




Instruction – Termination of Enrolment via Studielink


➔ Step 1: Click on the  button next to 'My study programmes'. Your current enrolment(s) become visible.

My Studielink[Log out](#)

 **My To Do list** (1 action)

Study programme title ▲	Educational institution	Required action
Leraar vo 2e gr Engels		Re-enrol for next year


 **My messages** (10 unread)


 **My study programmes** [Add new enrolment](#)

All enrolments and enrolment applications for the current and the following academic year are displayed here.

Study programme name (institution)	Academic year	Educational institution	Place of residence	Status
Leraar vo 2e gr Engels	2012 - 2...		UTRECHT	Enrolled

☐ Display my history of enrolment applications

 **My previous education** [Add previous education](#)

 **My details**

➔ Step 2: Open the study programme you wish to terminate by clicking the name of the study programme. You will now see an overview of detailed information of the enrolment.

Details of the enrolment or enrolment application

Go to "My Studielink" page

B leraar vo 2e gr Engels,

Status of enrolment or enrolment application

Status of enrolment or enrolment application

Enrolled

Progress indicators

- ✓ Study programme commenced
- ✓ Tuition fees paid or payment authorisation provided
- ✓ Payment details entered

Request for termination of enrolment

I do not wish to re-enrol

My To Do list

(1 action)

Study programme title ▲	Educational institution	Required action
Leraar vo 2e gr Engels		Re-enrol for next year

Study programme details

Study	Enrolment for the period	Study programme format
Leraar vo 2e gr Engels B leraar vo 2e gr Engels	Academic year 09-01-2012 / 08-31-2013	full-time
	Starting date	Enrolment format
UTRECHT	september 2012	Student
Study type	Collegejaar 2012 / 2013	
propedeusebachelor	Date of enrolment application	
	01-03-2012 12:00	

➔ Step 3: There are two options possible: 'Request for termination of enrolment' and 'I do not wish to re-enrol'.

By choosing the option 'Request for termination of enrolment' you can indicate you wish to terminate your enrolment as per the 1st day of the month during the study year.

By choosing the option '**I do not wish to re-enrol**' you indicate you wish to terminate your enrolment by the end of the academic year on 31 August.

Do you not see the button 'I do not wish to re-enrol'? Then it is currently not yet possible to indicate you want to terminate by the end of the academic year. As soon as you receive an e-mail that you can re-enrol for next year, the button will become visible in your account.

Are you not sure which option to choose, contact your university (of Applied Sciences).

After choosing 'I do not wish to re-enrol' you will see the form below where you have to confirm. The confirmation will be sent to your university (of Applied Sciences). They will terminate your enrolment by the end of the study year.

Do not re-enrol

Confirm this form if you no longer wish to receive information about re-enrolment in this study programme

Study programme details

Academic year:	09-01-2013 / 08-31-2014
Study programme name (national):	B leraar vo 2e gr Engels
Educational institution:	
Place of residence:	UTRECHT
Study programme name (institution):	Leraar vo 2e gr Engels
Study programme format:	full-time
Enrolment format:	Student
Study starts from month:	september 2013

Cancel

Confirm

By choosing 'Request for termination of enrolment' you will see the form below:

Request for termination of enrolment

The law stipulates that enrolment is always terminated as per the 1st day of the month. If you submit a request for termination of enrolment in March, for example, then the first option you can select under "Termination of enrolment by" will be 1 April. In this case, your enrolment will be terminated as of 1 April.
Please note: do you wish to terminate your enrolment at the end of the academic year (31 August)? Go to "My study programmes", click on the relevant study programme and select "I do not wish to re-enrol".



Do you receive a student grant or loan?

If you are no longer enrolled in a study programme then your entitlement to the grant or loan will cease as of the month selected. This request for termination of enrolment will not be forwarded to DUO. You are responsible for cancelling your student grant or loan yourself (www.duo.nl).

If you terminate your enrolment as of July or August you will not be entitled to reimbursement of the tuition fees.

Study programme details

Academic year: 09-01-2012 / 08-31-2013
Study programme name (national): B leraar vo 2e gr Engels
Educational institution:
Place of residence:
Study programme name (institution): Leraar vo 2e gr Engels
Study programme format: full-time
Enrolment format: Student
Starting date: 2012
Study starts from month: september 2012

Request for termination of enrolment

* Reason ☐ Graduating
☐ Terminating an enrolment

* Termination of enrolment by:

* Additional information about the termination of enrolment:

Reimbursement of tuition fees (if applicable)

Reimbursement of tuition fees: ☐

Studielink - Request for termination of enrolment - Specific questions

☐ Confirm termination of enrolment

Cancel

Confirm

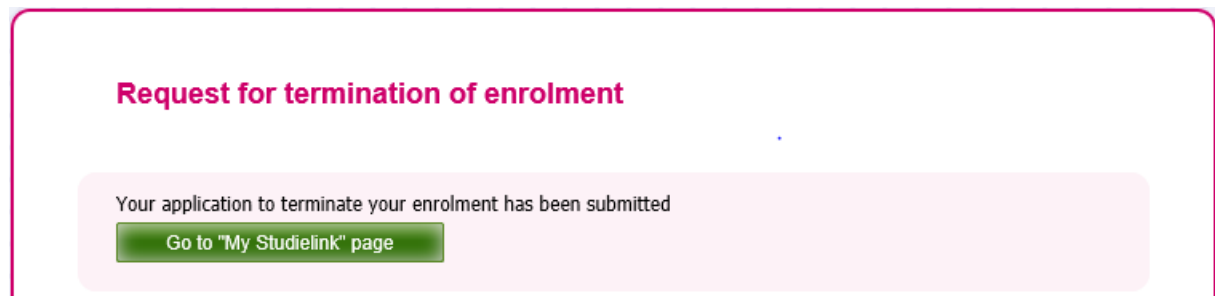
➔ Step 4: Fill in the details in the form. Select the reason why you wish to terminate and per which date. For example: when you submit a request for termination in April, the possible date to terminate your enrolment will be 1 May.

Do not forget to tick the box 'Reimbursement of tuition fees'. The university (of Applied Sciences) will decide whether you are eligible for reimbursement of tuition fees. For questions about this procedure, contact your university (of Applied Sciences).

PLEASE NOTE: if you receive a study grant you have to terminate this yourself via DUO; Studielink does not take care of this.

Answer the specific questions asked by university (of Applied Sciences) at the end.

Confirm your details by ticking the box and click on the green button 'Confirm'. You will see the following screen:



Your request will be sent to and processed by your university (of Applied Sciences).