



In te vullen door SSC
Ontvangstdatum:
Inschrijving:
Collegegeldtarief:
Financiën:

REQUEST FOR TERMINATION OF ENROLMENT AS A STUDENT (ACADEMIC YEAR 2010-2011)
REQUEST FOR REFUND OF TUITION FEES

Please note:

- To terminate your enrolment as a student, you must fill in this form and send it to Wageningen University/Student Service Centre Office (SSC), Antwoordnummer 30, 6700 VB Wageningen. You can also submit the form at the SSC Info Desk, FORUM.
 Opening hours Info Desk: Monday-Thursday 09.00-16.00 hrs and Friday: 09.00-13.00 hrs.
- Together with this form, you have to hand in your WUR-card (for students) and your Proof of Enrolment 2010-2011
- If you have obtained your BSc degree at Wageningen University in the course of the academic year and you want to continue your enrolment at WU as a student in a Master programme, you do not need to fill in this form. Instead, please fill in the form 'Change of Study after BSc graduation. From WU BSc to WU MSc'.
 This form is available at the Info Desk of the SSC and on the Internet www.wageningenuniversiteit.nl/UK/education/studentinformation/formsSSC

The undersigned,

Name (Surname + First Names)	
Address	
Postal Code + Town	
Registration Number WU	
Study Programme	
Telephone Number	
Email Address	

Requests (please mark and fill in one of the three options below):

- Termination of his/her enrolment as a student at Wageningen University because of graduation.
 Date of Termination of Enrolment: _____ Date of Diploma _____
- Termination of his/her enrolment as a student at Wageningen University because of a reason other than graduation¹.
 Date of Termination of Enrolment: _____
 Reason: _____
- Temporary termination of his/her enrolment as a student at Wageningen University during the period¹
 From _____ To _____
 For the following reason(s): _____

The Undersigned also requests Wageningen University for a refund of a possible surplus of paid tuition fees for 2010/2011 because of termination of his/her enrolment, and requests to transfer the amount to be refunded to:
 (Please mark and fill in one of the two options below, if you are eligible for refund of tuition fees. PTO for conditions.)

- Bank/Giro Account in the Netherlands with Number:
 Name Account Holder :
- Bank Account outside the Netherlands with Number:
 IBAN Number :
 Name Account Holder :
 Address Account Holder :
 :
 Name of Bank :
 Address of Bank :
 :
 Swift Code (BIC) of Bank :
 (please note that transfer costs to a foreign bank account will be deducted from the amount to be refunded)

Date: Signature:

¹ We urge you to make an appointment with a student dean to discuss the termination of your enrolment.

Regarding the date of termination of enrolment

- *If the ground for termination is graduation:*

Your enrolment will be terminated as of the 1st of the month following the month in which you have passed your BSc or MSc examination, if your written request for termination has been received by the Student Service Centre Office (SSC) before the end of the month following the month of passing the examination.

If you submit your request at a later date, your enrolment will be terminated as of the 1st of the month following the month in which your request has been received by the SSC. Please note, the date of receipt by the SSC counts, not the date of submission by you. A request for refund of tuition fees because of graduation can only be submitted in the academic year in which the examination has been passed.

- *If the ground of termination of enrolment is other than graduation:*

Please read chapter 2 and appendix 1 of the 'Student Charter 2010-2011' for the applicable dates, or ask the SSC.

Regarding refund of statutory tuition fees:

- *Calculation of the amount of tuition fee to be refunded:*

a. For students who pay the statutory or institutional tuition fee of € 1672 per academic year:

- If enrolment has been terminated because of graduation, one-tenth (1/10) of the paid tuition fee will be refunded for each month that remains in the academic year as of the month of termination of enrolment. The last two months of the academic year (July and August) are not counted. This is in accordance with Dutch legislation.
- If enrolment has been terminated on one of the grounds mentioned in appendix 1, chapter 3.4 (b to e) of the 'Student Charter 2010-2011', one-twelfth (1/12) of the paid tuition fee will be refunded for each month that remains in the academic year as of the month of termination. This is in accordance with Dutch legislation.

b. For students who pay the high institutional tuition fee:

- If enrolment has been terminated on one of the grounds mentioned in appendix 1, chapter 3.4 of the student charter 2010-2011', one-twelfth (1/12) of the paid tuition fee will be refunded for each month that remains in the academic year as of the month of termination.

- In case the tuition fees are paid by direct debit in multiple payments, the payments not yet received by the University will be taken into consideration when calculating the amount to be refunded.

- If you have received a Proof of Payment of Tuition Fees (BBC) from Wageningen University for a study at another institute for higher education in the Netherlands, refund of tuition fees is only possible if you return the original BBC to the SSC.

- If you are enrolled at WU as a student for one or more other study programmes, and you have been exempted from paying tuition fees for these other programmes because of your enrolment for which you now request a refund of tuition fees, the latter is only possible if you also terminate your enrolment for the other study programmes.

- The amount of tuition fee to be refunded will be paid by Wageningen University to the person or organisation who has paid the tuition fee. If your tuition fees have been paid from a fellowship which is administered by the SSC Office, you do not need to fill in the part regarding the request for refund of tuition fees. Wageningen University will return the surplus of paid tuition fees directly to the fellowship granting organisation.

- Refund will take place as soon as possible but no later than December 31, 2011.