



**Koninklijke
Academie van
Beeldende
Kunsten**

**Royal
Academy of Art**

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

Request for deregistration and refund

Dear Sir, Madam,

Hereby I would like to request for a deregistration from the Royal Academy of Art, The Hague.

I would like to deregister per:

- The first possibility (this is per the 1st date of the following month)
 Another date, namely: _____ (always per the 1st of a month)

Concerning the refund of the tuition fee:

- Yes, I hereby request a refund of the tuition fee.
 No, I hereby renounce a refund of the tuition fee.

Name _____
Student number _____
Department _____
Date _____

Signature _____

Please note:

- It is not possible to deregister with retrospective effect.
- Students who pay the statutory tuition fee can deregister per 1st date of the month following the date of the receipt of the written request. They have a right to a refund of the tuition and will receive the refund of the remaining months.
- When deregistering in the months of July and August no refund of the tuition fee is given (see article. 7.48.4 of the Higher Education and Research Act - WHW).
- Students who pay institutional tuition fee can deregister in-between the study but have no right to refund of tuition fee and will also not find that in the article for deregistration. Only in exceptional situation which is to be decided by the Director can a student get a refund of tuition fee. Refund in that case will be given on the 1st of the month following the date of the receipt of the written request.
- Once you have been deregistered, you no longer have the right to student finance. If applicable, please contact DUO yourself to end your student finance.

Please hand in this form (filled in and signed) at the student administration desk or e-mail it to studentenadministratie@kabk.nl



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.