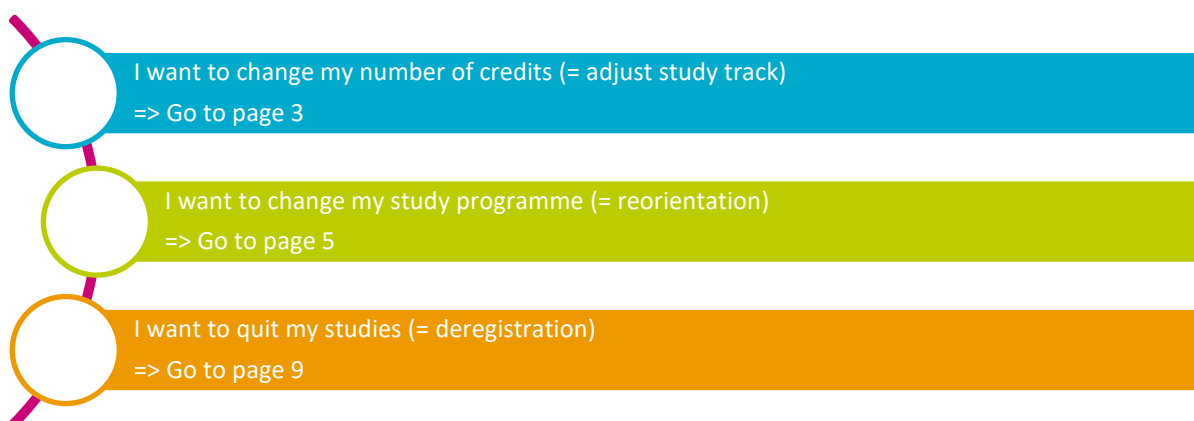


Changing your enrolment or quitting your studies during the academic year

What is your situation?



More information

Any questions? Please feel free to contact the University College.

Office of Student Administration



Open every workday from 9:00 to 13:00



+32 (0)9 234 90 00



studentenadministratie@arteveldehs.be



Questions about tuition fee

Office of Student Support



Best reached via the on-campus Student Support staff member



+32 (0)9 234 92 30



stuvu@arteveldehs.be



Questions about study grant, child benefit ('growth package'), student accommodation and health insurance

Office of Study and Career Guidance



Reachable every workday by phone from 9:00 to 13:00



+32 (0)9 234 90 30



studieadvies@arteveldehs.be



Questions about learning account and study choice

Three Situations

You can change your enrolment or quit your studies during the academic year. There are three ways to change your enrolment:

1. You can [adjust](#) the number of credits, for example 40 instead of 60 credits.
2. You can change your study programme or [reorientate](#). You can change your study programme within the same University College or study at another higher education institution.
3. [Quitting](#) your studies means that you end your enrolment and that you will no longer continue your higher education studies in the current academic year.

Adjusting your study track or ending your enrolment may have implications for:

- Tuition fee
- Child benefit (= called growth package as from 1 January 2019)
- Study grant
- Student accommodation
- VDAB payment
- Health insurance
- Learning account (= number of credits for which you are eligible for funding)
- Residence status

The text below provides an explanation of the possible implications, which differ from case to case.

Please note!

The information regarding [study grant](#) and [child benefit](#) is only applicable if you meet certain nationality conditions!

1. I want to change my number of credits (= adjust study track)

You can adjust your study track in consultation with the **study track manager** of your study programme.

 www.arteveldeuniversitycollege.be/contact/study-track-manager

- **Child Benefit (= Growth Package)**

You are entitled to a growth package if you remain enrolled for **at least 27 credits** during the entire academic year. This applies to both diploma and credit contracts, as well as exam contracts. The age limit for receiving the growth package is 25 years. The **month in which you turn 25** is the last month for which you will receive the growth package.

If you retain less than 27 credits for the entire academic year, you will no longer be entitled to the student growth package from the month following the month of deregistration. You will then be entitled to the 'school-leaver' growth package, for a maximum of 12 months and for as long as you are not 25 years old. In addition, you are not allowed to work too much (475 hours per year with a student agreement and reduced social security contribution and/or 80 hours per month with social security contribution).

If you enrol for extra credits later on in the academic year and reach 27 credits then, you will again be entitled to the student growth package with retroactive effect, so also for the months in which you did not have 27 credits and received the school-leaver growth package. This school-leaver benefit will then be supplemented again with those months.

- **Study grant from the Flemish Government**

The number of credits (with diploma contract) for which you are actually **enrolled on 30 June** determines the amount of your study grant. If you use less credits in the course of the academic year, you will have to pay back a part of your study grant.

Example: You are enrolled for 60 credits at the beginning of the academic year. In November, you receive a study grant based on this enrolment. In February, you decide to deregister for a number of credits in the second semester. In total, you are still enrolled for 48 credits. You will have to pay back a part of your study grant, i.e. for 12 credits.

Please note that if you aren't enrolled for 27 credits, you will no longer be entitled to a study grant and you will have to pay it back in full.

- **Tuition Fee**

If you enrol for more credits, you will have to pay extra per credit. The exact amounts can be found in the [study contract](#).


If you enrol for less credits, a part of your tuition fee might be refunded, depending on when you adjust your study track.

Before 1 December	Between 1 December and 15 March	After 15 March
You will pay an administrative fee (about 240 euro), but the rest of your tuition fee will be refunded.	You will pay an administrative fee (about 240 euro) and the credits of the first semester and the full-year course units. The tuition fee for the credits of the second semester will be refunded.	Your tuition fee will not be refunded.
Grant students pay a fixed fee. They never have to pay extra and their tuition fee will not be refunded.		
Non-EEA students who stay in Belgium with a student visa pay an administrative fee (about 830 euro) and depending on when they deregister (see 3 columns above), the same rules apply for them.		

Any questions? Please feel free to contact the [Office of Student Administration](#) for specific information about your tuition fee.

- **Learning Account (= Number of Credits)**

You can consult the status of your learning account online (*only in Dutch*).

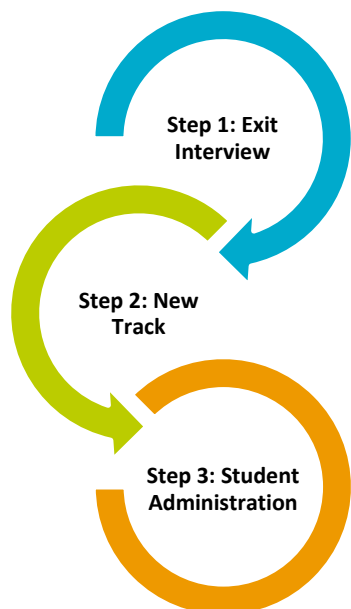
 www.studentenportaal.be

- **Residence status**

Do you have questions about your residence status? Would you like to know if the changes influence the conditions of your stay? Please contact the Migration Office of your city/town. For citizens of Ghent, please contact infopuntmigratie@stad.gent.

2. I want to change my study programme (= reorientation)

If you want to change your study programme within higher education, please take the following steps.



Deregister by having an **exit interview** with the staff member of your study programme who is responsible for the exit interviews. You can find the name of this staff member on Dinar.

Contact the **study track manager** of your new study programme. Together, you will outline a tailor-made track for the current academic year.
www.arteveldeuniversitycollege.be/contact/study-track-manager

Send an email to the **Office of Student Administration**. They will complete the administration of your reorientation.

If you would like **advice** about choosing a new study programme, you can make an appointment with the **Office of Study and Career Guidance** for a **reorientation interview**.

- **Child Benefit (= Growth Package)**

In order to receive child benefits without interruption, you must enrol in a new study programme before the end of the month following your deregistration.

Example: You deregister from study programme A on 15 January. You must enrol in study programme B before 28 February.

If you do not enrol immediately after deregistration, you will receive the growth package as a 'school-leaver' and not as a student during the month(s) of interruption. You are entitled to this school-leaver growth package for no longer than 12 months.

Example: Student X deregisters from study programme A on 15 December. He enrolls in study programme B only in February. For the month of January, the student will receive the school-leaver growth package.

The condition for remaining entitled to the student growth package is that you remain enrolled for **at least 27 credits** during the entire academic year. This applies to both diploma and credit contracts, as well as exam contracts. There is also an **age limit of 25 years**. The month in which you turn 25 is the last month for which you will receive the growth package.

If the total of the credits from the old study programme and those from the new study programme is not at least 27, you will lose your child benefit as a student from the month following the month in which you deregistered from the old study programme. You will then be entitled to the 'school-leaver' growth package, for a maximum of 12 months and for as long as you are not 25 years old. In addition, you are not allowed to work too much (475 hours per year with a student agreement and reduced social security contribution and/or 80 hours per month with social security contribution).

- **Study grant from the Flemish Government**

The number of credits (with diploma contract) for which you are actually **enrolled on 30 June** determines the amount of your study grant. If, by changing study programmes, you are enrolled for less credits, you will have to pay back a part of your study grant.

Example: You are enrolled for 60 credits at the beginning of the academic year. In November, you receive a study grant based on this enrolment. In January, you decide to quit your study programme and start another study programme in February. In the first semester, you enrolled for 27 credits. You can enrol for 27 credits in the new study programme. In total, you are enrolled for 54 credits. You will have to pay back a part of your study grant, i.e. for 6 credits.

Please note that if you aren't enrolled for 27 credits, you will no longer be entitled to a study grant and you will have to pay it back in full.

- **Tuition Fee**

Whether your tuition fee will be refunded or you will have to pay extra depends on where you will follow your new study programme.

Changing study programmes within Artevelde University College Ghent	Changing to another study programme at another University College or University within the Ghent University Association (Howest, Ghent University, University College Ghent)	Changing to another study programme at another University College or University outside the Ghent University Association
The tuition fee will be recalculated. If the number of credits for which you deregister is the same as the number of credits for which you enrol in the other study programme, you won't have to pay extra tuition fee.	You will receive a reorientation certificate from Artevelde University College Ghent. With this certificate, you won't have to pay the administrative fee again, only the credits.	Depending on the time of deregistration from Artevelde University College Ghent, your tuition fee may be partially refunded. You can find the amounts in the study contract.
There is no refund or additional cost for grant students. The administrative fee paid at the beginning of the academic year remains valid, regardless of the study programme you are following or the institution you are attending.		

Before 1 December	Between 1 December and 15 March	After 15 March
You will pay an administrative fee (about 240 euro), but the rest of your tuition fee will be refunded.	You will pay an administrative fee (about 240 euro) and the credits of the first semester and the full-year course units. The credits of the second semester will be refunded.	Your tuition fee will not be refunded.
Non-EEA students who stay in Belgium with a student visa pay an administrative fee (about 830 euro) and depending on when they deregister (see 3 columns above), the same rules apply for them.		

Any questions? Please feel free to contact the [Office of Student Administration](#) for specific information about your tuition fee.

- **Learning Account (= Number of Credits)**

You can consult the status of your learning account online (*only in Dutch*).

 www.studentenportaal.be

The table below applies to a diploma contract. For a credit contract, you lose the credits in all cases.

For a diploma contract:

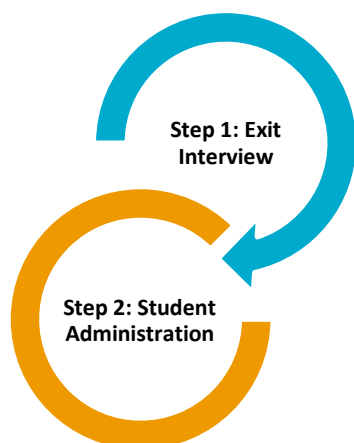
Before 1 December	Between 1 December and 15 March	After 15 March
<p>You won't lose your credits.</p>	<p>You won't lose your credits for course units of the 2nd semester. You will lose your credits, however, for course units of the 1st semester and full-year course units.</p> <p>Exception: First-time students (= students enrolled for the first time in higher education with a diploma contract) will only lose half of the credits of the 1st semester and full-year course units if they change their study programme.</p> <p>The credits of course units for which you passed in the 1st semester will be refunded to your learning account. Moreover, the first 60 credits you earn will be doubled.</p>	<p>You will lose all credits of the course units you failed or did not attend.</p> <p>The credits of course units for which you passed will be refunded to your learning account. Moreover, the first 60 credits you earn will be doubled.</p>

- **Residence status**

Do you have questions about your residence status? Would you like to know if the changes influence the conditions of your stay? Please contact the Migration Office of your city/town. For citizens of Ghent, please contact infopuntmigratie@stad.gent.

3. I want to quit my higher education studies (= Deregistration)

Quitting your studies means that you deregister and that you will no longer continue your higher education studies in the current academic year.



Deregister by having an **exit interview** with the staff member of your study programme who is responsible for the exit interviews.
You can find the name of this staff member on Dinar.

Send an email to the **Office of Student Administration**.
They will complete the administration of your deregistration.

Would you like to follow adult education? You can always contact study advice centre [De Stap](#) in Ghent (*only in Dutch*).

- **Child Benefit (= Growth Package)**

If you deregister as a student and don't re-enrol in the same academic year, you will not be entitled to the student growth package from the month following the month of deregistration; after all, you will no longer be a student. You will, however, be entitled to the 'school-leaver' growth package, for a maximum of 12 months and for as long as you are not 25 years old.

In addition, you are not allowed to work too much: you will lose the growth package for every month in which you work more than 80 hours. To use this child benefit as a school-leaver for a maximum of 12 months, you do not need to register as a jobseeker with the VDAB. Are you looking for a job and do you want to start the professional integration period (formerly 'waiting period') in order to safeguard your right to unemployment benefit? In this case, you will need to register as a jobseeker with the VDAB.

- **Study grant from the Flemish Government**

Depending on the time of deregistration, you will have to pay back a part of your grant.

Before 1 December	Between 1 December and 15 March	After 15 March
You will have to pay back your study grant in full.	You will have to pay back a part of your study grant.	You will not have to pay back your study grant.

• Tuition Fee

Non- and partial grant students can get a part of the tuition fee back, depending on the time of deregistration. The exact amounts can be found in the [study contract](#).

Before 1 December	Between 1 December and 15 March	After 15 March
You will pay an administrative fee (about 240 euro), but the rest of your tuition fee will be refunded.	You will pay an administrative fee (about 240 euro) and the credits of the first semester and the full-year course units. The credits of the second semester will be refunded.	Your tuition fee will not be refunded.
Grant students pay a fixed administrative fee. Their tuition fee will not be refunded.		
Non-EEA students who stay in Belgium with a student visa pay an administrative fee (about 830 euro) and depending on when they deregister (see 3 columns above), the same rules apply for them.		

Any questions? Please feel free to contact the [Office of Student Administration](#) for specific information about your tuition fee.

• Student Accommodation

You cannot terminate a fixed-term rental agreement for a student room or studio (not main residence) prematurely unless you quit your studies. You will then need to submit a certificate of deregistration to the landlord. The Office of Student Administration will send this certificate to your home address. There is a notice period of two months. This period will begin on the first day of the month following the month in which the notice is given. You will therefore have to pay rent until the end of the notice period, but you will not have to pay any break fee.

Example: You quit your studies on 21 January. The notice period begins on 1 February and ends on 31 March. From 1 April, you will no longer have to pay rent.

Subletting and transferring rent is prohibited, unless you have the written and prior permission of the landlord. You can offer your room or studio via www.kotatgent.be. Note: In case of subletting, you remain the main tenant and must therefore continue to fulfil all your obligations as a tenant.

Note: The above arrangements apply to contracts concluded after 1 January 2019. If you entered into a contract before that date (the date of signature is important here), you must follow the agreements that you and the landlord laid down in the contract.

Did you sign the [Kotatgent model rental agreement](#)? Great, because this means that you just follow the regulations of this agreement.

Any questions? Please feel free to contact the housing department of Artevelde University College Ghent for more information.



Elena Beellaert



+32 (0)9 234 92 16




housing@arteveldehs.be

- **Health Insurance (= Health Insurance Fund)**

During your professional integration period (= waiting period) and for as long as you are not yet working, you will remain registered with the health insurance fund as a dependant of your parent(s). As soon as you start working or as soon as your integration period is over, you must personally join a health insurance fund of your choice.

- **Learning Account (= Number of Credits)**

You can consult the status of your learning account online (*only in Dutch*).

 www.studentenportaal.be

The table below applies to a diploma contract. For a credit contract, you lose the credits in all cases.

For a diploma contract:

Before 1 December	Between 1 December and 15 March	After 15 March
You won't lose your credits.	<p>You will lose your credits for course units of the 1st semester and full-year course units.</p> <p>You won't lose your credits for course units of the 2nd semester.</p> <p>The credits of course units for which you passed in the first semester will be refunded to your learning account.</p> <p>Moreover, the first 60 credits you earn will be doubled.</p>	<p>You will lose all credits.</p> <p>The credits of course units for which you passed will be refunded to your learning account.</p> <p>Moreover, the first 60 credits you earn will be doubled.</p>

You can **rebuild** your learning account during the time you aren't studying. You will then receive 10 extra credits per academic year, until you have a learning account of 60 credits again. The automatic build-up starts in the academic year following the academic year in which you weren't enrolled.

Example: You quit your studies. At that time, your learning account was 45 credits. You work for two academic years. After two academic years, your learning account will automatically have increased to 60 credits.

With 60 credits, you will again be able to enrol in a study programme where the learning account applies. The learning account does not apply to adult education and associate degree programmes.

- **Residence status**

Do you have questions about your residence status? Would you like to know if the changes influence the conditions of your stay? Please contact the Migration Office of your city/town. For citizens of Ghent, please contact infopuntmigratie@stad.gent.