



ENROLMENT CONDITIONS HKU PREPARATORY AND CONTRACT COURSES

Established by the Executive Board on 17 April 2023

Effective from 1 May 2023

Article 1 General

- These enrolment conditions apply to all preparatory and contract courses that are offered by HKU (Hogeschool voor de Kunsten Utrecht) and are not covered by the CROHO (Central Register of Higher Education Programmes). 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 restitution of the paid course fee.
- When you cancel your enrolment on or after the first day of class, you are required to pay 30 percent of the full course fee. Added to this are the costs in proportion to the number of course days that have passed on the moment of your cancellation notice.
- The total costs are never higher than the total course fee.
- A cancellation request can be submitted via sz@hku.nl.

Article 5 Course fee

- The sum of the course fee is listed on our website 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, while the payment obligation for the course fee remains outstanding.

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).