

**26 27 Blocked account procedure UCLL University of Applied Sciences exchange semester1**

Dear student,

We look forward to welcoming you at our campus in the near future. One of the main concerns prospective students have, is the cost of studying in Leuven. Our umbrella university, KU Leuven, has made a [general estimate of costs](#).

By accepting our admission offer, you indicate that you are aware of these costs and are financially able to carry these. If your current nationality requires a visa for Belgium, your financial capability will be checked by the Belgian Embassy/Consulate before a visa will be granted.

UC Leuven can issue a letter of financial guarantee based on the blocked account procedure (see below) which will state that you have transferred the necessary financial means for the entire year of study into a UC Leuven blocked account. Such letter of financial guarantee must then be presented to the Embassy or Consulate of Belgium in your (or a nearby) country as part of your visa application file. For up-to-date information on applying for a Belgian Student Visa and more info on the blocked account procedure, [please check our website](#).

The blocked account procedure is an offer by UC Leuven-Limburg and **no legal obligation**. However, to **ensure a swift visa procedure**, we urge you to consider this option.

The blocked account cannot be used to pay invoices directly. In other words, you cannot ask the university to pay your study or rental costs directly from the blocked account. You must pay these costs using your own bank account.

The Blocked Account amount is **€6,700**:

- € 1,100 monthly instalment (x 6 months)
- € 100 non-refundable processing fee

How do you obtain such a letter of financial guarantee?

1. After admission, you will receive payment instructions via email.
2. Issue the payment according to the instructions before the deadline. Make sure to use the correct bank account number and payment reference!
3. Deadline: UCLL must have received the entire blocked account payment ON or BEFORE

Exchange programme starting in Fall	<b>15 May</b> (preceding the AY to which you are admitted)
Exchange programme starting in Spring	<b>1 October</b> (preceding the Spring semester to which you are admitted)

Make sure to **issue the payment at least two weeks before the deadline**, because international transfers entail a longer lead time. Payments received after the deadline will not be accepted and will be refunded. A 100 euro admin fee will be deducted from the total refund (see 8.)

4. You sign the present letter and return it by email to [admissions@ucll.be](mailto:admissions@ucll.be).
5. If we receive the deposit as well as this signed proposal before the deadline, we will draft a Letter of Financial Guarantee. We will email it to you within two weeks of receiving the payment.
6. Upon arrival in Belgium, you must register as a UCLL student and register at the City Office. Afterwards you can open a bank account, to which the monthly instalment will be transferred. **Important! Instalments will only be paid by bank transfer into a Belgian (online) bank account or an EU (online) bank account which does not charge any transfer fee.**

**⚠ Opening a bank account may take some time, so make sure to have a certain amount of money readily available upon arrival in Belgium to cover the first months' living costs.** More info, see '[Blocked Account procedure](#)' on our website.

7. The monthly instalment will be transferred to your Belgian or EU (online) bank account before the first banking day of each new month. Payment schedule will be available on the UCLL Intranet (after student login).
8. If any part of this blocked account must be reimbursed, e.g. because you missed the deadline, or your visa is denied, the **non-refundable administrative fee of € 100** will be deducted from the money transfer as well as any bank transfer costs that apply. If you deregister early from UCLL, be aware of the consequences mentioned on [Registration webpage](#).
9. In case of reimbursement, the amount will be **transferred back into the account from which the payment was made.**

"I, .....(your name), born on  
.....(your date of birth), accept the admission offer by UC Leuven. I am aware of the financial costs of one year of study at UC Leuven. I would like to use the opportunity of the financial deposit at UC Leuven. I will transfer the total amount of **€ 6,700** into the account of UC Leuven and I agree that this amount will be repaid to me in monthly instalments into a Belgian or EU (online) bank account of my choice after my registration at UC Leuven. I agree that any premature termination of my student registration will result in an administrative fee of 100 euro and additional bank transfer costs. UC Leuven will refund the remaining blocked account amount minus costs mentioned.  
I have read and approved the conditions mentioned in this letter (2 pages)"

..... (your signature)

..... (Please write here 'read and approved')

...../...../...20..... (date)