



STANDING OBLIGATION TO PAY TUITION FEES 2024-2025

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 (if available)	
<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. I will transfer the full amount in one single 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. Either opt for payment option 'Proof of Paid Tuition fees' in Studielink, or request a document (bewijs betaald collegegeld / BBC) with the institution you are paying with and let them send this proof to csa@ahk.nl

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 2024, the parent / guardian needs to sign this form. Students that are over the age of 18 on the 1st of September 2024 need to sign the form themselves.

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

	Name	Sign 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 2024.
- If the student cancels enrolment via Studielink before 1 September 2024, the student is entitled to a full refund of the already paid tuition fees for academic year 2024-2025.
- If the student de-registers during the academic year and before or on the 31st of May 2025, 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 2025, 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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