



## **ENROLMENT CONDITIONS HKU PREPARATORY AND CONTRACT COURSES**

*Established by the Executive Board on 22 April 2024*

*Effective from 1 May 2024*

### Article 1 General

- These enrolment conditions apply to all courses that are offered by HKU (Hogeschool voor de Kunsten Utrecht) with exception of bachelor and master courses and associate degrees. A preparatory or contract course is not registered at DUO (Dienst Uitvoering Onderwijs). Course participants are thus not enrolled in accordance with the Dutch 'Higher Education Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW).
- When you enrol at HKU, you thereby declare to agree to all of HKU's regulations, including these enrolment conditions. All regulations are available on the student portal.
- When you enrol at HKU, you give permission for the use of your personal data in accordance with the privacy regulations of HKU.

### Article 2 Enrolment

- You enrol for the duration of the full preparatory or contract course at HKU.
- You can enrol at HKU on the condition that you have no outstanding payment obligation to HKU.

### Article 3 Course student card

- When you enrol for a preparatory or contract course at HKU that has a duration of longer than 2 weeks and a minimum of 15 contact hours, you receive a course student card. This card remains property of HKU. In case of loss or theft of your card, you can order a new card in return for payment via the student portal.

### Article 4 Termination of enrolment and restitution

- HKU can cancel a preparatory or contract course when there are insufficient participants. In this case, you receive a full refund of the paid course fee.
- If you do not wish to participate (any longer) in the course, a cancellation request can be submitted via [sz@hku.nl](mailto:sz@hku.nl).
- When HKU receives your cancellation request before the start of the course, your enrolment will be cancelled and you will receive a full refund of the paid course fee.
- When HKU receives your cancellation request after the start of the course, you will be unenrolled as of the first of the month following your cancellation request. HKU can not unenroll retroactively.
- As of the date of unenrolment you will receive a refund of part of the paid course fee for each remaining month of the course.
- To be eligible for a refund the course must have a minimum of 15 contact hours. For courses shorter than this, no refund is possible in case of cancellation after the start of the course.

### Article 5 Course fee

- The sum of the course fee is listed on our website [hku.nl](http://hku.nl), on the page of the particular course.
- If HKU is unable to collect your fee, wholly or partly, you will receive a reminder. If you still haven't fulfilled your payment obligation after this, you are forbidden from further participation in the course and you will be unenrolled. The payment obligation for the course fee remains outstanding for the months in which you were enrolled. For courses with less than 15 contact hours, you remain obliged to pay the full course fee.

### Article 6 Final provisions

- The decisions for carrying out these regulations are taken by the director of Academic and Student Affairs, on behalf of the HKU Executive Board.
- When you disagree with a decision made by HKU on the basis of these regulations, you can file an objection within 6 weeks after the decision. Objections are filed with the desk for complaints, objections and appeals (see the student portal).