to the 2025-2026 academic year. They replace the 2024-2025 Admission, Enrolment and Deregistration Regulations.

The Executive Board established the Regulations on 11 June 2024-and obtained the approval of the Central Participation Council on 18 June 2024.



## Contents

CHAPTER 1 GENERAL PROVISIONS .....	3
Section 1.1 Basis and scope of the Regulations .....	3
CHAPTER 2 REQUIREMENTS FOR PREVIOUS QUALIFICATIONS (BACHELOR'S PROGRAMMES, ASSOCIATE DEGREE PROGRAMMES AND STUDY PROGRAMME CHOICE CHECK).....	7
Section 2.1 General requirements for previous qualifications .....	7
Section 2.2 Exemption from general requirements for previous qualifications on the basis of previous qualifications.....	7
Section 2.3 Exemption on the basis of an admission assessment .....	8
Section 2.4 Further requirements in terms of previous qualifications.....	8
Section 2.5 Special further requirements in terms of previous qualifications (teacher training for primary education).....	9
Section 2.6 Supplementary requirements.....	9
Section 2.7 Supplementary requirements for study programmes and teacher training programmes in the field of art .....	9
Section 2.8 Requirements with regard to employment .....	10
Section 2.9 Language requirements .....	10
Section 2.10 Enrolment restriction .....	10
Section 2.11 Study Programme Choice Check.....	11
CHAPTER 3 REQUIREMENTS IN TERMS OF PREVIOUS QUALIFICATIONS AND ENTRY REQUIREMENTS FOR MASTER'S PROGRAMMES .....	12
Section 3.1 Requirements in terms of previous qualifications .....	12
Section 3.2 Exemption from requirements for previous qualifications .....	12
Section 3.3 Other entry requirements .....	12
Section 3.4 Capacity restriction .....	12
CHAPTER 4 REGISTRATION AND ENROLMENT .....	13
Section 4.1 Enrolment conditions .....	13
Section 4.2 Registration and enrolment or re-enrolment procedure.....	14
Section 4.3 Documents .....	15
Section 4.4 Enrolment deadlines .....	15
CHAPTER 5 DEREGISTRATION .....	16
Section 5.1 Deregistration at the student's request .....	16
Section 5.2 Deregistration ipso jure.....	16
Section 5.3 Refusal or deregistration by order of the Executive Board .....	16
Section 5.4 Cancellation of enrolment before the start of the academic year or at another entry date	17
Section 5.5 Rights of enrolled persons .....	18
CHAPTER 6 TUITION FEES AND EXAMINATION FEES.....	19
Section 6.1 Statutory tuition fees for funded study programmes .....	19
Section 6.2 Institutional tuition fees for funded study programmes .....	19
Section 6.3 Institutional tuition fees for non-funded study programmes .....	20
Section 6.4 Examination fees for external students.....	20
Section 6.5 Change to the type of study programme.....	20
Section 6.6 Tuition fees in case of multiple enrolments .....	20
Section 6.7 Further provisions with regard to tuition fees and examination fees .....	20
Section 6.8 Reimbursement of tuition fees .....	21
Section 6.9 Conditions for no or partial refund of tuition fees or examination fees .....	22
CHAPTER 7 LEGAL PROTECTION .....	23
Section 7.1 Objections .....	23
Section 7.2 Submission of notice of objection.....	23

## CHAPTER 1 GENERAL PROVISIONS

### Section 1.1 Basis and scope of the Regulations

#### Paragraph 1 Basis

These 2025-2026 Regulations on Admission, Enrolment and Deregistration elaborate on the applicable statutory regulations in Chapter 7, Titles 2 and 3, of the Higher Education and Research Act (WHW) (and the regulations based on these as the Dutch national ministerial regulation on registration and admission to higher education), which apply to admission to, enrolment in and deregistration from a study programme at the University of Applied Sciences, and comprise the procedural rules as referred to in Section 7.33(1), WHW (see the definition of terms).

With regard to international students, the Modern Migration Policy Act (Wet modern migratiebeleid) and the Code of Conduct for International Students (Gedragscode internationale student) apply.

#### Paragraph 2 Scope and interim amendments

- a. These Regulations apply to anyone (re-)enrolling in or deregistering from either funded or non-funded Associate degree, Bachelor's and Master's study programmes at Zuyd University of Applied Sciences.
- b. Interim amendments in these Regulations are possible where changes in legislation or regulations have implications for the Regulations. Changes in these Regulations will be presented to the Executive Board for adoption and will require the approval of the Central Participation Council.

#### Paragraph 3 Definition of terms

Academic year	The period commencing on 1 September and ending on 31 August of the following year (Section 1.1(k), WHW).
Applicant	A person who has registered in Studielink to be enrolled in a study programme at Zuyd University of Applied Sciences.
Associate degree programme (Ad)	Initial study programme [Sections 7.3 and 7.3a, WHW]. An associate degree programme has a study load of 120 credits as stated in Section 7.5, WHW. A student who has passed the final examinations will be awarded an Associate degree. The subject area or professional field for which the degree has been awarded may be stated on the certificate.
Bachelor's programme	Initial higher professional education (hbo) study programme [Sections 7.3 and 7.3-a, WHW]. A Bachelor's programme has a study load of 240 credits as referred to in Section 7.5c, WHW. A student who has passed the final examination will be awarded a Bachelor's degree. For each study programme, the Executive Board will add such information to the degree title as it decides.
BES islands	Bonaire, Sint Eustatius and Saba.
Code of Conduct for international students	The Code of Conduct contains agreements that (the representatives of) higher education institutions have made with respect to contact with international students.
Consecutive academic years	Enrolment as a student without interruption in the transition from one academic year to the subsequent academic year.
Dean	The head of the school as referred to in Section 10.3b(3), WHW. By mandate and in accordance with the Regulations on Educational Competences of Zuyd University of Applied Sciences, the dean is authorised to reach decisions as laid down in these Regulations.
Dual study programme	A study programme designed in such a way that one or more periods of study may be exchanged for periods of

	work experience related to the programme. Such a study programme will therefore contain study and work elements. The work element is a part of the study programme and as such can earn the student credits (Section 7.7, WHW).
Dutch national ministerial regulation on registration and admission to higher education	Dutch ministerial regulation of 3 April 2014 stipulating regulations with regard to admission to Dutch higher education.
Education and Examination Regulations	The Education and Examination Regulations of each study programme are based on Zuyd University of Applied Science's Model Teaching and Examination Regulations (MOER). These contain all provisions that apply to all study programmes of the University of Applied Sciences. These are supplemented in the Teaching and Examination Regulations by provisions that specifically apply to the study programme (Section 7.13, WHW).
Enrolment	Enrolment as a student or external student (Section 7.32, WHW). Enrolment takes place per study programme.
Examination board	The body responsible for determining in an objective and expert manner whether a student meets the conditions laid down by the Teaching and Examination Regulations regarding the knowledge, understanding and skills required for obtaining a degree (Section 7.12, WHW).
Executive Board	The governing body of the University of Applied Sciences as referred to in Section 10.2, WHW and Section 1.1(j), WHW.
Exemption	Full or partial exemption from the obligation to meet certain requirements. An exemption may relate to an examination or requirements in terms of previous qualifications.
External student	A student enrolled by the University of Applied Sciences as an external student and who, according to Section 7.36, WHW and Section 7.34, paragraph 1(b) and (c), WHW, solely has the right to sit the examinations of the units of study belonging to the study programme, as well as the final examinations belonging to the study programme, and who in principle is entitled to access the establishments and collections of the University of Applied Sciences, such as the library.
Final examinations	The propaedeutic (first-year) year or final examinations of a study programme (Sections 7.8 and 7.10, WHW).
Final specialisation	A course programme established by the dean consisting of a cohesive package of post-propaedeutic units of study. The final specialisation is specified on the degree certificate.
Fraud	Fraud is any act or failure to act on the part of a student with the objective of making it partially or fully impossible to form an accurate assessment of the knowledge, understanding and skills of the student or of another student (see also the Fraud Regulations of Zuyd University of Applied Sciences).
Full-time study programme	A full-time study programme is a study programme designed in such a way as to not factor in the performance of other work besides educational activities.
Head of programme	The head of programme is responsible for the admission of students to the Bachelor's, Master's and Associate degree programmes (see also the Regulations on Educational Competences).
IND	The Dutch Immigration and Naturalisation Service
Institutional tuition fees	The tuition fees set by the Executive Board for any academic year, as referred to in Section 7.46, WHW.

International student	A regular EU or non-EU student with a non-Dutch nationality who - insofar as the student requires a residence permit - is going to study, is studying or has studied at an educational institution established in the Netherlands under a residence permit issued for that purpose.
Master's programme	Master's programmes in higher professional education (Section 7.3a, paragraph 2(c) and Section 7.3b(b), WHW). A student who has passed the final examinations will be awarded a Master's degree. For each study programme, the Executive Board will add such information to the degree title as it decides.
Modern Migration Policy Act (Wet modern migratiebeleid)	This is the act of 7 July 2010 that includes the amendment to the Aliens Act 2000 (Vreemdelingenwet 2000) and a number of other acts in connection with the strengthening of the sponsor's position in regular aliens law and the acceleration of the aliens law procedure (Modern Migration Policy Act)
Part-time study programme	A study programme designed in such a way that in addition to studying, the student can carry out other work. This work may qualify as units of study subject to conditions laid down by the institutional board. [Section 7.27, WHW].
Post-propaedeutic phase	The phase of the study programme following the propaedeutic (first-year) phase and which is concluded by the final examination.
Propaedeutic phase	The phase concluded by the propaedeutic examination (Section 7.8, WHW).
Statutory tuition fees	The tuition fees in any academic year that have been set by or under the WHW for full-time, part-time and dual students who meet the requirements as stipulated in Section 7.45a(1), WHW. Matters as laid down in Section 7.45a(3) (full-time) or (4) (part-time and dual), WHW.
Study programme	A cohesive package of units of study aimed at achieving well-defined objectives with regard to knowledge, understanding, skills and attitude that the student following such a programme must possess (Section 7.3, WHW). Study programmes are either full-time, part-time or dual.
Study Programme Choice Check	The study programme choice activities as referred to in Section 7.31b(1), WHW.
Study Programme Choice Check Advice	The Study Programme Choice Check Advice as referred to in Section 7.31b(3), WHW.
Study programme mode	The full-time, part-time or dual form in which a study programme is offered (as referred to in Section 7.7, WHW).
Student	The person enrolled as a student at the University of Applied Sciences (Sections 7.32-7.34, WHW).
Student counsellor	The staff member who advises students on matters involving study and student life. The student counsellor also assists and mediates in personal and exceptional circumstances.
Studielink	The online enrolment wizard with which prospective and current students can enrol and re-enrol in or deregister from a study programme and communicate to the University of Applied Sciences any amendments to personal or address details (see: <a href="http://www.studielink.nl">www.studielink.nl</a> ).
University of Applied Sciences	Zuyd University of Applied Sciences as run by the Zuyd University of Applied Sciences Foundation, registered in Heerlen.
WEB	The Dutch Adult and Vocational Education Act (Wet educatie en beroeps onderwijs), as published in the Bulletin

	of Acts and Decrees 1995, no. 501, including any subsequent amendments and additions.
Website	<a href="http://www.zuyd.nl">www.zuyd.nl</a>
WHW	The Dutch Higher Education and Research Act (Wet op het hoger onderwijs en het wetenschappelijk onderzoek, WHW), as published in the Bulletin of Acts and Decrees 1992, no. 593, plus any subsequent amendments and additions.

## CHAPTER 2 REQUIREMENTS FOR PREVIOUS QUALIFICATIONS (BACHELOR'S PROGRAMMES, ASSOCIATE DEGREE PROGRAMMES AND STUDY PROGRAMME CHOICE CHECK)

### Section 2.1 General requirements for previous qualifications

#### **Paragraph 1 Requirements for previous qualifications (Associate degree programmes and Bachelor's programmes)**

In order to be eligible for enrolment as a student or external student, the applicant must be in possession of one of the following certificates:

- a. a pre-university diploma (vwo);
- b. a senior general secondary education diploma (havo);
- c. a WEB-based diploma from a middle-management training programme, from a specialist study programme, or from a professional study programme designated by ministerial regulation, as intended in Section 7.24, WHW;
- d. a certificate of the propaedeutic examination of a Bachelor's programme at a Dutch university of applied sciences or a Dutch research university;
- e. a certificate of the final examination of an Associate degree programme, Bachelor's programme or Master's programme at a Dutch university of applied sciences or a Dutch research university;
- f. a diploma as referred to under a, b, or c, awarded on one of the BES islands (Caribbean Netherlands).

#### **Paragraph 2 Requirements for previous qualifications for admission to an accelerated path aimed at students with a pre-university diploma**

1. To be eligible for admission to an accelerated path with 180 credits as referred to in Section 7.9a, WHW, the applicant must be in possession of:
  - a. a pre-university diploma awarded in the Netherlands or on one of the BES islands;
  - b. a certificate that is equivalent to the one stipulated under a.
2. In any event, the following are equivalent to the certificate as stipulated under a:
  - a. a certificate of the propaedeutic examination of a Bachelor's programme at a Dutch research university; or
  - b. a certificate of the final examination of a Bachelor's or Master's programme at a Dutch university of applied sciences or a Dutch research university;

### Section 2.2 Exemption from general requirements for previous qualifications on the basis of previous qualifications

#### **Paragraph 1 Qualifications gained outside the Netherlands**

1. Those in possession of a degree certificate that meets the following conditions are exempt from the requirements for previous qualifications as referred to in Section 2.1(1) of these Regulations.
  - a. The degree certificate has been gained outside the Netherlands;
  - b. The country in which the degree certificate was awarded has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Treaty Series 2002, 137);
  - c. The degree certificate concerned is accepted in the country of issue for the purposes of admission to higher education.
2. Those in possession of a degree certificate that meets the following conditions are exempt from the requirements for previous qualifications as referred to in Section 2.1(2) of these Regulations.
  - a. The degree certificate has been gained outside the Netherlands;
  - b. The country in which the degree certificate was awarded has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Treaty Series 2002, 137);
  - c. The degree certificate concerned is accepted in the country of issue for the purposes of admission to research universities.

#### **Paragraph 2 Equivalent diplomas**

The holder of a qualification designated by ministerial regulation, which qualification is indicated as at least equivalent to a qualification as referred to in Section 2.1(1), is exempt from the requirements for previous qualifications set out in Section 2.1(1) or (2).

**Paragraph 3 Exemption from requirements for previous qualifications**

The school dean can grant exemption from the requirements for previous qualifications as referred to in Section 2.1(1) or (2) of these Regulations to those in possession of a degree certificate that may or may not have been issued in the Netherlands and that, by judgement of the dean, is at least equivalent to a degree certificate as referred to in Section 2.1(1) or (2) of these Regulations.

**Paragraph 4 Language requirements**

If exemption from the requirements for previous qualifications is awarded on the basis of a certificate issued outside the Netherlands, the applicant must meet the language requirements as referred to in Section 2.9.

**Section 2.3 Exemption on the basis of an admission assessment****Paragraph 1 Investigation**

The basis for this investigation is Section 7.29, WHW. Persons aged 21 or over who do not meet the requirements for admission set out in Section 2.1 of these Regulations may be exempted from these requirements by the dean if an investigation by a committee instituted by the dean finds that such person:

- a. is suitable for the study programme for which an exemption is requested;
- b. has sufficient mastery of the Dutch language in order to follow the study programme successfully, if this concerns a study programme taught in Dutch;
- c. has sufficient mastery of the English language in order to follow the study programme successfully, if this concerns a study programme taught in English;

A student is considered to have sufficient mastery of Dutch or English as stated under paragraphs b and c if the student's level corresponds to the stipulations in Section 2.9 of these Regulations.

**Paragraph 2 Requirements**

The requirements applying within the context of the investigation can be found in the Teaching and Examination Regulations as well as on the website of the University of Applied Sciences under the entry requirements of the relevant study programme.

**Paragraph 3 Deviations from age limit for arts programmes**

For study programmes in the arts, the dean may in particular cases deviate from the age limit stipulated in the first paragraph.

**Paragraph 4 Deviations from age limit in case of absence of qualification from outside the Netherlands**

With regard to holders of a qualification issued outside the Netherlands that is accepted by an institution of higher education in the country in question for the purposes of admission to a study programme, the dean can in particular cases deviate from the age limit stipulated in the first paragraph if the diploma cannot be produced.

**Section 2.4 Further requirements in terms of previous qualifications****Paragraph 1 Further requirements in terms of previous qualifications**

The Executive Board may determine that only candidates who meet the extra admission requirements for previous qualifications as included in appendix B of the Dutch national ministerial regulation on registration and admission to higher education will be enrolled. These are further prior education requirements in terms of profile and subjects that are necessary for admission to the relevant study programme. These requirements can be found on the website of the University of Applied Sciences.

**Paragraph 2 Assessment of lacunae**

The dean can nevertheless decide to admit a candidate who does not meet the requirements stipulated in paragraph 1, provided the candidate meets requirements that are comparable by nature and that are tested in an investigation the form and content of which are decided by the dean. The website of the University of Applied Sciences sets out to which study programmes this applies. The following is stated for each study programme that is subject to an investigation:

- a. the date(s) on which the investigation takes place;



- b. the applicable requirements. These requirements are also included in the Teaching and Examination Regulations of the relevant study programme.

### Section 2.5 Special further requirements in terms of previous qualifications (teacher training for primary education)

Special further requirements in terms of previous qualifications apply to the teacher training programme for primary education. These requirements relate to the knowledge areas geography, history, and nature and technology.

### Section 2.6 Supplementary requirements

#### **Paragraph 1 Supplementary requirements in connection with the profession**

A number of study programmes are subject to supplementary requirements, as the practice of the profession(s) for which the study programme trains the students imposes specific requirements in terms of knowledge and skills that are not or not adequately taught in secondary education and vocational education as referred to in the WEB, or imposes specific requirements as regards the qualities of the student.

#### **Paragraph 2 Supplementary requirements in connection with the organisation and design of the study programme**

A number of study programmes are subject to supplementary requirements, as the organisation and design of the teaching imposes specifies requirements in terms of knowledge and skills that are not or not adequately taught in secondary education and vocational education as referred to in the WEB, or imposes specific requirements as regards the qualities of the student.

#### **Paragraph 3 Location of supplementary requirements**

The supplementary requirements can be found in the Dutch national ministerial regulation on registration and admission to higher education, annexes D and E. The requirements can also be found on the website of the University of Applied Sciences under the admission requirements for the respective programmes.

#### **Paragraph 4 Selection criteria and selection procedure**

The dean lays down regulations for the selection criteria and selection procedure. The selection criteria may only contain requirements that are directly linked to the requirements and grounds referred to in paragraphs 1 and 2. The selection criteria and selection procedure are mentioned on the website of the University of Applied Sciences.

### Section 2.7 Supplementary requirements for study programmes and teacher training programmes in the field of art

#### **Paragraph 1 Supplementary requirements**

Study programmes and teacher training programmes in the field of art are subject to supplementary requirements in connection with the organisation and design of the teaching or the knowledge and skills of the prospective students. The supplementary requirements can be found in the Dutch national ministerial regulation on registration and admission to higher education, annex D.

#### **Paragraph 2 Selection criteria and selection procedure**

For the purposes of elaborating the requirements specified in paragraph 1, the dean lays down selection criteria for the relevant study programme. The selection criteria may only include requirements that have a direct connection to the requirements as referred to in paragraph 1. These requirements are published on the website of the University of Applied Sciences.

#### **Paragraph 3 Committee**

For each study programme, the dean institutes a committee that investigates whether prospective students meet the requirements and criteria specified in paragraphs 1 and 2. The committee provides the dean with reasoned advice on each student.

#### **Paragraph 4 Decision on admissibility and proof of admission**

Taking into consideration the advice from the committee specified in paragraph 3, the dean makes a decision with regard to the admissibility of each participant in the investigation. The dean issues proof of admission to all admitted participants.

#### Section 2.8 Requirements with regard to employment

For the purpose of enrolment in a part-time study programme, the Executive Board may impose requirements regarding the activities to be carried out during the study programme if these activities are designated as units of study in the Teaching and Examination Regulations. Any requirements are mentioned under the relevant study programmes on the website of the University of Applied Sciences.

#### Section 2.9 Language requirements

##### **Paragraph 1 Language requirements for study programmes taught in Dutch**

Those in possession of a certificate awarded outside the Netherlands that is accepted by institutions of higher professional education (hbo) for the purpose of admission and who would like to enrol in a study programme taught in Dutch must submit, prior to enrolment, a Programme II 'State Exams Dutch as a Second Language (Nt2)' diploma or an equivalent certificate or diploma (at least B2 level according to the Common European Framework of Reference for Languages - CEFR).

Study programmes that opt for an alternative way of assessing language proficiency in Dutch (i.e. not for the Programme II 'State Exams Dutch as a Second Language (Nt2)' or an equivalent certificate or diploma) will submit to the Executive Board for approval before 15 September how they intend to establish that foreign students who wish to enrol in a study programme taught in Dutch have sufficient command of Dutch to be able to study successfully, as stated in Section 7.28(2), WHW.

##### **Paragraph 2 Language requirements for study programmes taught in English**

1. A person who holds a certificate issued outside the Netherlands from a previous education that is accepted by institutions of higher professional education (hbo) for the purposes of admission and who wants to be enrolled in a study programme taught in English must, prior to enrolment, have an IELTS certificate with an overall band score of at least 6.0, have a TOEFL iBT score of at least 80 or have obtained a minimum score for another language test, as mentioned in the language tests appendix published on the [website](#) of the Code of Conduct for international students.
2. In deviation from the provisions under 1 of this paragraph, an international student may be exempted from the obligation referred to in paragraph 1 if the student:
  - a. has received their prior education in English, or
  - b. holds an International Baccalaureate certificate for English A Language and Literature, or
  - c. holds a secondary education diploma from a country included in the diploma list drawn up on the instructions of the associations of higher education institutions, as published on the [website](#) of the Code of Conduct for international students, or
  - d. wants to be enrolled in a study programme registered in the subcomponent 'opleidingen op het gebied van de kunst' (study programmes in the arts) in the component 'Taal en Cultuur' (Language and Culture) in RIO. Prior to enrolment, the student must have an IELTS certificate with an overall band score of at least 5.0, have a TOEFL iBT score of at least 60 or have obtained a minimum score for another language test, as listed in the language tests appendix published on the [website](#) of the Code of Conduct for International Students.

#### Section 2.10 Enrolment restriction

The basis for enrolment restriction is Section 7.53, WHW.

##### **Paragraph 1 Decentralised selection**

Selection takes place when a study programme is subject to restricted enrolment and there are more applications than the set maximum capacity.

##### **Paragraph 2 Selection procedure and selection criteria**

The selection procedure and selection criteria are published on the website of the University of Applied Sciences and sent to all candidates in good time.

**Paragraph 3 Applicable provisions**

The procedure is subject to the provisions of the WHW and the Dutch national ministerial regulation on registration and admission to higher education.

**Paragraph 4 Registration date**

The deadline for registration for a programme subject to restricted enrolment is 15 January.

**Section 2.11 Study Programme Choice Check**

The Study Programme Choice Check includes the modalities of study choice activities and the Study Programme Choice Check advice as referred to in Section 7.31b to 7.31d inclusive, WHW. The content and procedure of the Study Programme Choice Check are laid down in the Study Programme Choice Check Regulations (Regeling Studiekeuzecheck).

Study programmes with additional requirements or restricted enrolment are excluded from the Study Programme Choice Check.

## CHAPTER 3 REQUIREMENTS IN TERMS OF PREVIOUS QUALIFICATIONS AND ENTRY REQUIREMENTS FOR MASTER'S PROGRAMMES

### Section 3.1 Requirements in terms of previous qualifications

The basis for the prior education requirements is Section 7.24, WHW.

To be eligible for enrolment in a Master's programme, the general entry requirement is that:

- a. applicants must be educated to Bachelor's or Master's level in higher professional education (hbo) or university education (wo), or
- b. applicants must have knowledge, understanding and skills to Bachelor's level in university education or higher professional education.

### Section 3.2 Exemption from requirements for previous qualifications

The dean can grant exemption from the requirement specified in Section 3.1 to those with knowledge, understanding and skills to Bachelor's level in university education or higher professional education.

### Section 3.3 Other entry requirements

Alongside the requirements specified in Section 3.1, the dean can set other entry requirements for admission to a Master's programme. These requirements are included in the Teaching and Examination Regulations and can be found on the website of the University of Applied Sciences.

### Section 3.4 Capacity restriction

For Master's programmes, the Executive Board may determine a maximum number of students that may be enrolled in the programme.

Please check the programme's website to see whether a capacity restriction applies and whether admission may be refused if the maximum number of students is exceeded.

## CHAPTER 4 REGISTRATION AND ENROLMENT

### Section 4.1 Enrolment conditions

#### **Paragraph 1 Propaedeutic phase**

Enrolment in the propaedeutic phase of a study programme or in the first period of an Associate degree programme with a study load of 60 credits is open to those who:

- a. are eligible for admission to the relevant study programme on the basis of the stipulations in Chapter 2; and,
- b. if it is their first enrolment in the propaedeutic phase of a study programme subject to restricted enrolment, have proof of admission from Studielink; and
- c. have not previously received a referral recommendation for the study programme in question at Zuyd University of Applied Sciences, or can demonstrate that the referral recommendation has been withdrawn, or after having received a referral recommendation have demonstrated to the satisfaction of the dean that they will be able to follow the study programme successfully, and
- d. have met the financial obligations as described in paragraph 4 of this Section; and
- e. meet the remaining requirements in this Chapter.

#### **Paragraph 2 Post-propaedeutic phase**

1. Enrolment in the post-propaedeutic phase of a study programme is open to those who:
  - a. are in possession of the propaedeutic certificate of the study programme, obtained at Zuyd University of Applied Sciences; and
  - b. have met the remaining enrolment conditions specified in this Chapter.
2. The dean can grant the holder of a qualification (whether or not this has been awarded in the Netherlands) an exemption from the requirement as referred to in the first paragraph, provided the dean judges the said qualification to be at least equivalent to the certificate as referred to in the first paragraph. Should this concern a qualification gained outside the Netherlands, the dean can also decide that the applicant may not sit any examinations or components thereof until, subject to the satisfaction of the relevant examination board, proof is provided of sufficient mastery of the Dutch language to enable the study programme to be followed successfully. See also Section 2.9 of these Regulations.
3. The examination board can grant exemption from the examinations of the respective study programme at Zuyd University of Applied Sciences to the holder of a propaedeutic certificate of a study programme that has been obtained at another university of applied sciences. In this case, the proof of said exemption will be seen as equivalent to the certificate as understood in the first paragraph of this Section. In such a case, no propaedeutic certificate will be issued.
4. If a student has not yet passed the propaedeutic examination, or is exempt from sitting one or more examinations for the propaedeutic phase, the examination board may at the student's request permit the student to sit one or more examinations for the post-propaedeutic phase unless - in the judgement of the examination board - this would be an impediment to academic progress.

#### **Paragraph 3 Master's programmes**

Enrolment in a Master's programme is open to those who:

- a. meet the requirements in terms of previous qualifications and entry requirements as specified in Chapter 3,
- b. have met the remaining enrolment conditions specified in this Chapter, and
- c. have met the language requirements described in Section 2.9 of these Regulations.

#### **Paragraph 4 Students' obligations with regard to tuition fees and examination fees**

A student or external student is considered to have met the obligations with regard to tuition fees and examination fees if before the beginning of the academic year (no later than 31 August, or 31 January for study programmes with a February intake):

- a. a digital authorisation for payment of the tuition fees due has been issued via Studielink. The administration fee for payment in instalments is €24 per academic year, or
- b. the total tuition fees or examination fees have been transferred to the bank account of Zuyd University of Applied Sciences, or

- c. the total tuition fees or examination fees have been transferred to the bank account of Zuyd University of Applied Sciences by a third party:
    - 1. Finance and Control Services have received a declaration to the effect that a student or external student is not paying the tuition fees or examination fees themselves. The student or external student must submit a written declaration stating they agree that a third party, named in the said declaration, is paying the tuition fees or examinations fees on behalf of the student, or
    - 2. Finance and Control Services have received a letter of guarantee in which an employer undertakes to pay the tuition or examination fees that apply to the student or external student. The student or external student must submit a written declaration stating that they agree that the employer named in the said letter is paying the tuition fees or examinations fees on behalf of the student, or
  - d. Finance and Control Services have received a statement from another funded higher education institution that reports the successful payment of tuition fees for the purposes of enrolment at Zuyd University of Applied Sciences.
  - e. deviations are included in [the overview of tuition and examination fees](#).
- In case of a student joining the programme at a later stage, the above requirements must be met prior to the month of enrolment.

### **Paragraph 5 Residence permit**

Students are only eligible for enrolment if they can demonstrate that:

- a. they are a Dutch national or are treated as such on the basis of a statutory provision, or
- b. they are a foreign national and are younger than eighteen years on the first day of the study programme for which the first enrolment is requested, or
- c. they are a foreign national and are eighteen years or older on the first day of the study programme for which the first enrolment is requested, and on that day have lawful residence in the Netherlands as referred to in Section 8 of the Dutch Aliens Act 2000 (Vreemdelingenwet 2000), or
- d. they are a foreign national and are resident outside the Netherlands on the first day of the study programme for which the first enrolment is requested, or
- e. they are a foreign national, no longer meet one of the conditions as specified under b, c or d, and, in accordance with one of those components, have previously enrolled in a study programme at the University of Applied Sciences in which they are still a participant and which they have not yet completed.

## **Section 4.2 Registration and enrolment or re-enrolment procedure**

### **Paragraph 1 Registration via Studielink**

Those wishing to enrol for the first time in a study programme at Zuyd University of Applied Sciences must register via Studielink.

### **Paragraph 2 Latest registration date in cases of restricted enrolment or of supplementary requirements**

Applicants must register via Studielink no later than 15 January for a study programme that is subject to restricted enrolment.

Applicants must register via Studielink no later than the date stated on the website of the University of Applied Sciences for a study programme that is subject to supplementary requirements.

### **Paragraph 3 Registration for other study programmes**

Applicants must register via Studielink no later than 31 August for any other study programmes, but registration for study programmes starting on 1 September should preferably take place no later than 1 May. For more information, see the Study Programme Choice Check Regulations.

### **Paragraph 4 Re-enrolment**

Students wishing to continue their study programme after one academic year must submit a request for re-enrolment via Studielink.

## Section 4.3 Documents

### **Paragraph 1 Supporting documents**

If Studielink is unable to verify all the information required for enrolment, the University of Applied Sciences will only enrol the student once they have submitted supporting documents on the basis of which the university of applied sciences can verify that the student has the documents required for enrolment.

### **Paragraph 2 Fraud**

If fraud is detected in the registration and enrolment process, e.g. falsification of diplomas/transcripts of academic record, or falsification of documents for the purposes of the IND's Admission and Residence Procedure, the candidate is immediately excluded from further enrolment in any study programme at Zuyd University of Applied Sciences.<sup>1</sup>

## Section 4.4 Enrolment deadlines

### **Paragraph 1 Enrolment times**

Students are enrolled per 1 September or, for study programmes starting on 1 February, per 1 February. There may be different entry dates in case of enrolment in part-time programmes with flexible learning goals. These can be found on the website of the University of Applied Sciences.

### **Paragraph 2 Enrolment during the academic year**

In departure from paragraph 1, enrolment at any other time of the academic year is possible only with the dean's written permission.

### **Paragraph 3 Duration of enrolment**

Enrolment in a study programme is valid for the entire academic year. If enrolment takes place during the academic year, it will be valid for the remaining portion of the academic year. Enrolment with retroactive effect is not possible.

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<sup>1</sup>The IND (Immigration and Naturalisation Service) rejects applications if a student is found to have provided incorrect information in previous applications for residence permits. The application will also be rejected if the student has previously resided illegally in the Netherlands and/or an entry ban has been issued against the student.

## CHAPTER 5 DEREGISTRATION<sup>2</sup>

### Section 5.1 Deregistration at the student's request

#### **Paragraph 1 Request to terminate enrolment**

Students wishing to terminate their enrolment must submit a request to this end via [www.studielink.nl](http://www.studielink.nl).

#### **Paragraph 2 Date of deregistration**

The enrolment is terminated as of the first day of the month subsequent to the request. Deregistration with retroactive effect is not possible.

#### **Paragraph 3 Deregistration after award of degree**

Students who have been awarded an Associate degree, Bachelor's degree or Master's degree will only be deregistered after they have submitted a request to this end. Paragraphs 1 and 2 are applicable in this case.

### Section 5.2 Deregistration ipso jure

#### **Paragraph 1 Deregistration ipso jure**

Enrolment is terminated ipso jure:

- a. at the end of the academic year;
- b. by the death of the student, on the date of death of the student.

#### **Paragraph 2 Outstanding debts**

The obligation of the student to pay outstanding debts to the University of Applied Sciences does not expire upon deregistration.

### Section 5.3 Refusal or deregistration by order of the Executive Board

#### **Paragraph 1 Failure to fulfil financial obligations**

1. If, following reminders with regard to the full or partial payment of tuition fees, a student refuses to fulfil their payment obligations, their enrolment is terminated by order of the Executive Board as of the first day of the second month subsequent to the second reminder. This does not release the concerned party from their payment obligation. Their account at Zuyd University of Applied Sciences will be blocked with immediate effect.
2. If a student fails to fulfil their financial obligations or does not fulfil these in due time, Zuyd University of Applied Sciences will engage a collection agency to recover the debts, in which case all judicial and extrajudicial costs will devolve on the student.
3. In this context, Zuyd University of Applied Sciences abides by the [Procedure for deregistration in cases of non-payment \(Procedure uitschrijven bij wanbetalen\)](#). This can be found on the website of the University of Applied Science.
4. The degree certificate will not be issued until the student has fulfilled all financial obligations.

#### **Paragraph 2 No longer satisfying enrolment conditions**

The Executive Board will refuse or withdraw the enrolment if the applicant has not met or no longer meets the requirements and conditions with regard to enrolment as specified in these Regulations.

#### **Paragraph 3 Abuse of enrolment**

The Executive Board may refuse or withdraw the enrolment if there is a reasonable fear that the person concerned will abuse this enrolment and the rights attached to it by seriously harming the nature of the University of Applied Sciences or if it has become apparent that the person concerned has abused this enrolment and the rights attached to it. The refusal or withdrawal of enrolment must be in writing and must state the reasons for the refusal or withdrawal.

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<sup>2</sup> Legal basis: 7.42, WHW, 7.42b, WHW (judiceum abeundi: Section 5.3(4) of these Regulations), Section 7.57h(2), WHW (serious nuisance: 5.3(8) of these Regulations, serious fraud: Section 7.12b(2), WHW: Section 5.3(7) of these Regulations), Section 7.42(2), WHW (Section 5.3(1) of these Regulations).



**Paragraph 4 Unsuitability to practise a profession**

1. The dean can terminate or refuse enrolment in a study programme if the student's behaviour or language is evidence of their unsuitability to practise one or more professions for which their study programme is training them, or for the practical training for professional practice.
2. The dean takes advice from the study programme's examination board and, if this concerns an enrolled student, from the student counsellor prior to making a decision as referred to here.
3. Prior to making a decision, the dean will grant the student or prospective student the opportunity to be present their case.

**Paragraph 5 Previous refusal of enrolment at another institution**

The dean can reject the applicant's enrolment if the applicant wishes to enrol in a study programme that is identical or related to a study programme at another institution from which the applicant was refused on the grounds referred to in paragraph 4.

**Paragraph 6 Refusal of final specialisation**

If the student as referred to in paragraph 4 is enrolled in another study programme and, within that study programme, attends teaching for a final specialisation that corresponds to the study programme, or, with regard to the practical training for the practice of a profession, a final specialisation related to the study programme for which enrolment has been terminated or refused, the dean can decide that the student may not take the said final specialisation or other components.

Paragraph 4(2) and (3) apply accordingly.

**Paragraph 7 Serious fraud**

On a recommendation from the examination board of the study programme in which the student is enrolled, the Executive Board can terminate the enrolment for the said study programme if the student is guilty of committing serious fraud as defined in the Fraud Regulations of Zuyd University of Applied Sciences.

**Paragraph 8 Serious nuisance**

1. The Executive Board can temporarily or permanently terminate a student's enrolment in a study programme if the student's conduct or language causes a serious nuisance to staff of the university of applied sciences, to students enrolled in a study programme or to persons from outside who have a functional relationship with the University of Applied Sciences. 'Serious nuisance' includes a threat to the well-being of the said persons.
2. Prior to making its decision, the Executive Board takes advice from the dean.

**Paragraph 9 Absence of residence permit**

If, following enrolment, there is evidence that the enrolment for whatever reason took place in contravention of Section 4.1(5), the Executive Board will annul the student's enrolment.

**Section 5.4 Cancellation of enrolment before the start of the academic year or at another entry date**

1. The enrolment can be cancelled until 1 September of the academic year for which enrolment has been requested.
2. Cancellation of the enrolment prior to the start of the academic year must be done via [www.studielink.nl](http://www.studielink.nl). After this, the tuition fees or examination fees that have already been paid will be refunded in full.
3. Cancellation of the enrolment for other enrolment moments must take place before the start of the moment of enrolment. After this, the tuition fees or examination fees that have already been paid will be refunded in full.

## Section 5.5 Rights of enrolled persons

The basis for the rights of enrolled persons is Section 7.34(1), WHW.

1. In accordance with Section 7.34(1), WHW, enrolment as a student entitles one, among other things, to follow initial education, take examinations, access the facilities and collections belonging to the institution, use other facilities provided for the benefit of students, such as the services of a student counsellor or psychologist, and make use of academic student counselling.
2. In accordance with section 7.36, WHW, enrolment as an external student entitles one to take examinations and access the institution's facilities and collections.

## CHAPTER 6 TUITION FEES AND EXAMINATION FEES

### Section 6.1 Statutory tuition fees for funded study programmes

#### Paragraph 1 Statutory tuition fees

Students are liable to pay the statutory tuition fees if they meet each of the following conditions:

- a. they are enrolled at Zuyd University of Applied Sciences, and
- b. they have not previously received (after 1 August 1991) a Dutch Associate degree, a Dutch Bachelor's degree, or a Dutch Master's degree as at the beginning of the academic year of an Associate degree programme, or have not previously received (after 1 August 1991) a Dutch Bachelor's degree as at the beginning of the academic year of a Bachelor's programme, or have not previously received (after 1 August 1991) a Dutch Master's degree as at the beginning of the academic year of a Master's degree programme, and
- c. they meet the requirement in terms of nationality. This means they are a national of a country that is a member of the European Economic Area or are a Surinamese or Swiss national. A student who is not a national of a country that is a member of the European Economic Area meets the nationality-related requirement if they are a family member (on the basis of Directive 2004/38/EC of the European Parliament and of the Council) of EU citizens residing in the Netherlands, or if they are in possession of a residence permit that makes them eligible to receive student grants and loans on the basis of the Dutch Student Finance Act 2000 (Wet Studiefinanciering 2000).
- d. The condition as referred to in paragraph 1(b) does not apply to students who are following a study programme in education or healthcare for the first time.

#### Paragraph 2 Second study programme

A student as defined in paragraph 1 who has started a second study programme that runs concurrently with their first study programme may, upon receiving the first certificate, complete the second study programme for the statutory tuition fees if this is continued in consecutive academic years. This is under the provision that the second study programme to which statutory tuition fees apply is continued by the student without interim deregistration from that study programme.

#### Paragraph 3 Bachelor's degree

In terms of the condition as referred to in paragraph 1(b), a student with a Bachelor's degree is equivalent to:

- a. a student who has passed the final examination of a higher professional education (hbo) study programme with a study load of 168 credits according to the WHW as this read on 31 August 2002; and
- b. a student who has passed the candidate exam of a study programme in university education (wo) as referred to in Section 7.8, WHW, as this read on 31 August 2002.

#### Paragraph 4 Master's degree

In terms of the condition as referred to in paragraph 1(b), a student with a Master's degree is equivalent to:

- a. a student who has passed the final examination of a study programme in university education (wo) as referred to in Section 7.3, WHW, as this read on 31 August 2002; and
- b. a student who, on the basis of Section 18.15, WHW, has passed the final examination of a study programme in university education.

#### Paragraph 5 Associate degree

In terms of the conditions referred to in paragraph 1, a student who passed the final examination for an Associate degree programme prior to the entry into force of the Act introducing the Associate degree programme (Wet invoering associate degree-opleiding) will be considered equal to a student who has gained an Associate degree.

### Section 6.2 Institutional tuition fees for funded study programmes

1. The institutional tuition fees for funded study programmes are applicable to each student who is not subject to the provisions in Section 6.1(1) and (2).

2. The amount of the institutional tuition fees for funded Bachelor's and Master's programmes is included in the appendix 'overview of tuition fees and examination fees'.
3. The institutional tuition fees for Associate degree programmes are equal to the institutional tuition fees for Bachelor's programmes.

For more information, see [the overview of tuition fees and examination fees](#) on the website of the university of applied sciences.

### Section 6.3 Institutional tuition fees for non-funded study programmes

The institutional tuition fees for non-funded study programmes apply to those wishing to enrol as a student in a non-funded study programme.

The amount of the institutional tuition fees for non-funded Bachelor's and Master's programmes is shown in the 'overview of tuition fees and examination fees'.

For more information, see [the overview of tuition fees and examination fees](#) on the website of the University of Applied Sciences.

### Section 6.4 Examination fees for external students

1. Those wishing to enrol as an external student are liable to pay examination fees.
2. The amount of the examination fees is shown in the 'overview of tuition fees and examination fees'.

For more information, see [the overview of tuition fees and examination fees](#) on the website of the University of Applied Sciences.

### Section 6.5 Change to the type of study programme

#### **Paragraph 1 Changing to a type of study programme with higher tuition fees**

If the student changes the type of study programme during the academic year and consequently is liable to pay tuition fees exceeding the amount already paid, the student is liable to pay the difference arising from the change of enrolment.

#### **Paragraph 2 Changing to a type of study programme with lower tuition fees**

If the student changes the type of study programme during the academic year and is consequently liable to pay tuition fees lower than or equal to the amount already paid, the student is exempt from paying the tuition fees for the new enrolment. Any tuition fees paid in excess will be reimbursed.

### Section 6.6 Tuition fees in case of multiple enrolments

#### **Paragraph 1 Student**

Students enrolling in multiple full-time, part-time and/or dual study programmes at Zuyd University of Applied Sciences are only liable to pay the highest applicable fee once.

#### **Paragraph 2 External student**

External students are liable to pay the applicable examination fees per study programme.

#### **Paragraph 3 Enrolment at multiple institutions of higher education**

If the student is enrolled in a full-time, part-time or dual study programme at another funded institution of higher education in the Netherlands and has paid statutory tuition fees there, the statutory tuition fees owed on enrolment at Zuyd University of Applied Sciences will be offset against the already paid tuition fees upon the submission of an original Bewijs Betaald Collegegeld (proof of paid tuition fees) from the institution at which the student was first enrolled.

### Section 6.7 Further provisions with regard to tuition fees and examination fees

#### **Paragraph 1 Reduction of tuition fees if enrolling as a student after 1 September**

If a student enrolls during the academic year, the statutory or institutional tuition fees are reduced by one twelfth for each month in which the student has not been enrolled.

### **Paragraph 2 Enrolment as an external student after 1 September**

If an external student enrolls during the academic year, the examination fees will not be reduced.

### **Paragraph 3 Interim change in the amount of tuition fees**

1. If, at a given moment during the academic year, a student liable to pay the statutory tuition fees is found not to satisfy the condition specified in Section 6.1, paragraph 1(b), the institutional tuition fees will be charged retroactively as of the moment the student obtains their degree.
2. If, at a given moment during the academic year, a student liable to pay the statutory tuition fees is found not to meet the requirement with regard to nationality as specified in Section 6.1, paragraph 1(c), the institutional tuition fees will be charged retroactively as of the moment of the change of nationality.
3. If, at a given moment during the academic year, a student liable to pay the institutional tuition fees is found to meet the requirement with regard to nationality as specified in Section 6.1, paragraph 1(c), the statutory tuition fees will be charged retroactively as of the moment of the change of nationality. The condition specified in Section 6.1, paragraph 1(b) remains in full force.
4. With the approval of the director of Finance and Control Services and the Executive Board, the dean may, within the legal framework, decide to change the tuition fees due.

### **Paragraph 4 Payment of tuition fees by third parties**

If the tuition fees are paid by a third party, the student must grant their consent for this via [www.studielink.nl](http://www.studielink.nl) or in writing by means of a 'Declaration of consent form'.

### **Paragraph 5 Payment method update form**

If, following confirmation of the payment process via Studielink, it is not possible in Studielink to change the chosen payment method (one-time payment or instalments) and/or the bank account number, a change can only be requested by filling in an update form. This form can be requested by emailing [collegegeld@zuyd.nl](mailto:collegegeld@zuyd.nl).

### **Paragraph 6 Derogations**

Derogations from the method of payment of tuition fees or from the amount payable are included in [the overview of tuition fees and examination fees](#) on the website of the University of Applied Sciences.

## **Section 6.8 Reimbursement of tuition fees**

### **Paragraph 1 Reimbursement upon deregistration**

A student whose enrolment is terminated on the basis of one of the provisions in Chapter 5 is entitled to reimbursement of the tuition fees. For each remaining month in the academic year following termination of the student's enrolment, one twelfth of the statutory or institutional tuition fees that apply to the enrolment will be reimbursed with no prejudice to the provisions in Sections 6.7 and 6.9.

### **Paragraph 2 Reimbursement upon death**

If a student dies during the academic year, the tuition fees will be reimbursed for each subsequent month of the academic year.

### **Paragraph 3 Reimbursement in case of payment in instalments**

If the tuition fees are paid in instalments, the amount to be reimbursed will be offset against any outstanding instalments.

### **Paragraph 4 No refund of administrative costs**

If enrolment is terminated during the academic year, administration costs will not be refunded if tuition fees are being paid in instalments via a direct debit arrangement.

### **Paragraph 5 Account number for reimbursement**

The amount of tuition fees paid in excess will be refunded to the account number registered with the direct debit arrangement (if this applies) or to the payer's bank account.

### **Paragraph 6 Reimbursement in case of proof of payment of tuition fees**

Students who in addition to their first enrolment with Zuyd are also enrolled in a dual, part-time or full-time study programme at another funded higher education institution and are fully or partially exempt from the payment of tuition fees for this second enrolment, and who then terminate both enrolments must request their proof of payment of tuition fees from the institution of their second enrolment and send it to:

*Zuyd University of Applied Sciences*

*Attn: Finance & Control*

*Postbus 550*

*6400 AN Heerlen, The Netherlands*

As long as Zuyd University of Applied Sciences has not received this proof of payment of tuition fees, the tuition fees will be collected and no refund will be made.

## Section 6.9 Conditions for no or partial refund of tuition fees or examination fees

### **Paragraph 1 Consecutive or other enrolment in another study programme**

Full or partial reimbursement of tuition fees will not be granted if:

- a. a student is still enrolled in another study programme at Zuyd University of Applied Sciences;
- b. a student is already enrolled in a second study programme at another funded Dutch higher education institution prior to terminating their enrolment at Zuyd University of Applied Sciences;
- c. after deregistering from Zuyd University of Applied Sciences, a student immediately re-enrols at a funded Dutch higher education institution in the course of that academic year.

### **Paragraph 2 Termination at the student's request after 1 June of the academic year**

Students who deregister on the basis of Section 5.1 after 1 June of the current academic year will not have their tuition fees reimbursed for the months of July and August.

### **Paragraph 3 Deregistration for external students**

External students who deregister during the academic year are not entitled to reimbursement of the examination fees.

### **Paragraph 4 Non-funded study programme**

For non-funded study programmes, depending on the programme, there is no full or partial refund of tuition fees in case of deregistration after 1 October.

For more information and conditions, see the ['the overview of tuition fees and examination fees'](#) on the website of the University of Applied Sciences.

## CHAPTER 7 LEGAL PROTECTION

### Section 7.1 Objections

1. On the basis of these Regulations, a party concerned can lodge an objection against a decision – or lack thereof – by an authority.
2. In this Chapter, a ‘party concerned’ is understood to be a student, a prospective student, a former student, an external student, a prospective external student or a former external student.

### Section 7.2 Submission of notice of objection

#### **Paragraph 1 Address**

The concerned party must submit the notice of objection to:

*Het Loket rechtsbescherming*

*Postbus 550*

*6400 AN Heerlen, The Netherlands*

or by email to [rechtsbescherming@zuyd.nl](mailto:rechtsbescherming@zuyd.nl)

#### **Paragraph 2 Deadlines**

1. The notice of objection must be submitted within a term of six weeks after the day on which the relevant decision was announced or is deemed to have been refused.
2. The Loket rechtsbescherming (Legal Protection Service) sends a written confirmation of receipt of the objection to the party concerned and forwards this to the competent authority. The date of receipt determines whether the notice of objection has been submitted within the deadline.

#### **Paragraph 3 Procedural requirements for the notice of objection**

The notice of objection must be signed and must specify:

- a. the name and address, including place of residence, of the party concerned;
- b. details of the authority against whose decision the notice of objection is lodged and the school or service of which the authority forms part;
- c. a clear description of the decision against which the objection is lodged, including submission – if possible – of a copy of the decision, or, if the objection is lodged against the refusal to reach a decision, a clear description of the decision the claimant believes should have been made;
- d. the grounds on which the objection is being made.