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## Applying

# Lifelong learning credit for Open Universiteit or another type of modular education

### This form

Use this form if you wish to apply for a lifelong learning credit for a study programme at the Open Universiteit or another type of modular education. Please note: you need to apply for the credit every study year again.

### Sending in the form

You can apply for the lifelong learning credit as long as you are registered for the module. Therefore make sure you send us your application in time. Send the completed form to:

Dienst Uitvoering Onderwijs  
Postbus 50001  
9702 AA Groningen

### More information

[duo.nl](http://duo.nl)



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## 1 Your personal details

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Read the explanation

1.1 Citizen Service Number (BSN)

1.2 Surname (birth name)

First name

Other initials

First name (in full) and other initials

Day

Month

Year

1.3 Date of birth

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

Town/City

Postal code and town/city

Country

1.7 Postal address:  
PO Box or street and house  
number

PO Box or street

House number

Postal code

Town/City

Postal code and town/city

Country

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## 2 Your study details

Read the explanation

- 2.1 Name of the educational institution where you will be enrolled
- 2.2 Which module do you or will you follow?
- 2.3 What type of education is the programme that you filled in at question 3.2?
- Associate's degree programme
- Bachelor's degree programme
- Master's degree programme
- Master's degree programme ('post-initial')
- Other (please specify)
- 2.4 How many credits (ECTS) does the study unit or module concern?  credits/ECTS
- Day Month Year
- 2.5 When will you start this study unit or module?

## 3 Lifelong learning credit

Read the explanation

- 3.1 How much do you have to pay in tuition fees for this module? €
- 3.2 Do you receive compensation for these tuition fees from an organization or individual?
- Yes €
- No
- 3.3 How much lifelong learning credit would you like? €  > Maximum of the amount in question 3.1 minus the amount in question 3.2

## 4 Signature

- 4.1 I declare that I have completed this form truthfully and in full
- Day Month Year
- Telephone\*  E-mail address\*
- Signature

### 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.

\* Sometimes it may help to call you or to send you an e-mail, for example about your application or an alteration. Would you like DUO to get in touch with you? Then fill out your telephone number and e-mail address.



## Explanation

# Application for lifelong learning credit for the Open Universiteit or another type of modular education

### Re 1.3 Date of birth

You can apply for lifelong learning credit for the Open Universiteit or another type of modular education at a non-funded institution of education until the first day of the month in which you turn 56. 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, V or Article 50, 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](http://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 registered with the municipality correctly. In other words, this must be the address where you actually live.

Are you planning to move house? If so, you will need to change your address in the municipal register. You can usually do this via the website of the municipality, using your DigiD. Your municipality will automatically inform DUO of your change of address. You do not need to inform DUO yourself.

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 2.1 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 3 Lifelong learning credit

The lifelong learning credit is a loan intended to be used to pay your tuition fees. The loan is paid out on a monthly basis. The number of monthly instalments in which the credit is paid out, is determined by dividing the number of credits (ECTS) per study unit by five. For example, if you are participating in a study unit or module amounting to 15 credits, the lifelong learning credit will be paid in three monthly

instalments (15 credits divided by 5). If the tuition fees due are € 1,200, in this example you will receive three instalments of € 400.

You can apply for the lifelong learning credit as long as you are registered for the module. At the end of your study, you will 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.

### Re 3.2 Amount of compensation

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

### Re 3.3 Amount of lifelong learning credit

The maximum amount that you can borrow each year is the amount of tuition fees that you have to pay. If you receive a partial contribution towards these fees from another organization or individual, you can apply for lifelong learning credit for the remainder of your tuition fees only. Your application must always include an invoice from your educational institution showing the total amount of tuition fees due.