

## Tuition fees, study costs and various expenses

AP 2020-2021

### 1 Study cost

The study cost consists of the following elements: the tuition fee, the course related fee, the deposits and fees for delivered services.

The University College Board determines the tuition fees annually before the 1<sup>st</sup> of December for the following academic year. The University College Board adjusts the tuition fees according to the changes in the health index.

#### 1.1 Tuition fees for AP academic year 2020-2021

Tuition fee	Fixed part in euros	Variable part in euros (per credit)
<b>I. Tuition fee for diploma and credit contracts</b>		
<b>Enrolments for graduate courses, initial bachelor and master studies, educational bachelor and master studies, specific teacher training programmes, bridging programmes, preparatory programmes and individual courses</b>		
Non-scholarship rate students	245.2	11.7
Near-scholarship rate students	245.2	4.3
Scholarship rate students	111.9	0
<b>Enrolments for bachelor-after-bachelor studies</b>	245.2	11.7
<b>II. Tuition fee for examination contracts</b>	111.9	4.3
<b>III. Tuition fee for students from the last year of secondary education who are enrolled with a credit contract for courses with an overall study load of maximum 10 credits</b>	56.0	0
<b>IV. Tuition fee for multiple enrolments</b>		
Different enrolments will be considered as one enrolment when calculating the tuition fee. Exceptions to this rule: <ul style="list-style-type: none"> <li>The enrolment for bachelor-after-bachelor studies is always a separate enrolment.</li> <li>An enrolment under diploma contract or under credit contract in combination with an enrolment under</li> </ul>		

examination contract. These enrolments will be considered as separate enrolments.		
<b>V. Tuition fee for foreign students</b>		
Diploma and credit contracts	770.8	105.2
Examination contracts	223.9	8.45
<p><i>The tuition fee for foreign students does not apply for (art. II.215 of the Flemish Higher Education Code):</i></p> <p>1° students who are nationals of a member state of the European Economic Area;</p> <p>2° students with a foreign nationality who are admitted or authorised for permanent residence in Belgium as provided by the Law of 15 December 1980 concerning access to the territory, stay, residence and removal of foreigners, to be proven with the residence permit of a national of a member state of the European Communities (Annex 8 or Annex 9), or an identity card for foreigners (Annex 7) or a proof of registration in the foreigners registry (Annex 6), according to article 31 of the Royal decree of 8 October 1981 concerning the access to the territory, stay, residence and removal of foreigners;</p> <p>3° students who are victims of human trafficking, certified by a centre recognised by the federal government that is specialised in receiving victims of human trafficking;</p> <p>4° students with a foreign nationality who are admitted or authorised for temporary residence in Belgium on the basis of article 48/4 of the Law of 15 December 1980 concerning the access to the territory, stay, residence and removal of foreigners;</p> <p>5° students who are legally residing in Belgium for an uninterrupted period of at least twelve months on 31 December of the relevant school or academic year, and whose legal residence was not granted in order to follow higher education or to work in Belgium, nor granted due to a pending decision in an asylum procedure to be recognised as a refugee or as a person who has a right to subsidiary protection, in accordance with the Law of 15 December 1980 concerning the access to the territory, stay, residence and removal of foreigners;</p> <p>6° students who have gained admission on the basis of articles 10, 10bis, [[40bis or 40ter]], of the Law of 15 December 1980 concerning the access to the territory, stay, residence and removal of foreigners in order to accompany or join a person as intended in §1 of §2, 1° through 7° of this article, or to accompany or join a person who has legally resided in Belgium for an interrupted period of at least twelve months on 31 December of the relevant school or academic year in order to study in higher education or to work;</p> <p>7° students who are candidate refugees (or whose parents are candidate refugees) and have resided in Belgium as a minor and have not submitted an asylum request themselves. The asylum request was declared admissible before 1 June 2007 and their procedure is still ongoing with the Office of the Commissioner General for Refugees and Stateless Persons, by the Permanent Refugees Appeals Commission or by the Council for Foreigner Law Litigation.</p> <p>8° students who are family members of a national of a member state of the European Economic Area.</p> <p>No increased tuition fee may be asked of students who were already enrolled in a study in higher education in Flanders before 2008-2009 and were not subject to increased tuition fees based on previous provisions, during the rest of the duration of this study.</p>		

## 1.2 Course related fee

Every student with a diploma or credit contract pays a contribution to the course related fee each academic year.

Students from the last year of secondary education who are enrolled with a credit contract for courses with an overall study load of maximum 10 credits, are exempt from this course related fee.

The course related fees are demonstrable costs for goods and materials used by students for participation in lab classes, ateliers, practicals and other educational activities. The university college charges these to the students insofar as these costs are directly related to the organisation of the course. This also includes the use of individual software that is made available outside the campuses of AP, the use of databases and of audio-visual materials and small equipment with which students can complete assignments or exercises. Should the university college not make these goods available, then students would be required to buy or to rent these goods themselves.

This includes costs for

- Loose-sheet photocopies in small numbers;
- Materials for practicals, multimedia, studio, editing, ateliers, thesis and internship not billed separately;
- Costs for productions and projects not billed separately;
- Rental of small didactic equipment;
- Use of software;
- Use of materials such as audio-visual materials and small equipment for practising skills outside the normal lessons and practicals, if these are made available on loan without charge;
- Use of electronic databases;
- Study facility for students outside the regular operating hours for students of the Schools of Arts Royal Academy of Fine Arts Antwerp and Royal Conservatoire Antwerp;
- Group purchases within the School of Arts: directly for the benefit of the students and that are depreciated during the academic career of the students, such as tailor's dummies, irons, plotters, sewing machines etc. and small tools, as well as minor (maintenance) repairs to these items;
- Access to required course activities in external sports facilities and other external practice spaces for students in the educational bachelor studies in Pre-Primary Education, Primary Education and Secondary Education;
- Rental, maintenance and use of uniforms for students in the studies of the Department of Health and Social Care;
- Contribution for glass breakage in the laboratories for students in the bachelor studies in Chemistry and in Biomedical Laboratory Technology;
- The annual cost for the access badge for the students on campus Meistraat and campus deSingel;
- Costs for course materials, books, educational trips, external study days, external projects and study materials to be purchased individually are not included in the course related fee and will be settled individually during the academic year. Due to organisational or cost-saving considerations, admission tickets and/or transportation costs for didactic outings will be included in the course related fee:
  - o Within the School of Arts Royal Academy of Fine Arts Antwerp:
    - tickets and costs for attending mandatory performances and external lectures (by external guest speakers), visits to exhibitions and mandatory educational group trips;
    - transportation costs related to mandatory educational trips: rental of a bus/minibus/car (with or without a driver), costs of public transportation, ...;

- within the School of Arts Royal Conservatoire Antwerp: tickets for mandatory performances or concerts and visits to cultural or scientific institutions for students in the bachelor studies in Music, Drama and Dance;
  - within the department Management and Communication: admission fees for required educational group trips that apply to all students and with which no other costs are associated.
  - within the department Science and Technology: admission fees required educational group trips that apply to all students and with which no other costs are associated.
- Membership fee for the Flemish Association of Journalists for the Journalism course.

For the contribution to the course related fee, we distinguish between students with a study load of fewer than 27 credits and students with a study load of at least 27 credits.

The settlement for the course related fee is presented for approval annually to the Students' Council and the Schools of Arts' Councils.

		≥ 27 credits	< 27 credits
Department / School of Arts	Study	Amount in euros	Amount in euros
Health and Social Care	Associate Degree of HR Support	30	30
	Associate Degree of Social Work and Social Care	30	30
	Associate Degree of Social Educational Care Work	30	30
	Associate Degree of Orthopedagogical Guidance	30	30
	Associate Degree of Social and Cultural Work	30	30
	Associate Degree of Flemish Sign Language Interpreting	30	30
	Bachelor of Occupational Therapy	58	42
	Bachelor in Social Educational Care Work	39	31
	Bachelor of Social Work	35	30
	Bachelor of Applied Psychology	43	31
	Bachelor of Nursing	112	86
	Bachelor of Midwifery	101	76
	BA-after-BA Autism Spectrum Disorders	31	30
	BA-after-BA Intensive and Emergency Care	69	53
Management and Communication	Associate Degree of Accounting Administration	30	30
	Associate Degree of Business Organisation	30	30
	Associate Degree of Accounting	30	30
	Associate Degree of Hotel and Catering Management	30	30
	Associate Degree of Legal Administrative Support	30	30
	Associate Degree of Hospitality Management	30	30

	Associate Degree of Logistics, Transport and Mobility	30	30
	Associate Degree of Marketing	30	30
	Associate Degree of Marketing and Communication Support	30	30
	Associate Degree of Enterprise Communication	30	30
	Associate Degree of Paralegal Studies	30	30
	Associate Degree of Transports and Logistics	30	30
	Associate Degree of Insurance	30	30
	Bachelor of Business Management and Bachelor of Business Management-Paralegal Studies	34	31
	Bachelor of Communication Management	65	45
	Bachelor of Hotel Management	70	45
	Bachelor of Journalism	115	75
	Bachelor of Office Management	62	45
Science and Technology	Associate Degree in Electromechanical Systems	45	35
	Associate Degree of HVAC systems	40	33
	Associate Degree of Information Technology	30	30
	Associate Degree of Internet of Things	80	55
	Associate Degree of Public Works	30	30
	Associate Degree of Computer Programming	45	35
	Associate Degree of Industrial Informatics	45	35
	Associate Degree of Construction Site Organisation	60	45
	Bachelor of Biomedical Laboratory Technology	145	88
	Bachelor of Chemistry	141	86
	Bachelor of Electromechanics	55	45
	Bachelor of Electronics - ICT	95	60
	Bachelor of Energy Management	50	37
	Bachelor of Graphical and Digital Media	95	55
	Bachelor of Integral Safety	38	30
	Bachelor of Applied Information Technology	95	60
	Bachelor of Real Estate	50	30
	Bachelor of Nutrition and Dietetics	141	86
Education and Training	Associate Degree of Education: Secondary Education	30	30
	Specific Teacher Training	30	30
	Bachelor of Education: Pre-primary Education	45	35
	Bachelor of Education: Primary Education	45	35
	Bachelor of Education: Secondary Education	45	35
	Shortened Bachelor of Education: Secondary Education and Bachelor of Education: Secondary Education for one teaching subject	30	30

School of Arts Royal Conservatoire Antwerp	Dance <sup>1</sup>	60	30
	Drama <sup>2</sup>	60	30
	Music <sup>3</sup>	60	30
	Shortened educational programmes <sup>4</sup>	30	30
	Associate Degree of Education: Secondary Education (dance)	30	30
School of Arts Royal Academy of Fine Arts Antwerp	Visual Arts (bachelor, master)	190	40
	Educational Master of Arts in Visual Arts	0	0

### 1.3 Deposits

Students with an examination contract pay no deposits.

#### 1.3.1 Access badge

Students of the campuses Nationalestraat (Visual Arts, main subject Fashion) and Keizerstraat (Visual Arts, main subject Graphic Design) pay a deposit of 25 euros for an access badge.

Students of the campus Meistraat and deSingel receive an access badge upon their first enrolment. No deposit is charged for this.

The access badges must be returned when leaving the university college.

#### 1.3.2 Use of study equipment

The deposit for the use of foot pedals in the second route stage of the bachelor programme in Office Management, main subject Medical Management Assistant – is 75 euros.

The deposit for internship clothing for new students in the bachelor programmes in Nursing, Midwifery, and Occupational Therapy and in the bachelor-after-bachelor programme in Intensive and Emergency Care is 50 euros.

#### 1.3.3 Permanent Locker

Students who make use of a locker for permanent use pay a deposit of 20 euros immediately upon receipt of the locker key.

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<sup>1</sup> Including the educational master in Music and performing arts - specialisation Dance. Students of the bachelor study in Dance pay 64 euros extra for tickets to performances.

<sup>2</sup> Including the educational master in Music and performing arts - specialisation Drama. All students who follow the course Art Criticism or Art Criticism (Media, writing and performance art) in the Bachelor of Arts in Drama pay 40 euros extra for tickets to performances.

<sup>3</sup> Including the educational master in Music and performing arts - specialisation Music. All students who follow the courses History of music 1 or 2 or History of music (jazz) 1 or 2 in the Bachelor of Arts in Music pay 40 euros extra for tickets to concerts and performances.

<sup>4</sup> Shortened programme Master of Arts & Education in Music and performing arts, Shortened programme Bachelor of Arts & Education: Secondary Education (Dance, Drama and Music). De students enrolled in these courses / trajectories do not pay any course related fees if they are already enrolled in another basic course at the Royal Conservatoire Antwerp.

## **1.4 Services**

### **1.4.1 Additional student card or replacement badge**

Students who lose their student card must purchase a new student card.

The cost of a new card is 15 euros and must be paid immediately through electronic payment at the student secretariat.

The cost of a new badge due to loss is 25 euros.

### **1.4.2 Starting package for the Bachelors in Nursing – Midwifery**

New students in the bachelor programmes in Nursing and Midwifery pay for the purchase of their own instruments for practising skills.

The students of the Bachelor of Nursing pay an amount of 65 euros. The students of the Bachelor of Midwifery pay an amount of 85 euros.

### **1.4.3 Costs of fashion show**

Students in the bachelor and master study in Visual Arts, main subject Fashion, pay an amount of 200 euros for their participation in the fashion show.

## **1.5 Artistic admissions test**

The artistic admissions test only applies in the Schools of Arts. These regulations apply to all artistic admissions tests organised in academic year 2020-2021 for admission in academic year 2021-22. For the School of Arts Royal Conservatoire Antwerp, the administrative fee for the admissions test is 40 euros per enrolment. For the School of Arts Royal Academy of Fine Arts Antwerp, the administrative fee is 25 euros.

Transferring students who participate in the admissions procedure for the master studies pay an administrative fee of 40 euros in the School of Arts Royal Conservatoire Antwerp per enrolment and 25 euros in the School of Arts Royal Academy of Fine Arts Antwerp.

These administrative fees are never refunded.

## **2 Billing**

### **2.1 Invoice at the beginning of the academic year**

#### **2.1.1 Tuition fee for enrolments of new students with a diploma contract**

New students are students who are enrolling at the university college for the first time.

New students who are enrolling with a diploma contract immediately pay the full amount for the chosen study route through electronic payment when enrolling for a professional bachelor study at a department.

For the students of the Schools of Arts the tuition fee is calculated and invoiced after the signing of the enrolment agreement (study contract).

It is the scholarship status from the previous academic year or school year (certification must be presented upon enrolment) or a certificate from Student Services, that applies for determining the tuition rate.

Directly after signing the enrolment agreement and paying the tuition fee through electronic payment, an enrolment invoice will be made, with reservation for any later recalculation.

## **2.1.2 Tuition fee for all other students**

For all other students, the tuition fee will be calculated and invoiced subsequent to the signing of the enrolment agreement (study contract). The tuition rate is linked to the number of credits included in the enrolment agreement (study contract). If applicable, the university college calculates the tuition fee on the basis of the scholarship status during the previous academic year.

## **2.1.3 Course related fee**

The course related fees are listed on the invoice for all students. New students pay these costs at the moment of enrolment.

## **2.1.4 Deposits**

### **2.1.4.1 Deposit for badge**

The deposit for the badge for students of the campuses Nationalestraat (Visual Arts, main subject Fashion) and Keizerstraat (Visual Arts, main subject Graphic Design) is to be paid upon delivery of the badge.

### **2.1.4.2 Deposit for use of study equipment**

The deposit for the use of internship clothing for new students in the bachelor programmes in Nursing, Midwifery, and Occupational Therapy and in the bachelor-after-bachelor programme in Intensive and Emergency Care is to be paid immediately upon enrolment.

The deposit for the use of study equipment in the second route stage of the bachelor programme in Office Management, main subject Medical Management Assistant will be invoiced later in the academic year.

### **2.1.4.3 Deposit for Locker**

The deposit for the permanent locker is paid through electronic payment upon receipt of the locker key.

## **2.1.5 Services**

### **2.1.5.1 Additional student card or replacement badge**

The fee for an additional student card or the replacement of a badge is to be paid immediately through electronic payment at the student secretariat.

### **2.1.5.2 Starting package for the Bachelors in Nursing – Midwifery**

For the new students in the bachelor programmes in Nursing and Midwifery, the starting package is to be paid immediately upon enrolment.



### **2.1.5.3 Costs of fashion show**

The additional cost for students in the bachelor and master studies in Visual Arts, main subject Fashion, who participate in the fashion show, will be invoiced later in the academic year.

## **2.2 Changes to the enrolment programme**

Additional credits in an enrolment programme result in an additional invoice for tuition fee and in an additional invoice for the course related fee, dependent on the total number of credits taken.

Students dropping courses before the 1<sup>st</sup> of November will be reimbursed for the tuition fees of those particular credits. A credit note will be made out after the 1<sup>st</sup> of November.

Students dropping courses after the 1<sup>st</sup> of November will not receive any tuition fee refund for the particular credits.

The credit note made out after dropping courses can only cover the tuition fee and the course related fee.

Students who pay their tuition fee through an SME portfolio or with training vouchers will not receive a refund of that tuition fee if there is a change in the enrolment programme.

## **2.3 Corrected invoice upon announcement of scholarship status**

As soon as the scholarship status for the ongoing academic year is communicated by the government, the university college will recalculate the tuition fee and will send an additional invoice or a credit note if necessary.

## **3 Payment modalities**

### **3.1 Payment term**

The tuition fee is due as soon as the enrolment agreement (study contract) is signed by the student. Withdrawal does not exempt the student from the obligation to pay any tuition fee owed.

Invoices must be paid within the expiry period of 15 days after the invoice has been sent. The payment code ('structured notification') given on the invoice, must be added.

If the invoice is not paid on time, the student will receive a reminder. If the outstanding amount is still not paid within 15 days after the reminder has been sent, the enrolment will be cancelled.

Students who pay through electronic payment upon enrolment receive a proof of payment.

Students who receive an adjustment in the amount of their tuition fee during the academic year, must fulfil their financial obligations prior to the examinations. Also, all additional invoices for educational trips etc. must be paid prior to the examinations.

Students who have not fulfilled their additional financial obligations throughout the academic year can be excluded from participating in the examinations.

### **3.2 Deposit for badge of students from the campuses other than campus**

#### **Meistraat, deSingel, Nationalestraat or Keizerstraat**

Students who study at a campus other than campus Meistraat, deSingel, Nationalestraat or Keizerstraat but who still need access to these campuses or to campus Lange Nieuwstraat for certain

educational activities, can get a badge with a simple request and after payment of a deposit of 25 euros.

If those students need a new badge due to loss, damage or other causes, they can get a new badge with a simple request.

## **4 Refund upon withdrawal from an entire study**

### **4.1 Tuition fee and course related fees**

Students withdrawing before the 1<sup>st</sup> of November will have the tuition fee and course related fee refunded, reduced by 100 euros for administrative costs (unless a student has not been admitted by the admissions committee).

Students withdrawing after the 1<sup>st</sup> of November, will not have the tuition fee and course related fee refunded.

Students enrolling for a study at the departments after the 15<sup>th</sup> of October and students enrolling for a study at the Schools of Arts after the 31<sup>st</sup> of October (Schools of Arts), who withdraw within a month after the start of the chosen study, will have the tuition fee and course related fee refunded, reduced by 100 euros for administrative costs.

When enrolling in a study at AP University College after withdrawal from another study at AP University College, the paid tuition fee and course related fee will be transferred to the new enrolment. (Partial) refunds after the 31<sup>st</sup> of October are not possible.

### **4.2 Deposit for badge**

Students leaving the university college who have returned their badges undamaged within one academic year will have their deposit refunded.

### **4.3 Deposit for use of study equipment**

Students leaving the university college who have returned their study equipment, will have the deposit refunded. Any costs associated with the damage caused by students to the study equipment used, are deducted from the deposit.

### **4.4 Deposit for locker**

Students returning their locker key within one academic year will have the deposit refunded.

## **5 Various costs**

### **5.1 Aptitude test**

#### **5.1.1 Aptitude test for previously acquired qualifications**

The aptitude test for previously acquired qualifications deriving from any Belgian or foreign study certificate, indicating that a formal learning route was completed successfully, whether or not within the regular education system, is based on documents and is free of charge.

#### **5.1.2 Competency assessment for previously acquired competencies**

The contribution for a competency assessment, prior to issuing certificate of aptitude, will be established by the University College Board of the Association of University and University Colleges of Antwerp and will be published on <http://www.associatie-antwerpen.be>.

## **5.2 Diploma certification without enrolled courses**

If a student is enrolled without enrolling for courses on the basis of one or more certificates of competence or previously acquired qualifications and no other enrolments are taken up, an administrative cost of 50 euros will be charged (cfr. Codex Higher Education II.245).