

# THE EEG - PART 12A

## TUITION FEE POLICY OF WITTENBORG

### UNIVERSITY OF APPLIED SCIENCES



Wittenborg's Brinklaan Building, Apeldoorn

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## **1. INTRODUCTION**

This policy governs how Wittenborg University of Applied Sciences will apply and calculate tuition fees for all new and continuing students. Wittenborg reserves the right to amend this policy from time to time, in the light of prevailing circumstances (including legislative and regulatory changes).

This policy forms part of Wittenborg's terms and conditions and should be read in conjunction with the Education and Examination Guide. Tuition fees are usually charged on an academic year/annual basis.

Students retain ultimate liability for the payment of their tuition fees, whether invoiced or not, including where sponsorship, grant or loan agreements have been approved.

## **2. TUITION FEE INFORMATION**

Full-time tuition fees for new/prospective students are available by course name on Wittenborg's website (<https://www.wittenborg.eu/wittenborg-tuition-fees-all-programmes.htm>). Detailed tuition fee information for prospective students is available from the Admissions Team at [admission@wittenborg.eu](mailto:admission@wittenborg.eu).

Continuing students can contact the Student Registrar at [registrar@wittenborg.eu](mailto:registrar@wittenborg.eu).

Other than in a student's offer letter, only the Student Registrar and the Finance Department staff are authorised to provide a definitive assessment of tuition fees. All other tuition fee information provided by non-authorised staff will be considered advisory only and non-binding on Wittenborg. Tuition fee is invoiced annually, unless stated otherwise and covers one calendar year.

## **3. TUITION FEE LIABILITY**

Liability for the payment of tuition fees will be from the first term that a student enrolls or is expected to enrol (or re-enrol). Delayed enrolment (or re-enrolment) which is attributable to the student will not reduce the fee liability for the course or programme of study, even if this may have limited access to some services.

Students who have not completed the enrolment process are not permitted to attend Wittenborg, access school services or use school accommodation, property or facilities. A student who does not fully complete enrolment, but who either attends Wittenborg, accesses school services or uses school accommodation, property or facilities will, by their conduct, be deemed to have accepted Wittenborg's terms and conditions from the start of their offered course and will be liable for tuition fees calculated in accordance with this policy.

## **4. CHANGE OF PROGRAMME AND STUDY LOCATION**

Students who wish to change their study programme from one campus to another campus, are required to pay the tuition fee of the host location.

## **5. SCHOLARSHIPS**

Wittenborg operates a number of scholarship schemes that are subject to separate terms and conditions. These can change from year to year and, therefore, students should not rely on receiving the same tuition fee reduction for each year of study. Scholarships are provided at the discretion of Wittenborg and must be applied for in each relevant academic year of study. If Wittenborg does not

consider that a student has met all the terms and conditions of the relevant discount or rebate scheme, then a student will be considered ineligible to receive a tuition fee reduction.

Scholarship/studentship students should ensure that they fully understand and agree to the specific scholarship/studentship terms before enrolling on their course and becoming liable for any tuition fees. More information is available at [www.wittenborg.eu](http://www.wittenborg.eu).

## **6. ADDITIONAL ACADEMIC FEES AND CHARGES**

Some courses are subject to additional fees and charges that are not covered by the main tuition fee. These usually relate to optional activities on the course (such as field trips, additional materials/resources, printing/photocopying/binding charges), but may include other fees for some postgraduate courses. Students should contact the Student Registrar to obtain advice regarding these additional costs. Students may also incur other costs, such as library fines or charges for lost or damaged equipment.

## **7. WHAT DOES THE TUITION FEE COVER?**

Tuition fees cover the educational and related services made available to students whilst they study at Wittenborg, including tuition/supervisory services, assessment of submitted work and support provision. Information regarding specific courses is available online at [www.wittenborg.eu](http://www.wittenborg.eu).

### **One-Time Non-Refundable Registration Fee.**

First Invoice for Tuition Fees: The initial invoice issued to new students includes a non-refundable registration fee of five thousand euros (€5000) for the entire programme. The refund policy is only applicable to fees paid or due remaining after this. N.B. The non-refundable registration fee is covered solely by the first invoice issued to new students and becomes effective only after a student begins their studies.

The tuition fees exclude other charges that may be incurred through accessing other school services (including accommodation, books, study materials and excursions). This information is available to students before they commit themselves to further costs.

## **8. PAYMENT OF TUITION FEES**

Payment of the annual tuition fee becomes due once a student has accepted the offer from Wittenborg. Continuing students will be invoiced annually unless the student terminates the registration by deregistration or graduation. Payment of the tuition fee is not dependent on the production of an invoice from Wittenborg as a student should already be aware of their potential tuition fee liability.

EU students and students who do not require a residence permit (in the Netherlands), can opt for an instalment plan of maximum 12 instalments. The first instalment should be paid before the start of the programme. In case of payment by automatic collection, this is only possible after signing the authorisation form for automatic 'incasso'. The amount of every instalment will be raised with €12,50 administration cost. The collection of every instalment will take place around the 28<sup>th</sup> of each month.

International students who require a residence permit in the Netherlands should ensure that their fees (as part of the package fee) are paid in full at least four weeks prior to their programme start date.

## 9. PAYMENT OF FEES

Payment of tuition fees can be made through bank transfer:

<b>Name of the bank:</b>	Rabobank
<b>IBAN-Code (SEPA):</b>	NL13RABO0118220608
<b>Address of the bank:</b>	Eendrachtstraat 133, 7336 AC, Apeldoorn, The Netherlands
<b>Name of receiver:</b>	Wittenborg University of Applied Sciences BV
<b>Address of receiver:</b>	Brinklaan 268, 7311 JD, Apeldoorn, The Netherlands
<b>BIC Code:</b>	RABONL2U

Please make sure that both of the following references are clearly quoted when making a payment:

- The student number
- The invoice number