

# Enrolment and Tuition Fee Regulations

## **Obligation of enrolment**

- 01** All persons wishing to make use of educational facilities for the benefit of an initial degree programme, or take degree audits in degree programmes as defined by law, are obliged to enrol 'as a student' (full time, part time or work-study) or 'as an external student' (art. 7.32 of the WHW).

## **Application fee**

- 02** Anyone who registers for a Bachelor's or Master's degree programme and has an international degree is required to pay an application fee of € 100.

## **Matching procedure**

- 03** Anyone who registers for a Bachelor's degree programme before 1 May may take part in a matching procedure, which in any case consists of an online questionnaire. In case mandatory matching applies for a programme, a candidate who did not participate in the matching procedure cannot be enrolled in that particular programme. Programmes which apply mandatory matching must draw up regulations for mandatory matching. Numerus fixus programmes do not offer matching activities.

## **Admission to Bachelor's degree programmes and examinations**

- 04** The specific admission requirements (prior education and further prior education requirements) for Bachelor's degree programmes are stated in the Education and Examination Regulations of the relevant degree programme for each diploma category:

### *Pre-university education (VWO) diploma and further prior education requirements*

Admission to the Bachelor's degree programmes may be gained on grounds of a VWO diploma and further prior education requirements (depending on the specific programme) with respect to the profile and modules. Please refer to the Annexe for an overview.

### *Prior higher professional education (HBO) diploma and associate degrees*

Students with a propedeutic (first-year) certificate from a university of applied sciences (HBO) or an associate degree must meet the following Bachelor's degree programme admission requirements:

- If you have a VWO diploma, you must meet the further prior education requirements as stated in the Education and Examination Regulations.
- If you hold a HAVO (higher general secondary education)/MBO (senior secondary vocational education) certificate, the further prior education requirements set out in the Teaching and Examination Regulations require that you rectify any deficiencies in relation to the VWO (pre-university education) level. For programmes starting on 1 September, any deficiencies must have been rectified by 31 August at the latest.

### *Non-Dutch or international diploma*

The Executive Board determines whether a given international certificate is equivalent to the required pre-university (VWO) certificate and profile. In addition, further requirements may be imposed related to proficiency in Dutch or English.

In all non-standard cases, the admissions committee of the Bachelor's degree programme will assess whether the qualifications reflect an adequate level of subject knowledge and language proficiency.

### *Numerus fixus*

Several of TU Delft's Bachelor's degree programmes have a 'numerus fixus'. The first step in the admission process remains the fulfilling of the admission requirements as stated in the Education and Examination Regulations. In addition, the procedure and requirements laid down in the TU Delft Selection and Assignment Regulations and the Selection Criteria and Procedure Regulations of the degree programme also apply.

## Admission to Master's degree programmes and degree audits

- 05** The specific admission requirements for Master's degree programmes are stated in the Education and Examination Regulations of the relevant degree programme for each diploma category:

### Holders of a degree certificate from a Dutch higher education institution:

- Relevant Bachelor's degree certificate from TU Delft
- Relevant Bachelor's degree certificate from a Dutch university other than TU Delft
- Relevant Bachelor's degree certificate from a Dutch University of Applied Sciences in combination with a successfully completed bridging programme

### Holders of a degree certificate from a non-Dutch or international higher education institution:

- Relevant Bachelor's degree certificate
- Minimum Bachelor's degree programme CGPA, with specific requirements per country (If the country is not listed in [the overview](#), a minimum CGPA of 75% shall apply)
- Good scores in the relevant modules
- Good command of English (for requirements, please refer to the [website](#))

In addition, candidates must submit a CV and a motivation letter.

In all non-standard cases, the admissions committee of the Master's degree programme will assess whether the qualifications reflect an adequate level of subject knowledge and language proficiency.

It is possible that, due to short or long-term capacity issues, the intake of international MSc students for certain Master's degree programmes may be limited.

## 06 Admission to the bridging programme

VWO (pre-university education) Mathematics B and English are required for admission to the bridging programme. The dean may set further admission requirements;

If the student has not completed Mathematics B and VWO-level English, they must first pass tests for Mathematics B (or Mathematics T) and English before being admitted to the bridging programme. For bridging programmes starting on 1 September, the tests must be successfully completed before 1 September. For bridging programmes starting on 1 February, the tests must be successfully completed before 1 December. For [more information](#) about the requirements.

## Fees for Bachelor's and Master's degree programmes in the 2022/2023 academic year

- 07** The annual tuition fees for the 2022/2023 academic year are as follows:

- |  |                |
|--|----------------|
| - statutory tuition fee for full-time students:                      | € 2.209        |
| - reduced statutory tuition fee for first-year students <sup>1</sup> | € 1105         |
| - institutional tuition fee I for full-time students:                | € 2.209        |
| - institutional tuition fee II for full-time Bachelor's students:    | € 15.200       |
| - institutional tuition fee II for full-time Master's students:      | € 19.600       |
|  |                |
| - rate for bridging programmes:                                      | € 36,81 per EC |
| - rate for educational module  | € 1105         |
|  |                |
| - examination fee for external EEA students:                         | € 6.300        |
|  |                |
| - non-EU/EFTA external students, BSc:                                | € 15.200       |
| - non-EU/EFTA external students, MSc:                                | € 19.600       |

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<sup>1</sup> <https://www.rijksoverheid.nl/onderwerpen/hoger-onderwijs/halvering-collegegeld-eerstejaars>.

The fees must be paid in full in advance. A standing order granted in advance authorising TU Delft to collect the payment from a bank account, either in one payment or in instalments, is also acceptable.

#### *Statutory tuition fee and institutional tuition fee I (art. 7.45 of the WHW)*

This rate applies to the following categories of student:

- 1) Those who hold Dutch nationality or that of any other EU/EFTA country<sup>2</sup>, or Surinamese nationality
  - who are shown by the Central Register of Higher Education Enrolment (CRIHO) as referred to in art. 7.52 to not have a previous Bachelor's degree (for enrolment in a Bachelor's programme, or a previous Master's degree (for enrolment in a Master's programme)
  - For the academic year 2020-2021, TU Delft applies Institutional Rate I (which is equal to the statutory tuition fee) for students who have the nationality referred to under 1) and who have already obtained a Bachelor's or Master's degree.
- 2) Students taking a teacher-training programme, and did not obtain a teacher's certificate before, pay the statutory tuition fee.
- 3) If a student holds a nationality other than those named in 1), whether or not the statutory tuition fee applies depends on the type of Dutch residence permit they have been issued.
  - If the student has been issued a Dutch residence permit type II, III, IV or V, or a Dutch residence permit EU/EER or family member EU/EER the statutory tuition fee applies.
  - If the student has been issued a Dutch residence permit type I, it depends on the purpose of residence whether the statutory tuition fee applies. In this case, the institution will check the actual residence permit showing the purpose of residence, and additional documents.
- 4) For holders of a Foreign Nationals Identity Document (issued by the IND), the institutional tuition fee I applies.

#### *Institutional tuition fee II*

This fee applies to:

Students from non-EU/EFTA countries.

#### *Non-EEA students who are awarded graduation support under the "Profileringfonds" or Graduation Support Scheme (RAS)*

Non-EEA students who are awarded graduation support under the "Profileringfonds" or RAS who extend their enrolment beyond the nominal study duration will be granted compensation for the amount of the difference between the institutional fees paid and the statutory fees.

#### *Exchange students*

Exchange students are those participating in an Erasmus programme or students at a university which has a bilateral agreement with TU Delft. They only take a part of a Bachelor's or Master's programme at TU Delft. Students must meet admission conditions. They are exempt from paying TU Delft tuition fees. Students who enrol as exchange students cannot obtain any diploma.

#### *Contract student*

Anyone who is not a student or an external student as defined by Art.7.32 para. 1 of the WHW may register as a contract student. The level of the tuition fees is determined on the basis of the total number of credits for the modules to which the student has been admitted, as set down in an agreement.

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<sup>2</sup> The EU countries are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom. For the impact of Brexit see: <https://www.government.nl/topics/brexit/impact-of-brexit-on-higher-education-and-research>  
The EFTA countries are: Iceland, Liechtenstein, Norway and Switzerland.

### *Fees for bridging programmes*

Students who take a bridging programme, whether they are from the EU or not, pay fees for each programme; these are calculated on the basis of the number of European Credits (ECs) that they can obtain from that programme.

They will pay a proportion of the statutory tuition fees.

### *Fees for the educational module*

Participants in the educational module pay a fee set at half the statutory tuition fee. This fee must be paid at the beginning of the module.

### **Enrolment during the course of the academic year**

- 08** In principle, it is only possible to enrol in a bachelor or master degree programme for an entire academic year, i.e. as of 1 September. Enrolment in a bachelor degree programme at a later time is only possible on 1 February following approval of a well-reasoned request addressed to [late-enrolment@tudelft.nl](mailto:late-enrolment@tudelft.nl) and with the consent of the relevant faculty. Enrollment with retroactive effect beyond the monthly limit is not possible.
- Enrollment for a Master's degree program for external intake at a later date is only possible for a few programs and only from 1 February and is only possible on the basis of a substantiated request via [late-enrolment@tudelft.nl](mailto:late-enrolment@tudelft.nl) and with permission from the faculty. For other Master's degree programmes, it is not possible to enroll at a later time for external intake.
- Internal transfer from a TU Delft Bachelor's to a Master's programme, and external transfer into a Master's programme by a student from another Dutch university is possible throughout the academic year.

### **Enrolment procedure**

- 09** The enrolment procedure should be completed before the desired enrolment effective date, i.e. before 1 September or 1 February and, in case of internal transfers from Bachelor's to Master's programmes, before the first of the month in which the enrolment is requested.
- Students with a non-Dutch or international prior education have to submit their complete application request before April 1. The application request is complete if all required documents are uploaded.
- Students with a residence permit for study who do not meet the study progress requirements for MoMi (Modern Migration Act) cannot enrol for another study programme at TU Delft.

### **Fee in the case of enrolment during the course of the academic year**

- 10** If enrolment is allowed during the course of the academic year, it is valid for the remaining part of the academic year. Where this occurs, for a full-time student who is entitled to pay the statutory tuition fee rate, the fee will be reduced by one twelfth for each month later that the student enrolls (art. 7.48, para. 2 of the WHW). (RRvE Article 7.48, section 2).
- Also in the case of full-time students to whom the institutional rate applies who enrol during the course of the academic year, the fee will be reduced by one twelfth for each month later that the student enrolls. External students are not eligible for this reduction.

### **Termination of enrolment**

- 11** Students may terminate their enrolment by submitting a request in Studielink; their enrolment will then be terminated on the first of the subsequent month (art. 7.42 par. 1, WHW).

### **Methods of payment**

- 12** Payment of tuition fees may be made by online standing order, with the option of authorising either a single payment or payment in a maximum of nine instalments, or by a single bank transfer of the tuition or examination fees to the university.
- If a student who has completed his or her prior education at a foreign institution wishes to make use of certain services (application for a residence permit and/or living costs), the full tuition fee and the cost of accommodation must be transferred to TU Delft before 1 July.

In the event of enrolment during the course of the academic year, the tuition fee may also be paid in instalments.

Payment in instalments is subject to a charge of €24; this is also the case if the enrolment process is completed after 1 September. This transaction charge is debited at the same time as the first instalment.

Students who have opted to pay in instalments but who then choose to pay the remaining fee in a single payment after the first instalment has been debited are still required to pay the transaction charge.

If the tuition fees are to be paid by a third party, the student must give his/her consent via Studielink or by completing the '*betaling door derden*' ('payment by third parties') form. This only applies to students who are eligible for the statutory tuition fee.

*Regulations applicable in the event of failure of a standing order for payment of tuition fees*

If it is not possible to debit tuition fees owing, the amount owing shall be added to the amount debited the following month. If it is still not possible to debit the fees owing in that month, access to the university network shall be blocked. The subsequent step shall be to engage a debt collection agency/bailiff, which shall also involve the imposition of collection and interest charges. Failure to make payment at this stage shall result in termination of the student's enrolment at TU Delft. However, the student in question will first receive two reminders.

If the student re-enrols during the same academic year or in the subsequent academic year, he or she must pay the tuition fees by means of a bank transfer or PIN transaction. Students in these situations are not entitled to make payments in instalments.

If the student so requests, he or she will receive a 'Statement of payment of tuition fees' from TU Delft on the basis of which he or she may enrol elsewhere – on payment of any additional tuition fee required. For the bridging program the student does not pay tuition fees but an education allowance and therefore does not receive a 'Statement of payment of tuition fees'.

**Tuition fee rate for a second enrolment in parallel to enrolment for a first programme**

- 13** Any full-time student who is entitled to pay the statutory tuition fee and who enrolls for a second degree programme will be required to make an additional payment if the rate for the second programme is greater than that for the first programme (Art.7.48, section 1).

For enrolment in a second degree programme full-time students to whom the statutory tuition fee rate does not apply, part-time students and external students must make additional payment if – on a monthly basis – the rate for the second programme exceeds the rate for the first. This also applies to students taking a bridging programme who are also enrolled in a Master's programme, for example a different Master's programme to which they are eligible for direct admission.

In all cases in which a student's first enrolment is with a different institution of higher education and their second enrolment is with TU Delft, the total amount payable to TU Delft in tuition and/or examination fees is the sum of the amounts payable by the student for all the months of his or her enrolment. Each month, the amount payable is calculated on the basis of the 'most expensive' enrolment. The amount the student has already paid in tuition and/or examination fees elsewhere in higher education will then be deducted from the calculated amount each month.

In all cases in which a student has first enrolled at another higher education institute and secondarily at TU Delft, the student, in addition to an enrolment request via Studielink, must also submit an original statement ('*Bewijs Betaald Collegegeld*') ('proof of tuition fees paid') or is there a digital exchange between the institutions of the amount paid in examination or tuition fees and the corresponding period of enrolment.

If the student wishes to terminate the first degree programme or he or she has already done so, then this statement must specify the amount paid in tuition and/or examination fees after a refund has been made. The student will then be enrolled for the second degree programme as of the first of the

month in which he or she pays any necessary additional examination or tuition fee and fulfils any other enrolment requirements.

This is equally the case for full-time students to whom an institutional fee rate applies.

#### **Enrolment of guest students**

- 14** 'Guest students' are persons who are enrolled for a degree programme 'as a student' at another higher education institution and who, with the permission of the relevant Board of Examiners, include in their degree programme one or more modules that are not available at their own institution. During the period that they are enrolled elsewhere in higher education, guest students to whom the statutory fee does not apply or no longer applies may enrol at TU Delft 'as a student' or 'as an external student' without making any additional payment, on condition that they submit a Statement of tuition fees paid (Dutch acronym BBC) and a certified declaration to the Board of Examiners concerned specifying the subjects that are not available at the student's own institution. Students who enrol as guest students cannot obtain any diploma.

#### **Wrongful use of educational and/or examination facilities**

- 15** On the grounds of wrongful use of educational or examination facilities, a person making use of such facilities without being enrolled is liable to pay in compensation the amount he or she should have paid in tuition fees during this period, plus the sum of €100 per month. The number of months for which this compensation is payable is equal to the period beginning from the first month in which wrongful use of educational and/or examination facilities is recorded by TU Delft until the month in which the person concerned is enrolled correctly, or – if this is earlier – until the end of the relevant academic year. For practical exercises, projects and other non-participatory educational components for which no final grade for a degree audit component can be obtained, the period for which compensation is payable is calculated commencing from the most recent month liable for compensation in which participation in that component must commence in order to obtain a final grade on the registered date.

In the case of enrolments after 1 September (or 1 February), the enrolment will be effective on the first day of the month in which the enrolment is requested, provided that the admission requirements are met. Compensation shall apply to earlier months. It is not possible to enrol retroactively after the end of the month. Results of examinations and other exam components obtained in the period prior to student's enrolment shall remain valid. The results will only be published and the relevant certificate (B or M) issued only after the compensation has been paid.

In the case of a request for enrolment submitted in the month of October, the enrolment will become effective on 1 November for legal reasons.

#### **Charges for duplicates of CampusCards**

- 16** Duplicates of *CampusCards* cost €7, unless the need for a copy to be made has arisen from actions of TU Delft.

#### **Termination of enrolment and refunds of tuition fees**

- 17** The statutory rules concerning unenrolment and refunds for a person enrolled 'as a student' who pays the statutory tuition fees for a full-time degree programme apply equally to a person enrolled 'as a student' who is required to pay an institutional fee rate for a full-time enrolment. The student in question and the DUO are always informed of any unenrolment. Unenrolment and refunds of tuition fees are possible in the following cases:

##### **a. Available on request**

At the request of the student (via Studielink), enrolment will be terminated from the month subsequent to that in which the request is made.

Students with a residence permit based on their studies must inform the Student Administration (Admission and Mobility) if they submit a request in Studielink for unenrolment.

##### **b. Failure to pay tuition fees after receiving a reminder**

Students who fail to pay their tuition or examination fees may have their enrolment terminated with effect from the second month following the month in which the demand for payment was made.

### **c. Binding recommendation on continuation of studies**

The enrolment of any student who has been given a negative binding study recommendation will be terminated with effect from the month following the month in which such a recommendation is given; the student in question will then be excluded from re-registering for the same programme. This is set out in greater detail in [the Implementation of the Binding Recommendation on Continuation of Studies](#).

### **d. Enrolment period for the bridging programme**

A student cannot be enrolled in a bridging programme for more than two years. The Board of Examiners of the relevant degree programme may decide to extend the enrolment by one year and then only in case of serious exceptional circumstances.

No maximum duration applies to the enrolment as a pre-schakelaar (during another HBO or WO programme). If, after completion of the HBO or WO program in question, enrollment in the bridging program is still necessary, the maximum enrollment period of 2 years does apply.

### **e. Serious fraud**

The Board of Examiners may propose the termination of the enrolment of any student committing serious fraud, with effect from the month following the month in which the fraud is established. The procedure taken by the Board of Examiners is set down in more detail for each faculty in the Board of Examiners Rules and Guidelines.

### **f. Serious misconduct**

The enrolment of any student who repeatedly commits acts of anti-social behaviour may be terminated with effect from the month following the month in which such acts are established. This is set out in greater detail in [the TU Delft Regulations for the use of Buildings, Grounds and Facilities by Students and Visitors](#).

### **g. In the event of death**

The enrolment of any student who dies is terminated with effect from the first day of the month following the month in which the death occurs.

### **Termination of enrolment where study progress is inadequate for students with a residence permit for study**

In the case of inadequate study progress, the [Modern Migration Policy Act](#) means that international students may no longer re-enrol for the subsequent academic year on the basis of a residence permit for study purposes from 1 September.

### ***Refund of tuition fees***

To be eligible for a refund, the student in question must unenrol using Studielink. Tuition fees are automatically refunded in the case of the death of a student.

Refunds are based on what the student would have had to pay for the remaining months from the time of his or her termination of enrolment.

July and August count as months for which tuition fees are payable. No refund of tuition fees will be given for any unenrolment that takes effect in either July or August, and students who have opted to pay in instalments must also pay these in July and August. Refunds will only be paid into the bank account used to pay the tuition fees. Examination fees and fees for bridging programmes and the educational module are non-refundable.

### **Procedural rules for unenrolment and refunds**

**18** The following conditions and rules of a procedural nature are applicable to unenrolment and the payment of refunds:

a. In the case of a proof of payment of tuition fees document (*'Bewijs Betaald Collegegeld'*), TU Delft will ask the receiving institution about the amended enrolment and the tuition fees that have been paid.

b. The refund will be paid within six weeks of the submission and assessment of the refund request.

**Hardship clause**

- 19** The EB is authorised, if the application of art. 1 to 18 of the policy on refunds and enrolment would lead to unfair situations of a compelling nature, to deviate from said articles, but only if and to the extent that this is permitted by mandatory regulations.



**ANNEXE: Profile and Additional Requirements for each Bachelor's degree programme:**

	<b>VWO S&amp;E</b>	<b>VWO S&amp;H</b>	<b>VWO E&amp;S</b>	<b>VWO C&amp;S</b>
<b>Architecture</b>	direct admission	Mathematics B and Physics	Mathematics B and Physics	Mathematics B and Physics
<b>Civil Engineering</b>	direct admission	Mathematics B and Physics	Mathematics B and Physics	Mathematics B and Physics
<b>Electrical Engineering</b>	direct admission	Mathematics B and Physics	Mathematics B and Physics	Mathematics B and Physics
<b>Industrial Design Engineering</b>	direct admission	Mathematics B and Physics	Mathematics B and Physics	Mathematics B and Physics
<b>Clinical Technology</b>	Biology	Mathematics B and Physics	Mathematics B, Physics, Chemistry and Biology	Mathematics B, Physics, Chemistry and Biology
<b>Life Science &amp; Technology</b>	direct admission	Mathematics B and Physics	Mathematics B, Physics and Chemistry	Mathematics B, Physics and Chemistry
<b>Aerospace Engineering</b>	direct admission	Mathematics B and Physics	Mathematics B and Physics	Mathematics B and Physics
<b>Marine Engineering</b>	direct admission	Mathematics B and Physics	Mathematics B and Physics	Mathematics B and Physics
<b>Molecular Science &amp; Technology</b>	direct admission	Mathematics B and Physics	Mathematics B, Physics and Chemistry	Mathematics B, Physics and Chemistry
<b>Nanobiology</b>	Biology	Mathematics B and Physics	Mathematics B, Physics, Chemistry and Biology	Mathematics B, Physics, Chemistry and Biology
<b>Applied Earth Sciences</b>	direct admission	Mathematics B and Physics	Mathematics B, Physics and Chemistry	Mathematics B, Physics and Chemistry
<b>Engineering, Policy Analysis &amp; Management</b>	direct admission	Mathematics B and Physics	Mathematics B and Physics	Mathematics B and Physics
<b>Computer Science</b>	direct admission	Mathematics B	Mathematics B	Mathematics B
<b>Applied Physics</b>	direct admission	Mathematics B and Physics	Mathematics B and Physics	Mathematics B and Physics
<b>Applied Mathematics</b>	direct admission	Mathematics B	Mathematics B	Mathematics B
<b>Mechanical Engineering</b>	direct admission	Mathematics B and Physics	Mathematics B and Physics	Mathematics B and Physics