

ArtEZ University of the Arts

2018/2019 Debt Protocol

An authorisation for the payment of your tuition fees must be issued before the 1st of September. Thereafter, you will only be able to pay them by transferring the entire amount to the ArtEZ bank account.

The debit date for payment in a single instalment is around 24 September. If the tuition fees cannot be collected in their entirety by that date, the authorisation will automatically be converted into payment in ten instalments. This will include an additional €15 administration costs.

Debit dates for payment in ten instalments are around:

24 September	24 October	24 November	24 December	24 January
24 February	24 March	24 April	24 May	24 June

In the months October, December, March, May and June, your monthly installment plus any other outstanding installments (arrears) will be debited from your account. If an instalment cannot be collected on the agreed date, the consequences are as follows:

Arrears of one instalment:

The Financial Department (FEZ) will send an email to the student requesting to transfer directly the amount owed.

Arrears of two instalments:

FEZ will send an email to the student and will also phone him or her requesting to transfer directly the total amount owed. FEZ will then inform the management that the student has arrears of two instalments, and will ask it to speak with him or her.

Arrears of three instalments:

FEZ will contact the student and inform him or her that from now on he or she will be refused access not only to the course but also to all ArtEZ facilities with the exception of the student counsellor. The management will also be told of this state of affairs. The student can regain access to his or her course once the entire debt has been paid. If this fails to occur within a period of one month, the student's name will be removed from the register. This means that it will be deleted as of the first of the month following the non-payment of the third instalment. The Board of Governors will only grant re-enrolment in exceptional cases. A bailiff will be made responsible for claiming the unpaid instalments.

If a student authorizes the cancellation of his/her direct debit:

ArtEZ will contact student directly to confirm that the student, with immediate effect, has no longer access to ArtEZ education, amenities and facilities (excluding the Student Councilor). The faculty will also be informed. The student will regain the right to ArtEZ education only when the total debt is paid. If within one month, the entire debt is not cleared, the registration of the student will be

terminated from the first of the following month. Re-enrollment is only possible in exceptional cases and with the approval of the Board of Governors. The claim for the outstanding debt (period(s)) will be handed over to a debt collector/bailiff.

General:

- Any student owing instalments from the previous academic year cannot be enrolled.
- Any student with debit reversals during the previous academic year will not be allowed to pay in instalments and must transfer his or her entire tuition fees in a single lump sum.
- Students will be unable to fulfil the payment obligation if they have included a blocked bank account on their authorisation of payment form. They will therefore also be unable to enrol.