

Zealand Institute of Business and Technology

Payment policy and terms of payment

Tuition fee

The tuition fee is programme specific. The updated tuition fee per semester and for the full programme is published on our website www.zibat.dk. When a fee-paying student is admitted to a programme, the specific programme fee is stated in the admission notice issued to the student upon admission.

The tuition fee does not include course textbooks for the programme in question. Furthermore, students must anticipate expenses towards field trips and trips abroad.

The tuition fee covers all prescribed ordinary exams in accordance with the curriculum of the programme. In accordance with the examination rules and regulations a student is allowed to retake an exam twice in case the student fails his/her ordinary exam. The tuition fee only includes sitting for the ordinary exam.

Payment policy

International students residing outside Denmark and admitted to one of the international programmes at Zealand Institute of Business and Technology must always prepay the tuition fee for the first academic year (two semesters).

International students already residing in Denmark must prepay the tuition fee for the first semester.

The full fee for the following semesters must be prepaid per semester (half year) as stated below.

The payment can **only** be made as a bank transfer or bank deposit to the bank account of Zealand Institute of Business and Technology. Payments in cash will not be accepted.

All payments are made to:

Name of Accountholder: Zealand Institute of Business and Technology

Bank: SparNord

Account number: 9077-1380032259

SWIFT: SPNODK22

IBAN: DK7290771380032259

When you pay, please ask your bank to write your name, date/year of birth and student number on the payment.

Terms of payment

International students who are admitted to one of the international programmes of Zealand Institute of Business and Technology must prepay (as a deposit) the tuition fee for the first academic year minimum two months before the starting date of the programme in question.

Students admitted who are already residing in Denmark are required to prepay (as a deposit) the first semester.

When a student is admitted, an admission notice is issued. According to the admission notice, students admitted must transfer the required tuition fee to ZIBAT as a deposit within 15 working days of receipt of the admission notice. Only students who pay within the required period are guaranteed admission.

Students who pay (transfer) later than within 15 days are only confirmed if the programme in question still has available seats. If we cannot confirm the student's admission due to a full programme the prepaid tuition fee is returned as if the student has been refused a visa (see withdrawal later). Alternatively, the student's admission can be transferred to the next admission date – but only with the student's consent in writing.

For the February intake, the payment must be received by the Academy no later than 1 December.

For the September intake, the payment must be received by the Academy no later than 1 June.

The tuition fee for the following semesters must be prepaid per semester as follows.

For the **spring semester** the terms of payment are:
The full semester fee must be prepaid before **5 January**.

For the **autumn semester** the terms of payment are:
The full semester fee must be paid before **1 August**.

In special cases, based on an individual consultation with the Director/Head of Studies (at one of the campuses of Zealand Institute of Business and Technology) may allow a student to pay a semester fee with different terms of payment. Such special agreements can only be approved in special circumstances e.g. in case of serious illness, hospitalization or accidents. Each case will be dealt with on an individual basis and must be approved and confirmed by the Director/Head of Studies.

Reminders

Before payment of a tuition fee, Zealand Institute of Business and Technology will always send you an invoice, which you must pay by bringing it to your bank or a post office for payment. Please observe that you **must** bring the original invoice since it contains information needed for making the transfer.

If you do not pay in due time (please refer to the terms of payment) we will forward the following reminders:

A **first reminder** will be forwarded 14 days after the invoice was due for payment. You have 7 days to pay the first reminder.

A **second reminder** will be forwarded if the invoice is still not paid after another 7 days (14 days after forwarding the first reminder). You have 7 days to pay the second reminder.

A **third (and final) reminder** will be forwarded if the invoice is still not paid after 7 days when the second reminder was due for payment. You have 7 days to pay the final reminder.

If you miss the deadline for payment of the final reminder, we will assume that you do not want to continue your studies. In total, 42 days from the date when the original invoice was due for payment we will inform the Danish Immigration Authorities that you have been dismissed from the programme due to unpaid tuition fee.

Any claims or unsettled invoices will be handed over to the Danish Tax Authorities for collection when the deadline for payment of the final reminder is due.

Re-studying (repeating) a semester:

In special cases (based on individual circumstances/consultation) a student can be allowed to repeat a semester. In such cases, the student must pay the full tuition fee for the semester the student is being allowed to repeat/re-study.

In special cases a student can be allowed to repeat/re-study part of a semester (only possible for the internship semester):

- If the internship has been passed/approved by the Academy (only the dissertation part of the semester is repeated) the semester fee for repeating the semester is reduced to DKK 15,000.
- If both internship and dissertation are repeated then the student repeats a full semester, consequently the full tuition fee for the semester must be paid.

Withdrawal and refunding of prepaid tuition fee

New students:

For students who have not yet joined the programme but have been admitted and are in the process of applying for their residence permits/visa, the following rules are applied by Zealand Institute of Business and Technology regarding withdrawal from the programme and refund of the prepaid tuition fee:

If you are **not** granted a visa the tuition fee deposit will be refunded to you less an administration fee of DKK 1,000 and the prepaid processing fee to Danish Immigration (Case Order ID). If for **other reasons** you do not wish to take up your place in the programme, one semester's tuition fee is lost.

If you are **granted** a residence permit by the Danish Immigration but you do not attend the programme introduction, we will assume that you have withdrawn from the programme unless you have previously informed us of your reasons for not being there. In such cases, the full tuition fee deposit will be lost.

If you are **granted** a residence permit by the Danish Immigration and join the programme as planned but decide to change your mind and withdraw the following rules will apply. Only students who withdraw within the first two weeks after the programme start date are eligible to claim a refund according to the following:

You must have informed us in writing that you wish to withdraw within 2 weeks (14 days) and your reasons for withdrawing must be considered "reasonable" based upon an individual evaluation. If this is the case, we will refund all prepaid tuition fee less an administration fee of DKK 5,000.

If you for any other reason decide to withdraw from the programme or fail to appear in Denmark for the programme introduction, the first semester's tuition fee is lost.

Students already studying with us:

For students already enrolled and studying in a programme the following rules are applied by us regarding withdrawal from the programme and refund of the prepaid tuition fee.

If a student between two semesters decides to withdraw from a programme any prepaid tuition fee will be refunded less an administration fee of DKK 5,000. We only accept to refund prepaid fee if we are informed about the student's decision to withdraw in writing and in due time before the semester starts.

When the student in question holds a residence permit for studying with Zealand Institute of Business and Technology the fee is refunded to a bank account in the student's home country after confirmed repatriation and cancellation of the permit. Alternatively, we will transfer the prepaid tuition fee to another educational institution in Denmark after the student has presented a valid admission notice.

If a student between two semesters decides to withdraw from a programme, any such decision must be informed us in writing in due time before the semester starts. If the start date of the semester has passed, we will regard the semester in question as a claim (since we rightfully have been expecting the student in the semester in question) and the semester must be paid. If the semester is not paid we will treat the unpaid semester as an unsettled invoice which will be handed over to the Danish Tax Authorities for collection, when the deadline for payment of the final reminder is due.

If a student during a semester decides to withdraw from a programme, then the fee paid for the semester in question is lost and will not be refunded. Any prepaid tuition fee for following semesters will be refunded less an administration fee of DKK 5,000. When the student in question holds a residence permit for studying with Zealand Institute of Business and Technology the fee is refunded to a bank account in the student's home country after confirmed repatriation and cancellation of the permit. Alternatively, we will transfer the prepaid tuition fee to another educational institution in Denmark after the student has presented a valid admission notice.

If a student's visa status changes during a semester from a study visa to a permanent visa, the student must inform the academy in writing. The tuition fee already paid for the semester in question will not be refunded, but subsequent semesters will not be invoiced. It is the student's responsibility to inform the academy about the new visa status, as we do not receive such information from the Immigration Service.

If you are expelled from Zealand Institute of Business and Technology or reported by us to the Danish Immigration Authorities as an inactive student, due to violation of our rules of attendance and study activity, all prepaid tuition fee is lost and **will not** be refunded.

All refunds of tuition fee can only be made to the same person (same sending bank and account), who paid the amount originally and to the country from which it was paid.

February 2017
International Office
Zealand Institute of Business and Technology