

# Termination of registration and possible refund of tuition fees

Please print answers; read the guidance notes first

## PERSONAL DETAILS (\* delete as applicable)

Name:                      Initials:                      Date of birth:    m / f \*

Address:

Postcode:

Telephone number:

Email address:

Town of residence:

Bank account number:

## REGISTRATION DETAILS

Degree programme(s):

Student registration number:

Full-time / part-time / dual \*

Were you registered in higher education for the first time this academic year? yes / no \*

Were you also registered at another higher education institution this academic year? yes / no \*

## TERMINATION OF REGISTRATION OF

Degree programme(s):                      commencing from: ... / ... / ...

The registration can be terminated at the earliest commencing from the first month following the month in which you have submitted the request to terminate your registration.

If you have already registered for the next academic year, do you also wish to terminate / cancel this registration?    yes / no\*

Student grant or loan will be or has been stopped from: ... / ... / ...

Are you deregistering because you are graduating?    yes/no

## Reasons for terminating registration (not compulsory):

## SIGNATURE

Place:

Date:

Signature:

## ENCLOSED DOCUMENTS

0 proof of registration (student card + possible confirmation of registration)

(Always enclose these documents. Please send this form to: Universiteit Leiden, Expertisecentrum SOZ, Postbus 9500,

2300 RA Leiden, or hand it in to the Student Information Desk at Plexus, Kaiserstraat 25 Leiden.

## **Guidance notes on filling in the Termination of Registration form**

### ***Personal details***

Fill in your full name and all your initials. If you are married, you should fill in your maiden name and not that of your partner.

The response to your request will be sent to the address you provide here. If university staff members have any questions regarding your request, they will contact you using the telephone number or the email address that you fill in here.

This form should not be used to submit a change of address.

The part of the tuition fee to be refunded will be transferred to the bank account you provide here. This should not be a savings account. It is your responsibility to fill in the correct number. If you wish to alter the number, this is possible as long as no bank transfer has yet been made. Any change to the bank account number must be submitted in writing and cannot be processed over the phone.

### ***Registration details***

Enter here the degree programme(s) for which you are currently registered. Use the full name of the degree programme.

Being registered in higher education is understood to mean registration at any university including a university of professional education.

### ***Termination of registration***

If you have registered for more than one degree programme, you can terminate the registration for just one of these programmes. This can be of significance with regard to Leiden University's system of study with Binding Study Advice in the propaedeuse (first year). See further the guidance notes relating to this procedure.

Enter the date on which you wish to terminate your registration. Your registration can be terminated at the earliest commencing from the beginning of the first month following the month in which you have submitted the request.

**Please consider that once you have deregistered you no longer have the right to student grants and loans or to the public transport season ticket (OV-kaart). Do not forget, therefore, to hand in your season ticket on time. If you deregister for a period during which you were in possession of a season ticket you will receive an invoice from DUO.**

**Furthermore, all student grants and loans you have received in this period will immediately be claimed back.**

### ***Enclosed documents***

Enclose your proof of registration for this and, if applicable, the next academic year. Please note: this means your proof of registration and not your identity card (with your photo). You can keep this card. You will have received two confirmations of registration with your student card. If you have not yet used these statements for other purposes, please enclose these as well.

**Do not forget to sign the form! If the documents are not enclosed the form will be sent back.**

The full request can be handed in at the Information Desk in the Plexus Student Centre. You can also contact Plexus if you have any questions. You can find the address and telephone number at the end of these guidance notes.

If your situation is so complicated that these guidance notes do not provide any clarity, you can make an appointment with a student counsellor. You can find the address and telephone number at the end of these guidance notes.

Other information

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

If your registration is terminated, your tuition fees will automatically be refunded for each remaining month of the academic year. If you have registered for more than one degree programme, you will only be refunded if you have terminated your registration for all of these programmes.

If you are registered at another institution of higher education and have paid the tuition fee to Leiden University, in order to qualify for a tuition-fee refund you should enclose with this form your proof of termination of application from the other institution.

If registration is terminated from 1 July or 1 August, no refund is made of the tuition fee for the months of July and August.

### **Student grants and loans**

Your right to student grants and loans expires commencing from the month in which your registration is terminated. This is only the case if you terminate your registration for all the degree programmes for which you are registered as a full-time student. You must stop your student grants and loans yourself by sending a change of details form to DUO (see also 'Termination of registration'). If you terminate your studies, this can have serious consequences for your grants and loans if you recommence the degree programme after the month in which you turn 30. It is therefore advisable to obtain information from DUO beforehand in any situations that should arise.

### ***Binding study advice***

As a first-year student, you are governed by the 'Leiden University study system'. This has a number of consequences including the fact that you may not continue with a degree programme if you do not acquire sufficient credits during your first years of study. If you indicate before 1 February during the first year of your study (propaedeuse year) that you wish to terminate your registration and you do actually terminate this registration, you can start this propaedeuse again in the next academic year.

### ***Regulations on Financial Support for Students 2010***

If you terminate your registration due to illness or exceptional family circumstances, you may have encountered a delay in your study. It is strongly recommended that you report this period of study delay to your study adviser within 30 days of it arising. This is with a view to invoking the Regulations on Financial Support for Students 2010 if you fall behind in your studies.

### ***Re-registration***

If your circumstances have changed to such an extent in the same academic year that you wish to resume your studies, you can re-register for that year. In that case, you will have to pay the tuition fee once again for the remaining part of the academic year.

## **Further information**

You can find more information about this regulation in the institution section of the Students Charter:

<http://regulations.leiden.edu/education-students/student-charter.html>

*You can contact the Information Desk for verbal information.*

### Information Desk

Visiting address Plexus, Kaiserstraat 25, Leiden.

Opening hours: Monday to Friday from 9:00 to 17:00.

Telephone number 071 527 8011.

Email address: [informatiecentrum@sea.leidenuniv.nl](mailto:informatiecentrum@sea.leidenuniv.nl)

### Student Counsellors

By appointment or during open office consultation hours: Monday to Friday from 15:30 to 16:30

Visiting address: Plexus, Kaiserstraat 25, Leiden

Telephone number: 071 5278011

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