

**OFFICE OF
STUDENT FINANCIAL SERVICES**

RESPONSIBILITIES

The Office of Student Financial Services has two main responsibilities:

- a) Financial aid processing for incoming students
- b) Sending invoices to all students and following up on payments

Our team is one of the most international teams on campus. Among our five team members, we have three different nationalities represented: French, Italian and German.

THE TEAM

The responsibilities are in general split up according to a student's last name, so you have one team member who you can directly address with your questions or concerns:

Anna Radünzel, Head of Student Financial Services (German), no direct student contact

Kirsten Postpischil, Student Financial Services Officer (German), responsible for students with ***last names A-D***

Sylvie Chatelain-Ciccione, Student Financial Services Officer (French), responsible for students with ***last names E-J***

Alina Becker, Student Financial Services Officer (German), responsible for students with ***last names K-Q***

Lucia Daniela Abbruzzese, Student Financial Services Officer (Italian), responsible for students with ***last names R-Z***

You can find our contact details and drop-in times in teamwork:

<https://teamwork.constructor.university/display/SFS/Contact+Details+and+Office+Hours+of+the+SFS+team>

PAYMENT DEADLINES & REMINDERS

In order to officially enroll for a given semester, you need to pay your invoice by the following payment deadlines:

Fall semester – August 1st

Spring semester – January 2nd

In case your payment is not received by the semester payment deadline, we will send you up to three reminders.

The consequences for non-payment include (but are not limited to):

placing a **hold on your CampusNet** account. This means you:

- cannot login to CampusNet/cannot register for classes
- have no access to your results and grades
- have no VPN access
- cannot receive your transcripts or your diploma

As stated in your study contract, the final consequence for non-payment might be dis-enrollment from Constructor University.

EXAMPLE OF INVOICE

Constructor University Bremen gGmbH · Campus Ring 1 · 28769 Bremen

Invoice no. 0123456789
Date 11.05.2023
Customer no. 200000000

Your name
Your address

First name + Last Name
Street + Number
City
Country

Your invoice number

Date the invoice was issued

Your student account number

Invoice - Fall 2023 / Spring 2024

Pos	Quantity	Price EUR	Vat in %	Amount EUR
1 Tuition Computer Science	2	10.000,00	0	20.000,00
2 Semester Ticket	2	190,22	7	380,44
3 University Fee UG/M	2	60,00	0	120,00
Grant			0	0,00
Scholarship			0	0,00
Tuition Deferral			0	0,00
including 7% Vat: EUR 380,44 (Gross) - EUR 24,89 (7% Vat) = EUR 355,55 (Net)				
Total				20.500,44

Scholarship, Tuition Deferral and Grant are only listed if applicable

Total amount to pay for the invoice (example!)

Payment deadlines

The total amount of 20.500,44 EUR is payable by the following deadlines:

Fall semester: August 1st
Spring semester: January 2nd
Or immediately on receipt of the invoice in case the semester deadlines have already passed

Your payment options:

Payment information

a) **INTERNATIONAL PAYMENTS**, please make your payment via our payment provider *Flywire*:
<http://constructor.flywire.com/>

b) **SEPA BANK TRANSFER** (EUR to EUR bank account), please pay to the bank account here-under:
Account holder: Constructor University Bremen
IBAN: DE11 2908 0010 0100 9242 01
BIC: COBADEFFXXX
Address of bank: Commerzbank, Schüsselkorb 5 - 11, 28195 Bremen, Germany

Please always write your „Last Name, First Name – Invoice Number“ in the reference line

Please use the following reference line for your payment:
*First Name_Last Name, Customer no. 200000000, Invoice no. 0123456789

PAYMENT OPTIONS

1. **INTERNATIONAL PAYMENTS** via **Flywire** (www.flywire.com).
2. **SEPA BANK TRANSFER** (EUR to EUR bank transfer). You may find our bank details on the link below and in every invoice.

No cash payments possible:

We do not accept cash payments and we do not recommend to bring cash from your home county. If you have nevertheless brought cash from your home country, please visit your bank in Bremen and deposit the cash into your bank account. You may then make a regular bank transfer. → Please refer to the “Banks and Insurance Module” for information on how to open a bank account in Germany.

More information may also be found by scanning this QR code:



HOW TO MAKE A PAYMENT THROUGH FLYWIRE



<https://vimeo.com/432625880>

TUITION DEFERRAL PROGRAM

In case you have accepted the Tuition Deferral Program, please address all of your questions to:

Julia Catharina Andreh
Key Account Manager

Brain Capital GmbH

Email address: constructor-university@braincapital.de

Telephone number: +49 261 450934-20

Website: <https://constructor-university.braincapital.de>



For any questions or concerns, please contact the Office of Student Financial Services:
sfs@constructor.university

We are always happy to help you!