Tuition fee regulations 2016-2017

Article 1 General

§1. The tuition fee includes the examination fee and enrolment with the collective accident insurance as well as the civil liability insurance for study-related activities of KU Leuven (both insurances exclusive of student with an examination contract). Students can freely enrol with the collective private life civil liability insurance. Information can be found on the www.kuleuven.be/sociale_dienst web page.

Special provisions with regard to international students

The enrolment with the private life civil liability insurance is an additional obligation for students of non-EEA nationality staying temporarily as a student in Belgium.

§2. On registration at the beginning of the academic year, each student is charged a fixed sum. In the course of the academic year, on the basis of the actual number of credits taken up by a student or of the evolution within the learning account, the tuition fee is redetermined. If this leads to a balance:
- to the advantage of the student, then this is refunded to the given account number as soon as possible;
- to the advantage of KU Leuven, then the student is demanded additional payment and retains his/her rights at least until the due date determined in the demand note.

Procedure

Calculation, tariffs and payment of tuition: please see http://www.kuleuven.be/inschrijvingen/studiegelden/

Special provisions with regard to international students

For the determination of the tuition, students staying in the EEA with unlimited right of residence are given the same rights as people of Belgian nationality.

§3. Partial exemptions for a course or transfer of component marks do not lead to a reduction in tuition fee. The student pays tuition for the whole course.

Article 2 Tuition for degree and credit contracts

§1. Students can register for one or more study programmes and/or one or more courses within the same academic year. For the calculation of the tuition fee, all registrations of a student with a degree and/or credit contract in the same academic year within KU Leuven are considered one registration, save the exceptions stated in the procedure.

§2. The tuition fee is composed of a fixed part which is due only once per academic year and a variable part per credit.

Special tuitions can be charged for Advanced Master’s programmes and postgraduate programmes, or on the basis of nationality. For these programmes there are no distinct regulations for near grant students or grant students.

The list of programmes charging higher tuition fees can be found on the web: www.kuleuven.be/inschrijvingen/studiegelden/verhoogde.

Procedure
For the calculation of the variable component, all credits of all courses taken up by the student in the course of the academic year for all programmes and contract types are added up, except credits of the following registrations which are always calculated separately:
- Advanced Master’s programmes;
- postgraduate programmes and other study routes of continuing education leading to a certificate;
- doctorate

In the case of special tuition fees for Advance Master’s programme or for some categories of international students, the calculation is done as follows:
- in any case the fixed minimum sum applying to all registration is charged
- the fixed nominal sum for the whole programme is charged for students who register for 60 credits;
- if students register for \( X < 60 \) credits, the nominal amount for the whole programme after deduction of the fixed minimum amount is charged in relation to \( X/60 \);

Students who register for a second time for the same programme with special tuition fees should pay the special tuition fee for a second time for the failed courses.

If the calculation of the tuition fee leads to a result with decimals, then the resulting amount is rounded off to one decimal place (less than 0.05: 0.00 euros; 0.05 or more: 0.1 euros).

Students following the last year of secondary education who register with a credit contract for maximum 10 credits are charged 50% of the tuition fee for grant students.

Special provisions with regard to international students

For non-EEA students who are staying temporarily as a student in Belgium and who are following an Advanced Master’s programme, the tuition fee can be increased in accordance with the procedure for calculating tuition fees of article 2. An advance is asked for. All information can be found in the programme catalogue on [http://www.kuleuven.be/internationaal/toelatingsbeleid/](http://www.kuleuven.be/internationaal/toelatingsbeleid/).

Students from developing countries acknowledged by the university can ask via a reasoned request for a reduction in tuition. They should submit this request to the International Office, International Admissions and Mobility Unit which will discuss it with the programme involved.

§3. Students with insufficient learning account, negative learning account or learning account equal to zero and who are allowed to register are charged a special tuition for the part of the registration for which they have insufficient learning account. This is not the case for students who obtained a master’s degree.

**Article 3 Tuition for examination contracts**

Students with an examination contract are charged 50 euros (once-only amount per academic year) on top of the regular tuition fee for the use of Toledo and the necessary ICT service.

**Article 4 Tuition for combinations of examination contracts with degree and/or credit contracts**

Students can register for one or more programmes and/or one or more courses in the same academic year.

An examination contract always leads to a separate registration. In the context of the calculation of the tuition fees, all registrations of a student with an examination contract in the same academic year within KU Leuven are considered one registration, except for the following registrations which are always calculated separately:
- Advanced Master’s programmes
- postgraduate programmes and other study routes of continuing education leading to a certificate.

The tuition fee is always composed of a fixed part and a variable part per credit.

**Article 5 Tuition for postgraduate programmes and other routes of continuing education**

For postgraduate programmes, the tuition fee is determined per study programme. Information can be found in the programme catalogue in the description of the relevant programme.

For other routes of continuing education leading to a certificate, the tuition fee is determined per study route. The tuition fee is to be paid to the faculty. The registration for these study routes and the payment of the fixed component is done centrally.

For study routes of continuing education only leading to a certificate of participation, the (possible) tuition fee is to be paid directly to the organisers. There is no central registration.