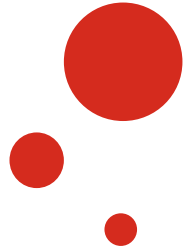


Tuition Fee - Payment policy

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Tuition fee

The tuition fee is program specific. You find the updated tuition fee per semester for the full program in Appendix 1 and 2, however the following applies for our regular programs and continued programs:

Danish, Scandinavian and EU/EEA citizens:

- Regular programs: There is no tuition fee for Danish, Scandinavian and EU/EEA citizens attending the ordinary Higher Education programs.

Non-EU/EEA citizens:

- Tuition fee applies for all non-EU/EEA students regardless of program. The tuition fee does vary from program to program.

Bank and Payment policy of Tuition fee

Students from a NON-EU country residing outside of Denmark is obligated to pay the full tuition fee as stated above, and must always prepay the tuition fee for the first academic year (two semesters).

Students from a NON-EU country already residing in Denmark must prepay the tuition fee for the first semester. Please see Appendix 1 and 2 for the full rates.

The payment can **only** be made as a bank transfer or bank deposit to the bank account of Zealand Institute of Business and Technology.

All payments must be made to:

Name of Accountholder	Zealand Institute of Business and Technology
Name of Bank	SparNord
Bank Address	Skelagervej 15 – 9100 Aalborg, Denmark
Registration - 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.

Full Tuition Fee for AP Programs

Programme	1 Semester	2 Semester	3 Semester	4 Semester	5 Semester
AP Marketing Management	35.500,00	35.500,00	35.500,00	25.000,00	N/A
AP Commerce Management	35.500,00	35.500,00	20.000,00	20.000,00	N/A
AP Multimedia Design and Communication	35.500,00	35.500,00	35.500,00	25.000,00	N/A
AP Computer Science	35.500,00	35.500,00	35.500,00	35.500,00	25.000,00
AP Service, Hospitality and Tourism Management	35.500,00	35.500,00	35.500,00	25.000,00	N/A
AP Logistics Management	35.500,00	35.500,00	35.500,00	25.000,00	N/A

Full Tuition Fee for Top-up Programs

Programme	1 Semester	2 Semester	3 Semester
PBA International Sales and Marketing Management	32.500,00	32.500,00	25.000,00
PBA Digital Concept Development	35.500,00	35.500,00	25.000,00
PBA Web Development	35.500,00	35.500,00	25.000,00

Terms of payment of Tuition fee

International students who are admitted to one of the international programs 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 program 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 must then 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 transfer later than within 15 days are only confirmed if the program in question still has available seats. If we cannot confirm the student's admission due to a full program 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.

The tuition fee covers all prescribed ordinary exams in accordance with the curriculum of the program. 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. The tuition fee does not include course textbooks for the program in question. Furthermore, students must anticipate expenses towards field trips and trips abroad.

Deadlines for payment of tuition fee

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 full semester fee must be paid before 5 January.
- For the autumn semester, 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. For future payments of tuition fee, 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.

Please note that during admission the deadlines mentioned above may be shortened.

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.

[Withdrawal and refunding of prepaid tuition fee](#)

[New students:](#)

For students who have not yet joined the program 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 program and refund of the prepaid tuition fee:

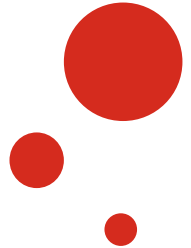
If you are **not** granted a visa, the tuition fee deposit will be refunded to you less an administration fee of DKK 1,000 and the prepaid processing fee to Danish Immigration (Case Order ID). If for **other reasons** you do not wish to take up your place in the program, one semester's tuition fee is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

If you are **granted** a residence permit by the Danish Immigration, but you do not attend the program introduction, we will assume that you have withdrawn from the program 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 program as planned but decide to change your mind, only students who withdraw within the first two weeks after the program 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 program or fail to appear in Denmark for the program introduction, the first semester's tuition fee is lost.



Students already studying with us:

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

If a student between two semesters decides to withdraw from a program, 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.

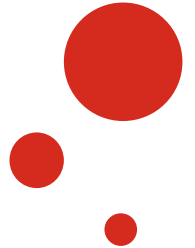
If a student between two semesters decides to withdraw from a program, any such decision must be informed us in writing in due time before the semester starts. If the start date of the semester has passed, we will regard the semester in question as a claim (since we rightfully have been expecting the 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 program, 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, 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.



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.

