

Instructions for payment by direct debit authorization

Students who wish to pay via direct debit authorization may do so by submitting proof from the bank to the Tuition Department using an In-Bar request form (instructions enclosed) indicating that they have establishing the direct debit authorization.

The authorization must be submitted to the Tuition Department at least two weeks prior to the payment date.

Students who already submitted such an authorization in previous years:

The direct debit authorization is renewed automatically for the following academic year. If you have not canceled the bank authorization, there is no need to send it once again.

How to set up a Direct Debit Authorization at the bank:

Setting up a direct debit authorization on the bank's website

Details required:

Institution ID number - 35967

Customer ID number – enter the student's official ID /passport number

Do not limit the authorization by sum / date.

How to issue the request via In-Bar:

Signing up for direct debit authorization track via In-Bar (this is to be done only once):

1. Enter <u>In-Bar – Personal information</u>.

To switch to English, select EN at the bottom of the login screen or at the top left on any In-Bar screen.

- 2. Select 'Requests and authorizations' in the menu on the left
- 3. Select 'Submit a request'
- 4. Select category 'Tuition'
- **5.** Set up direct debit authorization > Submit
- **6.** Read and accept the terms and conditions > Accept
- **7.** Enter your banking information (Bank ID / Branch / Account #)
- **8.** Upload the file containing the bank confirmation > by selecting the '+'

^{*}A sample screenshot is shown below



Charges are in accordance with dates and payments shown in the payment schedule below (charges do not include the advance payment nor the payment for summer session).

*It is the student's responsible to make sure that payments are honored by the bank. A blocked payment will incur a handling fee of 50 NIS.

Handling fees:

No handling fee

Payment due dates for the academic year:

Payment #:	Due date:	Payment amount:
Advance	paid	payment is made prior to course registration and covers mandatory fees
Second payment	Nov. 15	accumulates to 40% of (annual tuition + English)
3rd payment	Dec. 15	accumulates to 55% of (annual tuition + English)
4th payment	Feb. 15	accumulates to 70% of (annual tuition + English)
5th payment	Mar. 15	accumulates to 85% of (annual tuition + English)
6th payment	Apr. 15	accumulates to 100% of (annual tuition + English)

