

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-Ciccone, 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 2<sup>nd</sup>

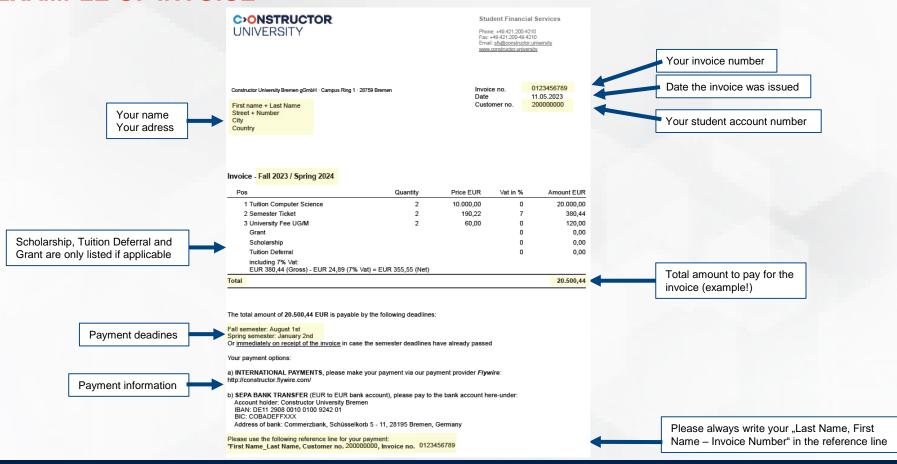
In case your payment is not received by the semester payment deadline, we will send you up to three reminders.

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**





### **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:

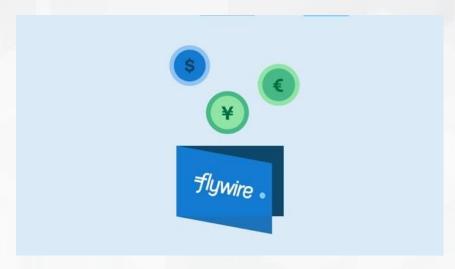
We do not accept cash payments and we do not recommend to bring cash from your home county. If you have nevertheless brought cash from your home country, please visit your bank in Bremen and deposit the cash into your bank account. You may then make a regular bank transfer. → Please refer to the "Banks 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

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**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!