

## **Debtors protocol academic year 2026-2027**

### **Starting September 1<sup>st</sup>, 2026**

The Rotterdam University of Applied Sciences debtor protocol describes the process for collecting outstanding debts from students.

#### **Tuition fees**

Changing payment details: After confirming the digital authorization, it is possible to change the number of collection instalments and/or your bank account number. After September 19<sup>th</sup>, 2026, it will no longer be possible to change the payment method to instalments in a single payment.

#### **Collection**

##### **A. One-time collection**

The tuition fee due will be collected in a single payment from a bank account confirmed by the student. The one-time collection will take place around September 25<sup>th</sup>, 2026. No administrative costs will be charged for this.

##### **B. Collection in 10 instalments**

The tuition fee due will be collected in 10 installments from a bank account confirmed by the student. When paying in instalments, the instalment amount will be increased once by € 24,00 in administrative costs upon the first collection. The collections will take place around the following dates:

<b>September 25<sup>th</sup>, 2026</b>	<b>February 25<sup>th</sup>, 2027</b>
<b>October 25<sup>th</sup>, 2026</b>	<b>March 25<sup>th</sup>, 2027</b>
<b>November 25<sup>th</sup>, 2026</b>	<b>April 25<sup>th</sup>, 2027</b>
<b>December 25<sup>th</sup>, 2026</b>	<b>May 25<sup>th</sup>, 2027</b>
<b>January 25<sup>th</sup>, 2027</b>	<b>June 25<sup>th</sup>, 2027</b>

The number of instalments in which the tuition fee are collected depends on the date on which the enrolment process is successfully completed and the start month of the study programme.

#### **Steps to be followed in the event of a student's payment arrears**

##### **1. If an instalment cannot be collected on the agreed dates (or an instalment has been reversed by the account holder), then:**

- A payment reminder will be sent to the student via email containing the bank account details of Rotterdam University of Applied Sciences, so that the tuition fees can still be transferred.
- In the months of January and June, reminder letters regarding the outstanding payment arrears will be sent to the home address so that the tuition fees can still be transferred.

## 2. Pre-collection letter

- If the matter reported under point 1 does not result in full payment to Rotterdam University of Applied Sciences, a pre-collection letter will be sent by Rotterdam University of Applied Sciences external collector partner to the home address of the student concerned. The student then has 14 days to transfer the tuition fees to Rotterdam University of Applied Sciences free of charge.
- Students who discontinue their study and student who have graduated will receive a pre-collection letter after the payment reminder (see point 1).

## 3. If payment is still not received after those 14 days (see point 2), then:

- The debt collection process will be initiated. The outstanding claim of Rotterdam University of Applied Sciences against the student in question will be transferred by Rotterdam University of Applied Sciences to GGN debt collector agency, whereby all additional costs and statutory interest will be recovered from the student by the debt collection agency.
- The student will be summoned by the debt collector agency two more times to pay the outstanding claim. In the event of non-payment by the student in question, the debt collector agency will take further measures.
- The student in question will have time to make a payment agreement or arrange a payment plan with the debt collector agency. The payment agreement or payment plan arranged by the student has a final end date of August 31<sup>st</sup>, 2027. Before this date, the student must pay the total outstanding claim, including all additional (collection and bailiff) costs and interest.

## **(Re)enrolment for a subsequent academic year is only possible if there are no outstanding claims.**

If outstanding claims are not paid in full before **August 1<sup>st</sup>, 2027**, the student runs the risk of not being able to arrange (re)-enrolment for the academic year 2027-2028 in time. Examples of claims include: tuition fees, an emergency fund loan that has not yet been repaid, or costs incurred with the bailiff for the collection of the relevant claim. Pay on time to avoid additional costs.

For more information on enrolment, see the enrolment process regulations:

- [Enrolment process regulations Bachelor and Associate degrees](#)
- [Enrolment process regulations Master degree](#)

\* Please note: a payment arrangement in itself is not sufficient to be allowed to (re)enroll for another or a new academic year. Additional (collection and bailiff) costs and statutory interest must also be paid in full before September 1<sup>st</sup> 2027.