

Tuition fee // conditions for payment

1st : Authorisation form to write off the total fee in one payment

- The write off takes place before the 1st of August
- The authorisation form is sent off after written request for payment in installments (by surface mail or email) must be filled in, signed and in the hands of “NBS administration” within 1 week after receiving.

2nd: Digital payment

- When the tuition fee is paid entirely in one go this can be done with the invoice that was sent; the invoice contains all the relevant bank details, for national and international payments; do not forget to mention the invoice number when transferring the money.

3rd: Payment from abroad

- The tuition fee can also be paid from abroad; the relevant details concerning the tuition fee are mentioned on the invoice
- The transaction costs charged by your bank for international transactions will be paid by the one paying the invoice
- The invoice number must be mentioned.

4th: Paying in installments

- In order to pay in installments you must make use of the authorization form. You must indicate whether you wish to pay in two or three installments
- The form must be filled in using capital letters and must be signed by the one responsible for the payments
- The collections will take place on the dates as written on the authorization form
- Please make sure that you have enough money in your bank account on the collection date and make sure the account has not been blocked (selectively) for automatic collections.

5th: Payments must be made before the 1st of August of the new calendar year.

Those that commence their education in January/February must pay before the 1st of January.

Payment in two installments

- The invoice will increase with 5%
- First installment: payment must take place before the first of August; the amount to be paid is 50% of the total amount with an additional 5%
- Second installment: payment must take place before the first of February of the following year
- Note: for January/February students the same dates apply, including the additional 5%.

Payment in three installments

- The invoice will increase with 6%
- First installment: payment must take place before the first of August; the amount to be paid is 33.3333% of the total amount with an additional 6%
- Second installment: payment must take place before the first of December
- Third installment: payment must take place before the first of April of the consecutive year
- Please note that for January/February students the same dates apply, including the additional 6%.

Santion

If the indebted tuition fee is not paid in time, the student will not be allowed to take exams or to hand in assignments.