Instruction – Digital (direct debit) authorisation

You are about to issue a digital payment authorisation via Studielink. Before you start, you should read some important information below, which is followed by a step-by-step instruction to issue an authorisation.

What is the difference between a digital authorisation and a digital direct debit authorization?
A digital authorisation is issued by entering your payment details via Studielink. By doing this, you give your educational institution permission via Studielink to debit the tuition fees from your bank account. If you issue a digital direct debit authorisation, you give the educational institution permission via your bank’s transaction screen to debit the tuition fees from your bank account. The issuing of a digital direct debit authorisation works in the same way as iDEAL (an electronic payment system via internet). After you have selected your bank in Studielink you will be forwarded to your bank’s online banking environment where you can enter the requested details. After that, you will return to the Studielink site. A digital direct debit authorisation is not supported by every bank in the Netherlands. In addition, the educational institution must also support the use of the digital direct debit authorisation.

How do I see the difference between a digital authorisation and a digital direct debit authorisation in Studielink?
At step 3 (or step 4 if someone else is paying the tuition fees) you have to select your bank. If a digital direct debit authorisation-icon appears, along with additional information, then you know you are about to issue a digital direct debit authorisation in your bank’s online banking environment. If this icon does not appear and you have to enter your bank account number in Studielink, then you are about to issue a digital authorisation via Studielink.

Payment via a digital authorisation is possible if:
- You are aged 18 or older.
- Your bank is located in the SEPA area. Here you can find out which countries in addition to the Netherlands are part of the SEPA area.

If you are not (yet) 18, you can opt to have someone else pay on your behalf. This person must also have an account at a bank located in the SEPA area.

If the bank of the person who is paying the tuition fees is not located in the SEPA area, then you should choose ‘Other payment method’ at Step 1: Payment method. See also our step-by-step instruction Other method of payment.

Payment via a digital direct debit authorisation is possible if:
- You are aged 18 or older.
- Your educational institution has activated this payment method.
- Your bank and that of the educational institution support the digital direct debit authorisation. You can find out which banks support digital direct debit authorisation here: www.currence.nl (under Products > Emandates licencees).

If you are not (yet) 18, you can opt to have someone else pay on your behalf. This person must also have an account at a bank that supports digital direct debit authorisation.

Step-by-step instruction
This step-by-step instruction gives you instructions on how to issue a digital (direct debit) authorisation if you are paying the tuition fees yourself, but also on how someone else can pay the tuition fees. Once the bank is selected in Studielink, this step-by-step instruction will describe two options: payment by digital authorisation and by digital direct debit authorisation.
**Instruction – Digital (direct debit) authorisation – If you are going to pay yourself**

**Entering payment details – If you are going to pay yourself**

➔ **Step 1:** Log into your Studielink account and click *<Enter payment details>* on top of the page or below the To do under the right study programme. This is only possible after you have submitted an enrolment application for a study programme and the educational institution has made this option available.

![Enter payment details and Study programmes](image-url)
Instruction – Digital (direct debit) authorisation – If you are going to pay yourself

➢ **Step 2:** You will be directed to the tab `<Payment>`. Here you can see an overview of all educational institutions at which you have submitted an enrolment application. Click the button `<Enter payment details>` of the educational institution to which you want to make your payment.
Instruction - Digital (direct debit) authorisation – If you are going to pay yourself

➔ **Step 3**: State that you will pay the tuition fees yourself (<Me>) and choose payment method <Digital authorisation>. Here you also choose whether you want to pay in instalments or in one go. A bit lower on the screen additional information about digital authorisation and paying in instalments or in one go is shown. On the right side of the screen you can find an overview with the details of the payment. Additional information about the payment will be gradually added with every step.
**Instruction - Digital (direct debit) authorisation – If you are going to pay yourself**

➔ **Step 4:** Check the details you have entered and choose `<Next step>`.

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**Step 2: Verify**

Before you will see the details you have entered. Make sure these are correct. If the details are correct, go to the next step. If you want to change anything, click `<Previous step>`.

- **Who is paying the tuition fees?** Me
- **Payment method** Digital authorisation
- **Payment in installments** Yes
- **Collection dates of installments**
  - January 1, 2023
  - April 1, 2023
  - July 1, 2023
  - October 1, 2023

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➔ **Step 5:** You then select your bank in the `<Bank>` field. If your bank is not listed in this field, you select `<I have an account with another Dutch bank>`. If your bank is not located in the Netherlands but in another country in the SEPA area, you select the option `<I have an account with a non-Dutch bank>` and then select the country in which your bank is based.
Instruction – Digital (direct debit) authorisation – If you are going to pay yourself

If your bank (and the educational institution’s bank) does not support a digital direct debit authorisation, or if your bank is located in a country in the SEPA area, you are going to issue a digital authorisation and you can then proceed to step 6.

If your bank supports digital direct debit authorisation, you will see an icon along with the text ‘You can find more information about this payment method at www.incassomachtigen.nl.’ You can now proceed to step 8.

➔ **Step 6**: Enter the bank details and tick the boxes next to <Authorisations>. Then, click <Issue digital authorisation>.
Instruction – Digital (direct debit) authorisation – If you are going to pay yourself

➔ Step 7: Your digital authorisation is now confirmed. You will see a page with a confirmation that your payment details have been received. From here, you can go to the tab <Payment> by clicking on <To payment summary> where you can check the status of your payment. You will receive a confirmation email in your Studielink Dashboard and in your mailbox.

Enter payment details

✅ Your payment details have been received and are being processed

If you have chosen digital authorisation as the payment method, you will receive an email containing confirmation of the digital authorisation. If you selected the option that someone else pays, you will receive a confirmation page with a payment link that you can forward to the person who will be paying the tuition fees for you.

To payment summary

If something went wrong with issuing the authorisation, you will receive an email from Studielink (usually within 24 hours). You will then be able to try issuing the authorisation again.
**Instruction - Digital (direct debit) authorisation – If you are going to pay yourself**

➔ **Step 8 (continuation digital direct debit authorisation):** If your bank (and that of the educational institution) support digital direct debit authorisation, the information text about digital direct debit authorisation will appear. Make sure that you have the needed devices and information (such as a Random Reader) close to hand so that you can complete the transaction in one go.

Tick the boxes next to **Authorisations**. Then, click **Issue digital direct debit authorisation**.
**Instruction – Digital (direct debit) authorisation – If you are going to pay yourself**

➔ **Step 9:** You will now be taken to your bank’s online banking environment. Fill in the necessary details to issue the digital direct debit authorisation. After that, you will be redirected to Studielink. Your digital authorisation is now confirmed. You will see a page with a confirmation that your payment details have been received. From here, you can go to the tab `<Payment>` by clicking on `<To payment summary>` where you can check the status of your payment. You will receive a confirmation email in your Studielink Dashboard and in your mailbox.

If something went wrong with the authorisation, you will receive an email from Studielink (usually within 24 hours). You will then be able to try issuing the authorisation again.
**Instruction** – Digital (direct debit) authorisation – If someone else pays

**Digital authorisation – If someone else pays**

➤ **Step 1:** Log into your Studielink account and click *<Enter payment details>* on top of the page or below the To do under the right study programme. This is only possible after you have submitted an enrolment application for a study programme and the educational institution has made this option available.
**Instruction** – Digital (direct debit) authorisation – If someone else pays

→ **Step 2**: You will be directed to the tab **<Payment>**. Here you can see an overview of all educational institutions at which you have submitted an enrolment application. Click the button **<Enter payment details>** of the educational institution to which you want to make your payment.

→ **Step 3**: State that **<Someone else>** is paying the tuition fees and click **<Next step>**.
Instruction – Digital (direct debit) authorisation – If someone else pays

➔ **Step 4**: Check the entered details and tick the box next to <Authorisation>. Then, click <Next step>.

Enter payment details

➔ **Step 5**: You will see a page with a confirmation that your payment details have been received. You (the student) will now receive an email at the email address connected to your Studielink account. This email will contain instructions on how the person who is going to pay your tuition fees can issue a digital authorisation. Forward this email immediately to this person and ask them to issue the authorisation as soon as possible. You will also find the message with instructions in <Messages> in your Studielink account.
Instruction – Digital (direct debit) authorisation – If someone else pays

➔ **Step 6:** The person who will pay the tuition fees clicks on the payment link in the email.

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**Payment link for confirmation of authorisation**

Dear [Name],

You indicated in Studioliink that someone else will be paying the tuition fees using a digital authorisation. That authorisation has to be confirmed by the person making the payment. Please send this email and the payment link to the person in question. This message is sent to your Studioliink Dashboard as well as your mailbox. You can only forward this message from your mailbox.

**Payment link**

If the link does not open, please copy and paste the link below into your Internet browser's address bar:

https://www.example.com/authorisation

The educational institution may change the amount of the authorisation if any changes are made to the payable amount of tuition fees as a consequence of legislation and regulations, or in the event of changes relating to enrolment history.

Questions?
If so, please contact your [educational institution]

Yours sincerely,
Studioliink on behalf of Universiteit Utrecht

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A payment overview is shown of the student for whom the digital authorisation will be issued.

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**Enter payment details**

Below are the details of the student for whom payment will be made or direct debit will be authorised.

<table>
<thead>
<tr>
<th>Overview of details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name student</td>
<td>[Name]</td>
</tr>
<tr>
<td>Educational institution</td>
<td>Universiteit Utrecht</td>
</tr>
<tr>
<td>Academic year</td>
<td>2022-2023</td>
</tr>
<tr>
<td>Tuition fee amount</td>
<td>€4,000.00</td>
</tr>
<tr>
<td>Information about paying</td>
<td>[Link: <a href="https://www.uant/">https://www.uant/</a>]</td>
</tr>
</tbody>
</table>
**Instruction - Digital (direct debit) authorisation – If someone else pays**

➤ **Step 7:** After selecting `<Enter payment details>`, the person who pays the tuition fees chooses the payment method `<Digital authorisation>` and states whether they want to pay in instalments. A bit lower on the screen additional information about digital authorisation and paying in instalments or in one go is shown. On the right side of the screen an overview is shown with the details of the payment. Additional information about the payment will be gradually added with every step. The payer selects `<To step 2 – Address details>`.

![Enter payment details](image-url)

- **Step 1: Payment method**
  - In this step, you can choose the method of paying the tuition fees.
  - Choose your payment method:
    - Digital authorisation
    - Other method of payment

- **Do you want to pay in instalments?**
  - Yes, I want to pay the tuition fees in 4 instalments
  - No, I want to pay the tuition fees in one go

- **Information about Digital authorisation**
  - You can only issue a digital direct debit authorisation if your bank’s country of establishment is the Netherlands or another SEPA country. Click [here](link) for an overview of SEPA countries.

- **Information about paying in one go**
  - Information over betaalwijze bij digitale machtiging

- **Overview**
  - Name student
  - Educational institution
  - Universiteit Utrecht
  - Academic year
  - 2022 - 2023
  - Tuition fee amount
  - € 4,000.00

- **More information**
  - See the educational institution’s website for more information about paying the tuition fees.
  - [Universiteit Utrecht](link)
**Instruction – Digital (direct debit) authorisation – If someone else pays**

**Step 8:** Next, the payer fills in their address details. Then, they select <To step 3 – Verify>.

**Step 9:** In this step, the payer verifies the entered details. If any details are incorrect, they can correct the details by clicking <Previous step>. If all the details are correct, they can proceed to <To step 4 – Payment>. 
Instruction – Digital (direct debit) authorisation – If someone else pays

➔ **Step 10:** You then select your bank in the `<Bank>` field. If your bank is not listed in this field, you select `<I have an account with another Dutch bank>`. If your bank is not located in the Netherlands but in another country in the SEPA area, you select the option `<I have an account with a non-Dutch bank>` and then select the country in which your bank is located.

If your bank (and the educational institution’s bank) does not support a digital direct debit authorisation, or if your bank is located in a country in the SEPA area, you are going to issue a digital authorisation and you can then proceed to step 11.

If the bank supports digital direct debit authorisation, an icon ✔ is shown along with the text ‘You can find more information about this payment method at www.incassomachtigen.nl.’ The payer will issue a digital direct debit authorisation can now proceed to step 13.
**Instruction - Digital (direct debit) authorisation – If someone else pays**

➔ **Step 11**: The payer has to fill in the account holder’s details and tick the boxes next to *Authorisations*. Next, they are asked whether they want to receive a copy of the confirmation email of the digital authorisation. If **YES** is chosen, an email address should be filled in. Next, the payer clicks *Issue digital authorisation*.
**Instruction – Digital (direct debit) authorisation – If someone else pays**

➔ **Step 12:** The digital authorisation has now been issued. You (the student) will receive a confirmation by email and in your Studielink account.

If the payer has stated that they want to receive a copy of the confirmation email, a copy will be sent to the email address that was entered.

If something went wrong with issuing the authorisation, you will receive an email from Studielink (usually within 24 hours). You will then be able to try issuing the authorisation again.

**Enter payment details**

- ✔ Your payment details have been received and are being processed
  
  When you click 'Close', you will be taken to [info.studielink.nl](http://info.studielink.nl)

[Close]
**Instruction - Digital (direct debit) authorisation – If someone else pays**

➤ **Step 13 (continuation digital direct debit authorisation):** If the bank of the person who is paying and that of the educational institution support digital direct debit authorisation, the information text about digital direct debit authorisation will appear. Make sure that the payer has the needed devices and information (such as a Random Reader, etc.) close to hand so that they can complete the transaction in one go. They tick the boxes next to <Authorisations>. Next, they are asked whether they want to receive a copy of the confirmation email of the digital direct debit authorisation. If YES is chosen, an email address should be filled in. Then, they click <Issue digital direct debit authorisation>.

**Enter payment details**

Select the bank of the account holder: ABN AMRO (ABNANLZ)

Digital direct debit authorisation

If you select the bank, you will make the payment by digital direct debit authorisation. In a moment you will be taken to your bank’s transaction screen. Make sure you have any devices (such as a Random Reader, etc.) close to hand so that you can complete the transaction in one go.

A digital direct debit authorisation is always continuous, even if you have indicated that you want to pay in one go. However, the tuition fees will only be deducted once.

You can find more information about this payment method at [www.cosomancy.com](http://www.cosomancy.com).

**Authorisations**

- I hereby declare that the entered details are correct and I am aware that by confirming the digital authorisation I will enter into an irrevocable commitment to pay the educational institution.
- The digital direct debit authorisation can only be revoked by cancelling the enrolment request 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.
- I have read and accept the conditions set out in the institution’s regulations on Enrolment and Tuition Fees. 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 or enrolment history. You will be informed of this by email.

**Copy of confirmation email**

- Yes, I wish to receive a copy of the confirmation email that is sent to the student

**Email address**

Enter an email address

[Previous step] [Issue digital direct debit authorisation]
**Instruction – Digital (direct debit) authorisation – If someone else pays**

➔ **Step 14:** The payer will now be taken to their bank’s online banking environment where they fill in the necessary details to issue the digital direct debit authorisation. The digital authorisation has now been issued. You (the student) will receive a confirmation by email and in your Studielink account.

If the payer has stated that they want to receive a copy of the confirmation email, a copy will be sent to the email address that was entered.

If something went wrong with issuing the authorisation, you will receive an email from Studielink (usually within 24 hours). You will then be able to try issuing the authorisation again.