

## Payment in instalments tuition fee Odisee

### Fixed sum of the tuition fee (only for EEA students)

Upon your registration you will receive a first account balance with the fixed sum for the administrative cost of the registration. After paying a first instalment of € 150 you can request a deferral of payment for the remaining amount of the fixed sum (deferral for maximum 1 month).

- **What do you have to do?**

Make a payment of € 150 for the fixed sum of the tuition fee and contact us by e-mail (see at the bottom of this document for contact details) immediately afterwards. Mention your name and student number and the date on which you will pay the remaining instalment of the fixed sum.

**Note: this deferred payment can be maximum 1 month later than the payment deadline on the account balance.**

**IMPORTANT REMARK FOR NON-EEA STUDENTS (WITH A STUDENT VISA):** a payment in instalments of the tuition fee is only possible after payment of the total amount of the fixed sum.

### Variable sum of the tuition fee

After approval of the ISP (individual study program) by Student Administrative Services, you will receive a second account balance with the remaining amount of the tuition fee based on the number of credits you have registered for. The amount of the 2<sup>nd</sup> account balance can be paid in instalments until the 31st of March of the academic year.

**Note: the account balance for the fixed sum of the tuition fee must fully paid before you can request a payment in instalments for the variable sum.**

- **What do you have to do?**

Make sure that the fixed sum of the tuition fee is paid.

Fill in the form below with your details and payment proposal and send it to the social services' office of your campus (contact details at the bottom of this document).

**Note: a payment in instalments can only be granted after you have received the account balance for variable part of the tuition fee.**

PAYMENT PLAN TUITION FEE	
Academic year 20.... - 20....	
Name student:	
Student number:	
Total amount account balance:	
Study program:	
Payment proposal	
Date payment	Amount payment
<b>Total:</b>	

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**IMPORTANT!**

**This payment plan is only valid after approval by a staff member of the Social Services' office of your campus. You will receive a confirmation by e-mail. In case of non-compliance with the payment plan, the total outstanding amount will become due immediately.**

**Send us your payment proposal by e-mail:**

Campus Aalst: [socialedienst@stuvoaalst.be](mailto:socialedienst@stuvoaalst.be)

Campus Brussels, Dilbeek and Schaerbeek: [socialedienst@stuvobrussel.be](mailto:socialedienst@stuvobrussel.be)

Campus Ghent: [socialedienst@stuvobrusselgent.be](mailto:socialedienst@stuvobrusselgent.be)

Campus Sint-Niklaas: [socialedienst@odisee.be](mailto:socialedienst@odisee.be)