

Application form for exemption from statutory tuition fee due to a full-time board position

This form, completed and accompanied by appendices, must be sent to studentdeans@maastrichtuniversity.nl via the **UM email account** no later than 1 August of the academic year prior to the academic year for which the application is being submitted. Only complete applications will be considered. The applicant will receive confirmation thereof

Personal data applicant:

First and last name:.....

Student-ID:

UM email address:

Board position details:

Student organization:

Board position:

Board term from:.....to:.....

Required documents (*tick what is attached*):

- Signed and dated declaration by the President of the student organization's present board, for which the board activities will be performed upcoming academic year, confirming:
- to which board position the applicant has been appointed
 - the date on which the applicant will take up the board position
 - that the applicant will be nominated by the board for the upcoming academic year for 12 administrative months from the UM Profileringsfonds

Take note: A student is only eligible for exemption from statutory tuition fees if the student is entitled to 12 administrative months. This requires, among other things, that the board function is performed during the nominal study duration and the applicant has not yet received financial support from the UM Profileringsfonds and/or an extension of the performance grant via DUO. See for more info about administrative months and the Regulation Profileringsfonds: [Financial support in the case of study delay, UM Profileringsfonds for students](#)

- An extract of study results obtained within the UM degree programme

Take note: A student is only eligible for exemption from statutory tuition fees if all 60 ECTS of the first academic year of the Bachelor's programme and an average of 40 ECTS per academic year have been obtained.

The applicant declares:

- to have a definitive fulltime UM enrolment for the upcoming academic year (*fill in academic year*)..... for the bachelor / master (no pre-master) (*cross out what does not apply and enter name of the programme*):
.....
- to have chosen the payment method 'payment by digital (direct debit) authorisation in multiple instalments' in Studielink.

Take note: definitive enrolment also requires the tuition fee payment to be completed in Studielink. Choose payment via digital (direct debit) authorisation in several instalments and go through all the steps. If someone else pays, this person (the account holder) must confirm the authorisation separately. See also the [step-by-step plan of Studielink](#). The direct debit will be omitted if exemption from statutory tuition fees in connection with full-time board position is granted. So: first arrange the payment method, then receive the exemption, as a result of which the direct debit will not take place.

- understand that if the requested exemption from statutory tuition fees is granted, the applicant will not be allowed to attend any form of education, take any examinations and graduate in the academic year for which the exemption is granted.
- meet the conditions for 12 months of financial support (administrative months) from the UM Profileringsfonds for the academic year in question. These administrative months are applied for by the applicant in accordance with the applicable rules as compensation for the extra study costs resulting from the year of study delay caused by the full-time administrative activity.
- to report the resignation from the board position in the course of the relevant academic year immediately via profileringsfonds@maastrichtuniversity.nl and refund the board months received pro rata. With this, the exemption from statutory tuition fees will lapse retroactively and the applicant will still have to pay the full statutory tuition fees for the academic year in question. The right to education, taking exams and graduation for this academic year will then be revived.
- to have carefully read this form and to have completed it truthfully.

.....
Signature.....
Date