

## Application fee

From the September 2016 intake and onwards, you must pay an application fee if you are:

- a non-EU/EEA citizen not residing in Denmark and do not have a Danish Upper Secondary School Exam or a Danish higher education certificate – or
- a non-EU/EEA citizen residing in Denmark with a temporary residence permit and do not have a Danish Upper Secondary School Exam or a Danish higher education certificate.

The application fee does not apply to non-EU/EEA citizens applying through an official institutional partnership or for applicants graduating from one of our AP programmes who apply for a top-up bachelor programme with us.

Your application will NOT be processed by us before the application fee has been paid and your application will be cancelled in case your payment does not reach us before the payment deadline.

## Procedure and deadlines for payment

We must receive the application fee before the payment deadline 15 March (for our September intake) or 15 October (for our February intake); otherwise your application will not be processed.

If you are required to pay an application fee, please follow this procedure:

### 1. FOR AP ROGRAMME APPLICANTS (September intake):

You file your application with us on [www.optagelse.dk](http://www.optagelse.dk) and forward the signature page on [apply@zibat.dk](mailto:apply@zibat.dk) (see the application quick guide under apply for further information on the application procedure). You pay the required application fee of EUR 100/DKK 750 and upload a copy of the bank receipt together with your documents on [www.optagelse.dk](http://www.optagelse.dk)

### 2. FOR AP ROGRAMME APPLICANTS (February intake):

You file your application with us on [apply@zibat.dk](mailto:apply@zibat.dk) (see the application quick guide under apply for further information on the application procedure). You pay the required application fee of EUR 100/DKK 750 and submit a copy of the bank receipt together with your documents on [apply@zibat.dk](mailto:apply@zibat.dk)

### 3. FOR BACHELOR TOP-UP ROGRAMME APPLICANTS:

You file your application with us on [apply@zibat.dk](mailto:apply@zibat.dk) (see the application quick guide under apply for further information on the application procedure). You pay the required application fee of EUR 100/DKK 750 and submit a copy of the bank receipt together with your documents on [apply@zibat.dk](mailto:apply@zibat.dk)

4. If you apply without documentation for the payment of the required application fee, a reminder will be sent to you.

5. If no payment is received by the deadline, your application will be disregarded. It may take up to 10 working days from the day you make the payment until we receive the payment.

## Bank and payment information

The application fee is EUR 100/DKK 750. All bank transfer fees must be charged to you (SENDER). The amount is paid to our bank account:

Bank name: Spar Nord Bank A/S  
Bank address: Skelagervej 15, 9100 Aalborg; Denmark  
Registration number: 9077  
Account No. EUR: 1380033948 for EUR payments  
SWIFT code: SPNODK22  
IBAN code: DK5990771380033948

Account No. DKK: 9077-1380032259 for DKK payments

**Payment reference: full name and date of birth**

***Please note that the deadline for paying is 15 March (September intake) or 15 October (February intake).***

## **Terms of Payment**

The application fee is NON-REFUNDABLE.

The application fee is paid once for each intake, irrespective of how many applications/priorities you file with us.

IF YOU ARE ADMITTED, the application fee paid will be deducted from the tuition fee.

IF YOU ARE NOT ADMITTED, the application fee is lost.