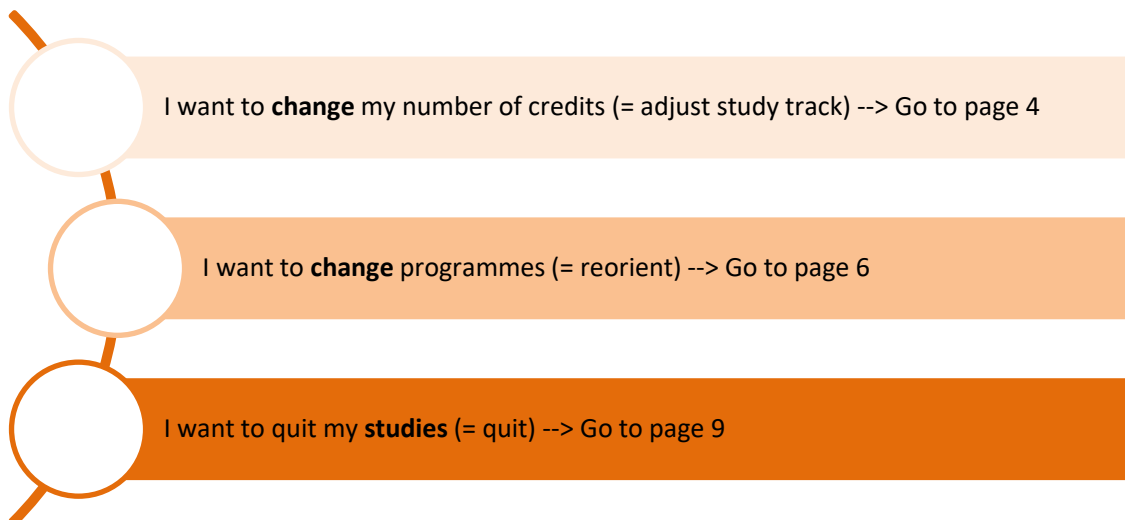


Changing your enrolment or quitting your studies during the academic year

When you enrol in a bachelor or associate degree programme in higher education, you take course units that are also connected to a certain number of credits. As soon as anything is changed to your enrolment (for instance: you want to take more or less credits, you want to change programmes, or stop completely), your taken credits may change too.

And that may have consequences, for your learning account, but also for aspects such as child benefit or student grant. So there are some aspects you should consider and administration you must arrange.

What is your situation?



More information

Any questions? Please feel free to contact the UAS.

- Questions on **TUITION FEE** (= enrolment Fee)

Office of Student Administration

Open every business day from 9:00 to 12:00

studentenadministratie@arteveldehs.be

+32 (0)9 234 90 00

- Questions about:
- **STUDENT GRANT**
 - **GROWTH PACKAGE** (Child Benefit)
 - **STUDENT ROOM**
 - **HEALTH INSURANCE**

Office of Student Support

Can best be reached via the **Student Support staff member** on campus:

<https://www.arteveldehogeschool.be/en/node/2564#contact>

General number +32 (0)9 234 92 30

stuvo@arteveldes.be

- Questions about:
- **LEARNING ACCOUNT**
 - **STUDY CHOICE**

Office of Study and Career Guidance

Reachable by phone every business day from 9:00 to 12:00

+32 (0)9 234 90 30

studieadvies@arteveldes.be

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 instance 40 instead of 60 credits.
2. You can change programmes or **reorient**. You can change programmes within the same university of applied sciences or study at another higher education institution.
3. **Quitting** your studies means that you deregister and that you will not continue your higher education studies in the current academic year.

A change or deregistration may have implications for:

- Tuition fees
- Growth package/child benefit
- Student grant

- Student accommodation
- VDAB payment
- Health insurance
- Learning account (= number of credits you have available for your entire study career)
- Threshold package for first enrolment in higher education

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


Careful: The information regarding [student grant](#) and [growth package/child benefit](#) only applies if you meet certain nationality conditions!




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

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

If you have a first enrolment in a certain initial bachelor in higher education, you can only change your enrolment via a special status. You can turn to the diversity coach for this. If you want to change programmes in the second semester too, after an interview with the Study Track Manager, you could take less credits. More information can be found on this [page](#).

 <https://www.arteveldehogeschool.be/en/studying-artevelde-university-applied-sciences/starting-your-studies/alternative-study-tracks>

 <https://www.arteveldehogeschool.be/en/studying-artevelde-university-applied-sciences/during-your-studies/tailor-made-guidance#special>

Growth package/child benefit

You are entitled to a growth package if you remain enrolled for **at least 27 credits** during the entire academic year. This applies to diploma and credit contracts, as well as exam contracts. The age limit for receiving the growth package is 25. 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 the change. You will then be entitled to the growth package as a 'school-leaver'. You can do this up to 12 months and as long as you are under 25. You are not allowed to work more than 600 hours per year with a student agreement and reduced social security contribution, and up to 80 hours per month with social security contribution.

If you have an additional enrolment later in the academic year and you reach 27 credits again, 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 with those months.

Please mind: if you take less than 27 credits because of illness, then under certain conditions, you can retain your growth package as a student.

Student 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 student grant. If you use fewer credits in the course of the academic year, you will have to pay back a part of your student grant.

Example: You are enrolled for 60 credits at the start of the academic year. In November, you will receive a student grant based on this enrolment. In February, you decided 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 student grant, i.e. for 12 credits.

If you did not take 27 credits, you will no longer be entitled to a student grant and you will have to pay it back in full.

Please mind: if you take less than 27 credits because of illness, then under certain conditions, you can retain the right to receive a student grant.

Tuition fees

If you enrol for more credits, you will have to pay extra per credit. For near-grant students, 1 credit costs about €4.9; for non-grant students, 1 credit costs about €13.5. These amounts are listed in the [Education and examination regulations](#).

If you enrol for fewer credits, a part of your tuition fee may be refunded, depending on the moment when you adjust your study track.

Before 1 December	Between 1 December and 15 March	After 15 March
You will pay an administrative fee of € 282.1 , but the rest of your tuition fee will be refunded.	You will pay an administrative fee of € 282.1 and the credits of the first semester and the full-year course units. You will regain the credits of the second semester.	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.		

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

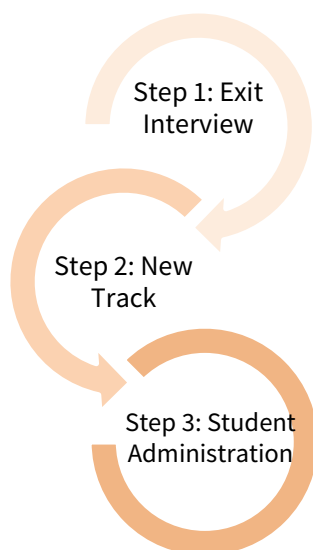
Learning Account (= Number of Credits)

You can consult the status of your learning account online.

 <https://www.burgerprofiel.be>

2. I want to change programmes (= reorient)

If you want to change programmes within higher education, take the following steps.



Deregister by having an **exit interview** with the staff member of your department who is in charge of exit interviews. You can find the name of this staff member on Dinar.

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

You send an email to the **Office of Student Administration**: studentenadministratie@arteveldes.be. They will arrange the administration of your reorientation.

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

 www.arteveldehogeschool.be/contact

Growth package/child benefit

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

Example: You deregister from programme A on 15 January. You must enrol in 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 programme A on 15 December. He enrolls in programme B in February. For the month of January, the student will receive the school-leaver growth package.

The condition to remain entitled to the student growth package is that you remain enrolled for **at least 27 credits** during the entire academic year. This applies to 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 credits taken from the old programme and the new credits no longer meet the 27 credits standard, you will lose your child benefit as a student from the month following the month in which you deregistered from the old programme. You will then be entitled to the growth package as a 'school-leaver'. You can do this up to 12 months and as long as you are under 25. You are not allowed to work more than 600 hours per year with a student agreement and reduced social contribution and/or maximum 80 hours per month with ONSS contribution.

Please mind: if you take less than 27 credits because of illness, under certain conditions you can retain your growth package as a student. <https://centenvoorstudenten.be/english/child-benefits/>.

Student 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 student grant. If, by changing programmes, you are enrolled for fewer credits, you will have to pay back a part of your student grant.

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

If you did not take 27 credits, you will no longer be entitled to a student grant and you will have to pay it back in full.

Please mind: if you take less than 27 credits because of illness, then under certain conditions, you can retain the right to receive a student grant.

Tuition fees

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

Changing programmes within Artevelde University of Applied Sciences	Changing to another programme at another university of Applied Sciences or university within the Ghent University Association (Howest, Ghent University, Hogent University of Applied Sciences)	Changing to another programme at another university of applied sciences 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 programme, you won't have to pay any extra tuition fee.	You will receive a reorientation certificate from Artevelde University of Applied Sciences. With this certificate, you won't have to pay the 'fixed fee' (= administrative cost) again, only the credits. The reorientation must be done before 1 March, or else the fixed fee must be paid again.	Depending on the time of deregistration from Artevelde University of Applied Sciences, 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 fixed fee paid at the beginning of the academic year remains valid, regardless of the programme you are in or the institution you are attending.		

Before 1 December	Between 1 December and 15 March	After 15 March
You will pay an administrative fee of € 282.1, but the rest of your tuition fee will be refunded.	You will pay an administrative fee of € 282.1, and the credits of the first semester and the full-year course units. You will regain the credits of the second semester.	Your tuition fee will not be refunded.

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.

 <https://www.burgerprofiel.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 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 (= <i>students enrolled for the first time in higher education with a diploma contract</i>) will only lose half of the credits of the 1st semester and full-year course units if they change programmes.</p> <p>The credits of course units you passed in the 1st semester will be refunded to your learning account. Moreover, the first 60 credits you gain will be doubled.</p>	<p>You will lose all credits of the course units you failed or did not attend.</p> <p>You will regain the credits of course units you passed in your learning account. Moreover, the first 60 credits you gain will be doubled.</p>



3. I want to quit my studies (= quit)

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 department who is in charge of exit interviews. You can find the name of this staff member on Dinar.

Step 2: Fill out the deregistration module in your digital administration office after you had the exit interview.

Office of Student Administration will then automatically deregister you.

Careful: you are only deregistered if you have completed the 'deregistration request' module.

Are you having doubts about your decision to quit and/or would you like more insight into the options afterwards? Get some free advice from our Office of Study and Career Guidance.

 <https://www.arteveldehogeschool.be/en/study-advice>

Growth package/child benefit

If you deregister as a student, and you do not 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 growth package as a 'school-leaver', for a maximum of 12 months and for as long as you are under 25. You can do this up to 12 months and as long as you are under 25.

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 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 VDAB.

Student grant from the Flemish Government.

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

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

Tuition fees

Non- and almost-scholarship students can get a part of the tuition fee back, depending on the time of deregistration. The precise amounts are listed in the [Education and examination regulations](#).

Before 1 December	Between 1 December and 15 March	After 15 March
You will pay an administrative fee (€ 282.1), but the rest of your tuition fee will be refunded.	You will pay an administrative fee (€ 282.1) and the credits of the first semester and the full-year course units. You will regain the credits of the second semester.	Your tuition fee will not be refunded.

Grant students pay a fixed fee. Their tuition fee will not be refunded.

If you did not receive a decision concerning your student grant application at the moment when you deregister, then, by means of a 'Tuition fee reduction' application, Student Support can check if you do meet the financial conditions of grant student. If that is the case, then you will not have to pay additional tuition fee. You can find the application form here [Tuition fee and financial support | Artevelde UAS Ghent](#)

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 [Kotatgent](#). **Careful:** In case of subletting, you remain the main tenant and must therefore continue to fulfil all your obligations as a tenant.

Careful: 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 can just follow what is included in it.

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

Katinka Samyn

+32 (0)9 234 92 10

huisvesting@arteveldes.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.

 <https://www.burgerprofiel.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 you passed in the first 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.</p> <p>You will regain the credits of course units you passed in your learning account. Moreover, the first 60 credits you earn will be doubled.</p>

You can **rebuild** your learning account during the time when you are not 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 were not enrolled.

Example: You have 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 programme where the learning account applies. The learning account does not apply to adult education and associate degree programmes.