



STANDING OBLIGATION TO PAY TUITION FEES 2021-2022

You can complete the PDF version of this form digitally with *Adobe Reader*. The details you fill out can also be saved.

Print out the fully completed form, **sign it**, **scan/ photograph** it return it before the deadline (**1 September**) by email to the Central Student Administration: **csa@ahk.nl**

If you do not meet the enrolment and payment criteria by 1 September, you will not be permitted to start your studies.

Cancelling your enrolment before 1 September

If you de-register on or after 1 September, you will be required to pay tuition fees for every month you were enrolled.

Questions?

More information about enrolling at the AHK and paying tuition fees:

<http://www.ahk.nl/en/facilities/student-affairs/>

Email: csa@ahk.nl.

STEP 1: Fill in your details

Name	Student Number (see attached e-mail)	
<input type="text"/>	<input type="text"/>	
Telephone	E-mail	Date of birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP 2: Are you already registered in Studielink?

Yes No *

(If you have not already registered, do so as soon as possible otherwise we cannot process your enrolment and you will not meet the enrolment criteria)*

STEP 3: Personal information paying person / organisation

A. Payment options

I am paying the fees

Name of paying person / organisation

Someone else is paying on my behalf

B. Payment method:

1. The full amount will be transferred in a lump sum payment before 1 September to:

Bank account nr.: IBAN NL79RABO0309032873 *BIC/SWIFT code:* RABONL2U

Name beneficiary: Amsterdamse Hogeschool v.d Kunsten

Stating your name / student number / date of birth.

(Go to step 4)

2. I am providing a Proof of Payment Tuition fees (Bewijs Betaald Collegegeld): If you are also studying at another Dutch institution, you are only required to pay tuition fees to one institution. Request a Proof of Payment statement from the administration office of your other study programme, and send the original document to the AHK before 1 September.

Important: you must provide this document each academic year (Go to step 4)

STEP 4: Student / parent / guardian's signature*

* If the student is below the age of 18 on the 1st of September 2021, the parent / guardian needs to sign this form. Students that are over the age of 18 on the 1st of September 2021 need to sign the form themselves.

I herewith declare that I meet the payment and enrolment criteria of the AHK.

	Name	Date (dd/mm/yyyy)	Signature of student/parent/guardian**
<input type="checkbox"/> Student	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Parent			
<input type="checkbox"/> Guardian			

(** mandatory: your enrolment cannot be processed without this signature)

STEP 5: Return the completed form to the Central Student Administration

Please email this form **fully completed and signed before the 1st of september** to: csa@ahk.nl

Important: You have not met the enrolment criteria until the AHK has received this form.

Annex: AHK CONDITIONS FOR PAYMENT OF TUITION FEES, DIRECT DEBIT, AND REFUNDING TUITION FEES

- The student must ensure that the authorisation is fully filled out, signed and emailed to csa@ahk.nl before 1 September 2021.
- If the student cancels enrolment via Studielink before 1 September 2021, the student is entitled to a full refund of the already paid tuition fees for academic year 2021-2022.
- If the student de-registers during the academic year and before or on the 31st of May 2022, the student is entitled to a refund of part 1/12th x the number of months that the student is not enrolled. If the student de-registers after the 31st of May 2022, refund options are no longer available.
- If any arrears in payment to the AHK occurs, the following will successively apply:
 - You may derive no rights from using the authorisation form.
 - The remaining debt will be payable immediately.
 - A debt collection agency will be hired to collect the remaining debt.
 - You will be charged with the statutory interest starting on the date on which you failed to make the payment.
 - You will be charged with the debt collection fees, which could amount to 15% of the amount owing.
 - You will be denied access to all education facilities.
 - You will be entirely excluded from taking part in education at the AHK.
 - Your enrolment at the AHK will be terminated.
- For information about paying tuition fees, please see: <http://www.ahk.nl/en/facilities/student-affairs/financial-matters/tuition-fees/payment/>

Centrale Studentenadministratie
Central Student Administration

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Jodenbreestraat 3, Amsterdam
Postadres *Postal address*
Antwoordnummer 11206
1000 PE, Amsterdam

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