



**Koninklijke
Academie van
Beeldende
Kunsten**

**Royal
Academy of Art**

**Hogeschool der Kunsten
Den Haag
University of the Arts
The Hague**

Enrolment termination and reimbursement protocol

A termination of enrolment application must be submitted in writing to the student administration desk via the form 'Request for deregistration and refund'. The date of receipt is decisive, not the date on the letter. An email sent to studentenadministratie@kabk.nl is considered to be a written application.

Students who pay the statutory tuition fee.

Students who pay the statutory tuition fee may terminate their enrolment from the first day of the month following the date of receipt of the application. They are entitled to the reimbursement of the tuition fee and then receive a reimbursement for the remaining months. If the enrolment is terminated in the months July or August, no reimbursement of tuition fee is granted (see art. 7.48.4 of the Higher Education and Research Act below).

Students who pay the institutional tuition fee.

They have the option of terminating the enrolment in the interim, but are not entitled to a reimbursement and will usually not receive one. A reimbursement may only be granted under special circumstances, which will be evaluated by the management. The reimbursement will in that case be paid on the first day of the month following the date of receipt of the application.

Art. 7.48.4 of the Higher Education and Research Act

The student is entitled to the reimbursement of a twelfth of the statutory tuition fee owed by him/her for every month that the academic year lasts after the termination of his/her enrolment, unless a payment arrangement has been made, as defined in article 7.47, part b. If a student dies during the course of the academic year, a twelfth of the paid statutory tuition fee will be reimbursed for every subsequent month of the academic year following the student's death. If the enrolment is terminated with effect from July or August, the student is not entitled to the suspension of the payment of instalments, described in article 7.47, part b, or to the reimbursement of the tuition fee paid for that month, unless otherwise regulated by the institutional administration. This section does not apply to the Open University.