

## Payment in instalments tuition fee Odisee

### Fixed sum of the tuition fee

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 (deferral for maximum 1 month).

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

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

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

### Variable sum of the tuition fee

After approval of the ISP (individual study program), 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 2nd account balance can be paid in instalments until the 31st of March of the academic year.

**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?**

You make sure that the fixed sum of the tuition fee is paid. Afterwards you send an e-mail to the social services' office of your campus (contact details at the bottom of this document) with your payment proposal (dates + amount).

**Note: you only send this e-mail once 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
Total:	

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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: [socialedienstaalst@odisee.be](mailto:socialedienstaalst@odisee.be)

Campus Brussels, Dilbeek and Schaerbeek: [socialedienstbrussel@odisee.be](mailto:socialedienstbrussel@odisee.be)

Campus Ghent: [socialedienstgent@odisee.be](mailto:socialedienstgent@odisee.be)

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