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## Applying or making changes or stopping Lifelong learning credit

### This form

Use this form if you wish to apply for lifelong learning credit and are not/are no longer eligible for regular student finance. Are you already receiving lifelong learning credit and wish to stop it? If so, you should also use this form. Please note: you must reapply for the credit every academic year. Are you enrolled in a study programme at the Open Universiteit, you should use the special application form *lifelong learning credit for the Open Universiteit*.

### Sending in the form

Make sure you send us your application in time. You should do this at least two months before you are due to begin studying. It is not possible to apply for a lifelong learning credit retrospectively. Send the completed form to:  
Dienst Uitvoering Onderwijs  
Postbus 50001  
9702 AA Groningen



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### 1 Your personal details

More information  
duo.nl

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Read the explanation

1.1 Citizen Service Number (BSN)

1.2 Surname (birth name)

First name (in full) and other initials

First name

Other initials

1.3 Date of birth

Day

Month

Year

1.4 Do you have Dutch nationality?

 Yes  No > Send proof with application

1.5 Bank account number (IBAN)

> This must not be a savings account

> You may fill in a non-Dutch bank account number here. Please include the relevant BIC for non-Dutch bank accounts.

BIC

1.6 Address:  
Street and house number

Street

House number

Postal code and town/city

Postal code

Town/City

Country

1.7 Postal address:  
PO Box or street and house number

PO Box or street

House number

Postal code and town/city

Postal code

Town/City

Country

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## 2 Your new application

2.1 Would you like to apply for lifelong learning credit?

Yes > Go to question 5

No > Go to question 3.1

## 3 Your change

3.1 Would you like to change the lifelong learning credit?

Yes > Go to question 5

No > Go to question 4.1

## 4 Stopping your application

Read the explanation

4.1 Would you like to stop the lifelong learning credit?

Yes > Go to question 4.2

No > Go to question 5

4.2 For which academic year would you like to stop the lifelong learning credit?

Month Year

4.3 For which academic year would you like to stop the lifelong learning credit?

Month Year

## 5 Details of your study programme

Read the explanation

5.1 Name of the educational institution where you intend to study

5.2 Which study programme are you doing or intend to do?

5.3 What type of study programme is the programme you entered in response to question 5.2?

### Higher education (HBO or university)

Associate degree programme

Bachelor's degree programme

Master's degree programme

Master's degree programme ('post-initial')

Other (please specify)

### Secondary vocational education MBO

School-based track – full-time (BOL) > Go to question 5.5

School-based pathway – part-time (BOL)  
> You are not entitled to a lifelong learning credit

Work-based pathway (BBL)  
> You are not entitled to a lifelong learning credit

5.4 Is this a full-time or a part-time programme?

Full-time (or dual)  Part-time

5.5 From which date have you been/will you be enrolled for this programme?

1 September 2 0

1 August 2 0

1 February 2 0

1 February 2 0

Other (please specify) Day Month Year





## Explanation

# Applying for or making changes to a lifelong learning credit

### Re 1.3 Date of birth

You can apply for lifelong learning credit until the first day of the month in which you turn 56. In addition, you must be 30 years or older. If you are under the age of 30, you are only eligible for the credit if you are going to participate in a part-time study programme in higher vocational education (HBO) or at a university, or if you already have a Bachelor's degree (HBO) or Master's degree (university) and now wish to follow a second HBO or university programme.

The lifelong learning credit will continue after your 56th birthday. If you cancel your lifelong learning credit after your 56th birthday, you will no longer be eligible for it.

### Re 1.4 Nationality

If you do not have Dutch nationality, but you do have a residence document of type II, III, IV or V, add a copy of this to your application (including a copy of the front and back of the residence document). If you have a type I residence permit, please check [duo.nl](https://duo.nl) to find out if you are eligible, and what you need to do.

### Re 1.5 Bank account number

DUO deposits the lifelong credit only into your own bank account. Please note: you may not provide a savings account number.

### Re 1.6 Address

Do you live in the Netherlands? Then enter the address at which you are resident according to the municipal register. Please make sure that you are always correctly registered with the municipality. When you move within the Netherlands, your municipality will automatically inform DUO of your change of address. If you are living abroad (temporarily) or are planning to move abroad, you have to send your (new) address details to DUO yourself. Foreign address details are not registered with municipalities within the Netherlands.

### Re 5.2 Study programme

You are eligible for a lifelong learning credit if you participate in an accredited study programme within the Netherlands. You can ask the educational institution whether the programme is accredited.

### Re 5.5 Enrolment date

Enter the date on which you will enrol. The academic year for higher education runs from 1 September to 31 August. The school year for secondary vocational education runs from 1 August to 31 July. If your enrolment begins on another date, choose 'other' and enter the date on which you will enrol. If you are not sure which enrolment date to enter, contact your educational institution.

### Re 6 Lifelong learning credit

The lifelong learning credit is a loan intended to pay your tuition fees. The loan is paid out on a monthly basis. At the end of your study, you must repay the loan over a period of 15 years. When you are no longer entitled to a lifelong learning credit and DUO has received the date on which your enrolment is terminated, you start paying back the following year. DUO will send you notice a few months in advance. You cannot apply for the lifelong learning credit retrospectively. For example, if you begin your study programme in September and you apply for lifelong learning credit in October, you will only receive the credit with effect from November.

### Re 6.2 Compensation for tuition or programme fees

By compensation, we refer to any contribution towards tuition fees or programme fees by another organization or person, such as your employer or (one of) your parents. If your tuition fees are fully reimbursed, you are not entitled to a lifelong learning credit. If you receive a partial contribution, you can apply for a lifelong learning credit for the remainder of your tuition fees.

### Re 6.3 Level of lifelong learning credit

Each year, you can borrow the amount of tuition fees or course fees you are due to pay. If you receive a partial payment from a different body or person, you can only apply for lifelong learning credit for the rest of your tuition fees or course fees. For the academic year 2022-2023, there is a maximum of €11,045.04 per year for HBO and university and €6,195 for MBO. If you wish to borrow more than €2,209 (HBO and university) or €1,239 (MBO), you must send the accompanying declaration from the educational institution, confirming the amount of your tuition fees or course fees.

#### Amount of compensation

Indicate the amount of compensation that you receive from any other organization or individual to pay your tuition fees or programme fees. If you do not receive any compensation, enter €0.

### DUO and your personal details

Your personal details will be held in the computer systems of DUO. In order to fulfil its statutory obligations, DUO uses and protects your personal details carefully. We always comply with the appropriate privacy laws. If you would like to know precisely how DUO uses your personal data, please visit our website: [duo.nl](https://duo.nl). DUO verifies your details with other organizations, in order to ensure that you receive your entitlements. In the event of misuse, DUO will notify the Public Prosecution Service.



## Statement regarding tuition fees/ programme fees

Only ask your educational institution to complete this form if you pay more than the statutory tuition fees or programme fees. An invoice is also sufficient, as long as it contains all of the information requested on this form.

### 1 Student details +

1.1 Name of student

1.2 Citizen Service Number (BSN)

1.3 Date of birth

1.4 Address

Street  House number

Postal code  Town/City

### 2 Details of educational institution

2.1 Name of educational institution

2.2 Location

2.3 Institution code

> Does your organization not have a institution code? In that case, it is not possible to apply for Lifelong Learning Credit for your programme.

### 3 Details of tuition fees/programme fees

3.1 In what form/for what period does the student pay tuition fees/programme fees?

A period of at least one academic year > Fill in question 4 and 7

One module/unit of an accredited programme > Fill in question 5 and 7

A semester worth 30 credits (under the vraagfinanciering voucher scheme) > Fill in question 6 and 7

### 4 Details of tuition fees/programme fees for standard programmes

See explanatory notes

4.1 Name of programme  Erkende opleidingscode

4.2 Amount in tuition fees/programme fees €

4.3 The student owes this amount for:

Academic year  -

Day Month Year Day Month Year

The period  up to and

Day Month Year Day Month Year

## 5 Details of tuition fees for modular education

See explanatory notes

5.1	Name of module														
5.2	Name of programme of which module is a part								Erkende opleidingscode						
5.3	Number of ECTS credits														
5.4	Start date of module	Day			Month			Year							
5.5	Amount in tuition fees for module	€													

## 6 Details of tuition fees for vraagfinanciering voucher scheme

6.1	Name of programme													
6.2	Start date of segment for funding	Day			Month			Year						
6.3	Amount in tuition fees for segment	€												

## 7 Signature on behalf of Student Administration

I declare that I have completed this form truthfully and in full.

7.1	Name of signee															
7.2	Telephone number and email address	Telephone													Email address	
		Signature													Stamp of educational institution	

## Explanatory notes

### At 4 Details of tuition fees/programme fees for standard programmes

The academic year for secondary vocational education runs from 1 August to 31 July. DUO automatically extracts the exact deregistration date from ROD. The academic year for publicly funded higher education runs from 1 September to 31 August. DUO automatically extracts the exact deregistration date from ROD.

Education that is not publicly funded (much of it part-time) often has a different starting date. If the relevant study programme follows the standard academic year, state the tuition fees or programme fees to be paid per academic year. If the relevant study programme has a different starting date, state the total tuition fees or programme fees for the standard duration of the programme as it applies to you. The number of months in the period you specify will be used to determine the amount of tuition credit per month. For instance, if you fill in an amount for a period of 36 months, we will divide that amount in tuition fees by 36 to determine the monthly payment in Lifelong Learning Credit. If you fill in an amount for a period of 48 months, we will divide that amount in tuition fees by 48 to determine the monthly payment in Lifelong Learning Credit.

DUO automatically extracts the exact deregistration date from ROD.

### At 5.2 Name of programme

Fill in the accredited programme at your educational institution to which the module belongs.

### At 5.3 Number of ECTS credits

The number of credits for the module determines the number of months for which the amount requested in tuition fees will be paid. If a student purchases several modules at once, fill in a statement for each module.

### At 5.4 Start date of module

Enter the date on which the student is enrolled in the module. This date will be checked by DUO in ROD.