

# Instruction – Digital authorisation via Studielink

Please note: you can only pay tuition fees with digital authorisation if you have a bank account from a country in the SEPA area. Which countries are in the SEPA area can be found [here](#). If someone else (eg your father/mother) will pay, they also must have a bank account in the SEPA area AND have their own DigiD (a Digital Identity for Dutch citizens).

➔ Step 1: Go to 'My To Do List' and click 'Enter your payment details'. (this is only possible after you have submitted an enrolment application).

**My Studielink** [Log o](#)

**My To Do list** (1 action)

Study programme title	Educational institution	Required action
B Business IT & Management		<a href="#">Enter your payment details</a>

**My messages** (5 unread)

**My study programmes** [Add new enrolment](#)

**My previous education** [Add previous education](#)

**My details**

➔ Step 2: Enter 'Country of bank of payer'. Please note: this country has to be The Netherlands or another SEPA country. Which countries are in the SEPA area can be found [here](#).

## Please enter the payment details

Read the educational institution's procedure for paying tuition fees before you continue.  
PLEASE NOTE: Completing the payment details below does not automatically constitute fulfilment of your payment commitment. Await the payment instructions from your educational institution and/or Studielink and carry these out promptly once received.

[Information about the educational institution's tuition fees](#)

**Pay tuition fees**

\* Country of bank of payer:

## WHEN YOU PAY THE TUITION FEES YOURSELF:

→ Step 3: After you have entered the country you choose for payment method 'Digital authorisation' and for 'I am paying the tuition fees myself'. Also indicate if you want to pay in installments or not.

### Please enter the payment details

Read the educational institution's procedure for paying tuition fees before you continue.

PLEASE NOTE: Completing the payment details below does not automatically constitute fulfilment of your payment commitment. Await the payment instructions from your educational institution and/or Studielink and carry these out promptly once received.

[Information about the educational institution's tuition fees](#)

#### Pay tuition fees

\* Country of bank of payer:

\* Payment method  
 Digital authorisation  
 Via institution of higher education

\* Who is paying the tuition fees  
 I am paying the tuition fees myself  
 Someone else is paying the tuition fees

\* Payment in instalments  
 Yes (administration fees may apply)  
 No

 Administration charges apply when paying in instalments. Please refer to the educational institution for more information.

→ Step 4: Enter your name (like it is written on your bank card) and your BIC and IBAN code. If you do not know these, you can easily request them through [this website](#) or via the link under 'Account holder's details' in Studielink.

Enter your address details where necessary.

Some institutions will ask you one or more 'Payment specific questions'. After you have answered these, click 'Confirm'.

**Account holder's details**

\* Name of bank account holder:

\* BIC:

\* IBAN:

[More information about converting bank/giro account number to BIC/IBAN](#)

**Account holder's address details**

\* Country:

\* Postcode (without space):

\* House number:

Home address suffix:

\* Street:

\* City:

Location designation (only if applicable):

Location:

**Studielink - Payment - Specific questions**

Cancel

Confirm

→ Step 5: Go to My Studielink – My To Do List and click ‘Confirm digital authorisation’.

## My Studielink

[Log out](#)

**My To Do list** (1 action)

Study programme title	Educational institution	Required action
Integrale Veiligheidskunde		<a href="#">Confirm digital authorisation</a>

**My messages** (15 unread)

**My study programmes** [Add new enrolment](#)

**My previous education** [Add previous education](#)

**My details**

→ Step 6: Now an overview of the authorisation details is opened, displaying the tuition fees. Check all the details and tick the 'I hereby state...' box and press 'Confirm'.

## Confirm digital authorisation

Check the details below and complete them where necessary

### Authorisation details

Below is an overview of the authorisation details

#### Payee details

Educational institution:

Address of educational institution:

Payee ID:

Ref.:

#### Bank account holder details

Name of bank account holder:

Address:

BIC:

IBAN:

#### Student

The study programme will be taken by the person named below.

Name:

#### Study programmes

The tuition fees have been paid for the study programmes below.

Study programme name (institution):      Integrale Veiligheidskunde

Study programme name (national):      B Integrale Veiligheidskunde

Academic year:      09-01-2013 / 08-31-2014

Place of residence:

Study programme format:      full-time

Enrolment format:      Student

#### Tuition fees

Amount of tuition fees:      € 1,713.00

#### Instalments

I choose to pay by direct debit in 1 instalment and agree upon a payment by direct debit in 1 instalment, withdrawn from the abovementioned account number around 25 September 2013.

### Permission and refunds

By confirming this form you give HU University of Applied Sciences Utrecht permission to send a single direct-debit order to your bank to debit the above amount from your account and your bank permission to make a single payment (or in instalments if required) for this amount in accordance with the direct-debit order from HU University of Applied Sciences Utrecht. If you do not agree with this payment you can have it paid back. To arrange this you must contact your bank within 8 weeks of the transaction. Ask your bank about the conditions. This does not release you from your payment obligation; this is only possible by withdrawing the enrolment application before the start of the academic year. A request for termination of enrolment may be submitted after the start of the academic year; there are statutory periods for this as well as financial consequences. The educational institution may adjust the amount of the authorisation to reflect any changes in tuition fees arising from changes to legislation or changes in the enrolment(s) or enrolment history. You will be informed of this beforehand by e-mail.

I hereby state that the details above are correct and I am aware that by confirming (digitally signing) the digital authorisation I will enter into an irrevocable commitment to pay the educational institution.

Cancel

Confirm

## WHEN SOMEONE ELSE WILL PAY THE TUITION FEES:

→ Step 3: After you have entered the country you choose for payment method 'Digital authorisation' and for 'Someone else is paying the tuition fees'. Also indicate if this person would like to pay in installments or not.

### Please enter the payment details

Read the educational institution's procedure for paying tuition fees before you continue.

PLEASE NOTE: Completing the payment details below does not automatically constitute fulfilment of your payment commitment. Await the payment instructions from your educational institution and/or Studielink and carry these out promptly once received.

[Information about the educational institution's tuition fees](#)

#### Pay tuition fees

\* Country of bank of payer:

\* Payment method

Digital authorisation  
 Via institution of higher education  
 I pay via a different institution of higher education

\* Who is paying the tuition fees

I am paying the tuition fees myself  
 Someone else is paying the tuition fees

\* Payment in instalments

Yes (administration fees may apply)  
 No

Collection date: 10-25-2013  
Installments: 10-25-2013, 11-25-2013, 01-25-2014, 02-25-2014, 03-25-2014, 04-25-2014  
Administration fees: € 24.00

#### Account holder's details

EN Digitaal machtigen is mogelijk. De feitelijke betaling vindt daarna plaats.



Please note: You selected digital authorisation and indicated that somebody else is going to pay your tuition fees. The person that is going to pay will require a DigiD to confirm digital authorisation. The digital authorisation procedure takes longer when somebody else pays your fee because it involves more steps (see description in the help text). We recommend entering that you will be paying by digital authorisation yourself.

Cancel

Confirm

→ Step 4: You (the student) will now receive an e-mail at the e-mail address that was entered in Studielink. In this e-mail you will find a link to the webpage where the person that will pay the tuition fees, can confirm the digital authorisation. Forward this e-mail to this person and ask them to confirm the authorisation as soon as possible. For this, the person needs their DigiD. Until the digital authorisation is confirmed you will see the To Do action 'Get digital authorisation confirmed'. Clicking this To Do Action allows you to resend the message with activation code to the person that will pay your tuition fees.

**My Studielink**

[Log out](#)

**My To Do list** (1 action)

Study programme title	Educational institution	Required action
Integrale Veiligheidskunde		<a href="#">Get digital authorisation confirmed</a>

**My messages** (16 unread)

**My study programmes** [Add new enrolment](#)

**My previous education** [Add previous education](#)

**My details**

→ Step 5: First make sure all Studielink windows are closed! The person that will pay the tuition fees opens the link in the e-mail, logs in with their own DigiD and enters the activation code (do not type but copy/paste to prevent mistakes). The page 'Confirm digital authorisation' opens. Here the necessary data should be entered and then press 'Confirm'.

## Confirm digital authorisation

[Log out](#)

Check the details below and complete them where necessary

**Who is paying the tuition fees**

\* Name of bank account holder:

\* BIC:

\* IBAN:

**Address of bank account holder**

\* Country:

\* Postcode (without space):

\* House number:

Home address suffix:

\* Street:

\* City:

Location designation (only if applicable):

Location:

\* Payment in instalments  Yes (administration fees may apply)  
 No

Collection date: 10-25-2013

Installments: 10-25-2013, 11-25-2013, 01-25-2014, 02-25-2014, 03-25-2014, 04-25-2014

Administration fees: € 24.00

➔ Step 6: Now an overview of the authorisation details opens. If everything is correct then tick the 'I hereby state...' box and press 'Confirm'.

### Authorisation details

Below is an overview of the authorisation details

#### Payee details

Educational institution: HU University of Applied Sciences Utrecht  
Address of educational institution: Postbus 8218, 3503RE, UTRECHT  
Payee ID: 1610682-2013  
Ref.: INCID123

#### Bank account holder details

Name of bank account holder: Puk  
Address: Noorderhavenkade 90, 3038XN ROTTERDAM, NETHERLANDS  
BIC: RABONL2U  
IBAN: NL77RABO0395663318

#### Student

The study programme will be taken by the person named below.

Name: Henkie Àbandoning

#### Study programmes

The tuition fees have been paid for the study programmes below.

Study programme name (institution): Integrale Veiligheidskunde  
Study programme name (national): B Integrale Veiligheidskunde  
Academic year: 09-01-2013 / 08-31-2014  
Place of residence: UTRECHT  
Study programme format: full-time  
Enrolment format: Student

#### Tuition fees

Amount of tuition fees: € 1,713.00

#### Instalments

I choose to pay by direct debit in 6 instalments, withdrawn from the abovementioned account number. \n\nThe instalments will be debited around 25-09-2012, 25-10-2012, 25-11-2012, 25-12-2012, 25-01-2013, 25-02-2013, 25-03-2013, 25-04-2013, 25-05-2013, 25-06-2013. If you pay in %4 instalments a single €24,00 will be added to the first instalment to cover administration costs.

#### Permission and refunds

By confirming this form you give HU University of Applied Sciences Utrecht permission to send a single direct-debit order to your bank to debit the above amount from your account and your bank permission to make a single payment (or in instalments if required) for this amount in accordance with the direct-debit order from HU University of Applied Sciences Utrecht. If you do not agree with this payment you can have it paid back. To arrange this you must contact your bank within 8 weeks of the transaction. Ask your bank about the conditions. This does not release you from your payment obligation; this is only possible by withdrawing the enrolment application before the start of the academic year. A request for termination of enrolment may be submitted after the start of the academic year; there are statutory periods for this as well as financial consequences. The educational institution may adjust the amount of the authorisation to reflect any changes in tuition fees arising from changes to legislation or changes in the enrolment(s) or enrolment history. You will be informed of this beforehand by e-mail.

I hereby state that the details above are correct and I am aware that by confirming (digitally signing) the digital authorisation I will enter into an irrevocable commitment to pay the educational institution.

Cancel

Confirm