



March, 2022

## Joint Payment Protocol EPSA/IPSF event for non-SEPA countries

1. You register for an EPSA/IPSF event and send an email that you would like to take part in the joint payment to:
  - [algemenezaken@knpsv.nl](mailto:algemenezaken@knpsv.nl) for EPSA events
  - [commissarisbuitenland@knpsv.nl](mailto:commissarisbuitenland@knpsv.nl) for IPSF events

The joint payment protocol can only be used when the EPSA/IPSF event takes place in a non-SEPA country. The Commissioner of General Affairs or the Commissioner of Foreign Affairs takes track of the registrations and will email the participants about the option to pay together.

2. You receive a final confirmation of your registration from the Reception Committee. You sign this contract in which you agree to do the payment through the K.N.P.S.V. After receiving the final confirmation and signing the contract, you may take part in the joint payment plan. Before every event, the contract has to be signed again.
3. After signing the contract, you have to transfer your participants' fee to the K.N.P.S.V. before the last day of the respective registration period. To pay the participants' fee, you will receive a digital payment request of the treasurer of the K.N.P.S.V. Additionally, you have to email the confirmation of your payment to the treasurer of the K.N.P.S.V.
4. When the joint payment from the K.N.P.S.V. has been done, the transaction costs shall be divided among the participants who did the payment of the participants' fee through the K.N.P.S.V. To pay the shared transaction costs you receive a digital payment request of the treasurer of the K.N.P.S.V. This has to be paid within one week.
5. When the participants' fee has not been paid in time or has been paid incomplete to the K.N.P.S.V., the treasurer shall not transfer your participants' fee to the Reception Committee. You will receive a notification and you cannot take part in the joint payment plan. At that moment you have to pay your participants' fee to EPSA/IPSF yourself.

The protocol Enrollment policy and behaviour applies to this joint payment.

With signing this document, I agree with the above payment arrangement.

Signature participant:

Signature board: