**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](http://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**

- **Are you a student and will you pay yourself with a digital (direct debit) authorisation?** Follow these steps: Digital (direct debit) authorisation - If you are going to pay yourself.

- **Will someone else pay on behalf of the student with a digital (direct debit) authorisation?** Follow these steps: Digital (direct debit) authorisation – If someone else pays.
**Instruction – Digital (direct debit) authorisation – If you are going to pay yourself**

*Digital (direct debit) authorisation – 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 the option for entering payment details available.
**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 multiple 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. 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*.

![Enter payment details](image)

➔ **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 within 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 another country within the SEPA area, you are going to issue a digital authorisation and you can then proceed to ➔ **Step 6**.

If your bank (and the educational institution’s 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 9**.

➔ **Step 6**: Enter the bank details and tick the boxes next to `<Authorisations>`. Then, click `<Issue digital authorisation>`.

**Please note:** What this screen looks like may differ, depending on how the educational institution in question has set up the payment process

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the screen at **Step 6A** is shown.

➔ If the entered payment details are only valid for one academic year, the screen at **Step 6B** is shown.
**Instruction - Digital (direct debit) authorisation – If you are going to pay yourself**

**➔ Step 6A:** Payment with payment details that are valid for multiple academic years.

**Validity of payment details**

These details will also be used for Erasmus Universiteit Rotterdam in future academic years. You can change these payment details at any time.

You will find the amount of the tuition fees and the collection date under the ‘Payment’ tab in your Studielink account as soon as this information becomes available.

**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(s) or enrolment history. You will be informed of this by email.
**Instruction - Digital (direct debit) authorisation – If you are going to pay yourself**

**Step 6B:** Payment with payment details that are only valid for one academic year.

**Enter payment details**

**Step 3: Payment**

In this step, fill in the bank details for a digital authorisation.

Select the bank of the account holder

I have an account with another Dutch bank

Name account holder

Tessa Testperson

Account number (IBAN)

With this authorisation, you grant permission to Vrije Universiteit Amsterdam to process a single or recurrent direct-debit order to your bank to debit the above amount from your account and your bank permission to make a payment on instalments if required for this amount in accordance with the direct-debit order from Vrije Universiteit Amsterdam. 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.

**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(s) or enrolment history. You will be informed of this by email.
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. You will receive a confirmation email in your Studielink Dashboard and in your mailbox. 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

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 an email with a payment link that you can forward to the person who will be paying the tuition fees for you.

➔ **Step 8**: If you click on <To payment summary>, you will return to the overview of educational institutions on the tab <Payment>. The payment details you have entered will now be visible under the section <Payment details entered> at the educational institution in question.

**Please note**: What this screen looks like may differ, depending on how the educational institution in question has set up the payment process

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the screen at **Step 8A** is shown.

➔ If the entered payment details are only valid for one academic year, the screen at **Step 8B** is shown.
**Instruction** - Digital (direct debit) authorisation – If you are going to pay yourself

➤ **Step 8A:** Payment with payment details that are valid for multiple academic years. It is possible, after 60 minutes, to change your payment details by clicking on the button «Change payment details».
**Instruction** - Digital (direct debit) authorisation – If you are going to pay yourself

**Step 8B:** Payment with payment details that are only valid for one academic year.

### Payment details

**2023 - 2024**

**Delft University of Technology**

#### Payment details status

- Payment details entered
- Payment details confirmed
- Your payment details have been sent to the educational institution

#### Actions

Wait for the institution to process the payment details

#### Payment information

**Payment details entered**

- **Payment method:** Digital authorisation
- **Who will pay:** Me
- **Administration fees (if you are paying in multiple instalments):** € 100.00
- **Payment in multiple instalments:** Yes
- **Collection dates (if you are paying in multiple instalments):**
  - January 1, 2024
  - April 1, 2024
  - July 1, 2024
  - October 1, 2024
Instruction - Digital (direct debit) authorisation – If you are going to pay yourself

➔ Step 9 (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 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>.

Please note: What this screen looks like may differ, depending on how the educational institution in question has set up the payment process

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the screen at Step 9A is shown.

➔ If the entered payment details are only valid for one academic year, the screen at Step 9B is shown.
Instruction - Digital (direct debit) authorisation – If you are going to pay yourself

➤ **Step 9A:** Payment with payment details that are valid for multiple academic years.

**Enter payment details**

**Step 3: Payment**

In this step, fill in the bank details for a digital authorisation.

- **Select the bank of the account holder:** ABN-AMRO (ABANL2A)

**Digital direct debit authorisation**

If you select this 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.erasmusmc.nl](http://www.erasmusmc.nl).

**Validity of payment details**

- These details will also be used for Erasmus Universiteit Rotterdam in future academic years. You can change these payment details at any time.
- You will find the amount of the tuition fees and the collection date under the ‘Payment’ tab in your Studielink account as soon as this information becomes available.

**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 canceling 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.

[Previous step] [Issue digital direct debit authorisation]
Instruction - Digital (direct debit) authorisation – If you are going to pay yourself

⇒ Step 9B: Payment with payment details that are only valid for one academic year.

Enter payment details

Step 3: Payment
In this step, fill in the bank details for a digital authorisation.

Select the bank of the account holder

Digital direct debit authorisation
If you select this 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.mcaissomachttoer.nl

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.
**Instruction – Digital (direct debit) authorisation – If you are going to pay yourself**

➔ **Step 10**: 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. 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.

**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 an email with a payment link that you can forward to the person who will be paying the tuition fees for you.

➔ **Step 11**: If you click on `<To payment summary>`, you will return to the overview of educational institutions on the tab `<Payment>`. The payment details you have entered will now be visible under the section `<Payment details entered>` at the educational institution in question.

**Please note:** What this screen looks like may differ, depending on how the educational institution in question has set up the payment process

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the screen at **Step 11A** is shown.

➔ If the entered payment details are only valid for one academic year, the screen at **Step 11B** is shown.
**Instruction - Digital (direct debit) authorisation - If you are going to pay yourself**

➤ **Step 11A:** Payment with payment details that are valid for multiple academic years. It is possible, after 60 minutes, to change your payment details by clicking on the button "Change payment details".
Instruction – Digital (direct debit) authorisation – If you are going to pay yourself

➡ Step 11B: Payment with payment details that are only valid for one academic year. It is possible, after 60 minutes, to change your back account number by clicking on the button <Change payment details>.

Payment details

Studielink Q&A
In the Studielink Q&A (https://help.studielink.nl/en/) you can find answers to questions about using the Studielink application. For more general information about Studielink and other Step-by-step instructions, you should visit https://info.studielink.nl/en. If you cannot find the answer to your question on these sites, please contact your (future) educational institution.
Instruction – Digital (direct debit) authorisation – If someone else pays

Digital (direct debit) 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.

![Image of Studielink interface](image-url)

*Enter payment details*
Submit your payment details to Erasmus Universiteit Rotterdam.
**Enter payment details**

*Study programmes*

(Bachelor) Bedrijfskunde (RSM) (in Dutch)
Erasmus Universiteit Rotterdam
Academic year: 2023 - 2024

**Status**: Enrolment application submitted

*To do*

**Enter your payment details**
**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>.

**➔ Step 5:** You will see a page with a confirmation that your payment details have been received.

**➔ Step 6:** 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 enter payment details. Forward this email immediately to this person and ask them to fill in the payment details 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**

**Please note:** What the email looks like may differ, depending on how the educational institution in question has set up the payment process

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the email at **Step 6A** is shown.

➔ If the entered payment details are only valid for one academic year, the email at **Step 6B** is shown.

➔ **Step 6A:** Payment with payment details that are valid for multiple academic years

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**Payment link for entering payment details**

Dear [Name],

You have stated in Studielink that someone else will be paying the tuition fees. Please send this email with the payment link to the person who will be paying the tuition fees, to enable them to enter the payment details.

**Payment link**

If the link does not open, copy and paste the following line into the address bar of the web browser:

```
https://studielink-tenant-museum.tenanted?link=1234567890
```

The educational institution may change the amount of the tuition fees. See the Studielink Q&A for more information about this.

**Validity of payment details**

These details will also be used for this specific educational institution in future academic years. You can change these payment details at any time.

**Changing payment details**

If you are a student, go to the ‘Payment’ tab in your Studielink account and click on the ‘Changing payment details’ button for the educational institution in question.

If you are paying on behalf of a student, please use the payment link above to change the payment details; this link will remain valid.

**Questions?**

If so, please contact your educational institution

Yours sincerely,

Studielink
**Instruction – Digital (direct debit) authorisation – If someone else pays**

➤ **Step 6B**: Payment with payment details that are only valid for one academic year.

➤ **Step 7**: The person who will pay the tuition fees clicks on the payment link in the email. A payment overview is shown of the student for whom the payment details will be entered.
**Instruction - Digital (direct debit) authorisation – If someone else pays**

➔ **Step 8**: After selecting **<Enter payment details>**, the person who pays the tuition fees chooses the payment method **<Digital authorisation>** and selects the country of the bank account. After that the person that pays the tuition fees states whether they want to pay in multiple instalments.

A bit lower on the screen additional information about digital authorisation and paying in multiple instalments or in one go is shown. On the right side of the screen an overview is shown with the details of the payment. More information about the payment will be gradually added with every step.

**Please note**: Depending on the chosen country of the bank account, the address details of the account holder must be entered at the bottom.
**Instruction** – Digital (direct debit) authorisation – If someone else pays

Information about paying in one go

The amount will be debited from your account in a lump sum. Please contact your bank first to be informed about the options that may apply. It is **not** possible to pay in installments if you have chosen to pay through an institution of higher education.

Address details

In this step, fill in the account holder’s address details. These address details will be used by the bank of the educational institution.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>House number and addition</td>
<td></td>
</tr>
<tr>
<td>Second address line</td>
<td></td>
</tr>
<tr>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Town/city</td>
<td></td>
</tr>
</tbody>
</table>

The person who pays the tuition fees enters their address details and selects **Next step**.
Instruction – Digital (direct debit) authorisation – If someone else pays

Step 9: In step 2, 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 <Next step>.
Instruction – Digital (direct debit) authorisation – If someone else pays

➔ **Step 10:** In step 3 the bank account details are entered to issue a digital authorization.

**Please note:** What this screen looks like may differ, depending on the country of the bank account and how the educational institution in question has set up the payment process.

➔ If the country of the bank account is the Netherlands, the payer selects their own bank in the **<bank>** field or selects **<I have an account with another Dutch bank>**.

➔ If the bank is not located in the Netherlands but in another country within the SEPA area, the option **<I have an account with a non-Dutch bank>** is automatically selected.
Instruction – Digital (direct debit) authorisation – If someone else pays

Please note: 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.

If the payer’s bank (and the educational institution’s bank) does not support a digital direct debit authorisation, or if the payer’s bank is located in another country within the SEPA area, the payer is going to issue a digital authorisation and can proceed to ➔ Step 11.

If the payer’s bank (and the educational institution’s bank) support 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 then issue a digital direct debit authorisation and can proceed to ➔ Step 13.

➔ Step 11: The payer has to fill in the account holder’s details and tick the boxes next to <Authorisations>.

Please note: What this screen looks like may differ, depending on how the educational institution in question has set up the payment process

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the screen at Step 11A is shown.

➔ If the entered payment details are only valid for one academic year, the screen at Step 11B is shown.
Instruction - Digital (direct debit) authorisation – If someone else pays

➔ Step 11A: Payment with payment details that are valid for multiple academic years. The payer has to fill in his/her email address and click on <Issue digital authorisation>.

Validity of payment details
These details will also be used for Erasmus Universiteit Rotterdam in future academic years. You can change these payment details at any time.

Students can view all current information relating to their payment in Studielink.
Instruction – Digital (direct debit) authorisation – If someone else pays

➔ **Step 11B: Payment with payment details that are only valid for one academic year.** The payer is asked whether he/she wants 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>.

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**Enter payment details**

**Step 4: Payment**
In this step, fill in the bank details for a digital authorisation.

- Select the bank of the account holder: I have an account with another Dutch bank
- Name account holder:
- Account number (IBAN):

With this authorisation, you grant permission to Delft University of Technology to process a single or recurrent direct-debit order to your bank to debit the above amount from your account and your bank permission to make a payment in instalments if required for this amount in accordance with the direct-debit order from Delft University of Technology. 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.

**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**
The confirmation email will be sent to this email address
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. The payer will see a page with a confirmation that the payment details have been received. If something went wrong with issuing the authorisation, you will receive an email from Studielink (usually within 24 hours) as soon it is possible to try issuing the authorisation again.

Please note: Whether the payer will receive a confirmation email of the issued digital direct debit authorisation depends on how the educational institution in question has set up the payment process.

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the situation at Step 11A applies.

➔ If the entered payment details are only valid for one academic year, the situation at Step 11B applies.

➔ **Step 12A: Payment with payment details that are valid for multiple academic years.** The payer will always receive a copy of the confirmation email. When the tuition fees have been determined for the following academic year, the payer will also be notified at the email address that was entered. The payer can always change the entered payment details via the payment link previously shared by the student. This payment link remains valid.

You (the student) can check the payment details you have entered on the tab <Payment>, under the section <Payment details entered>, at the educational institution in question. Here you can also change the payment details you have entered any time you want. Use the other step-by-step plan Changing payment details for further instructions.

➔ **Step 12B: Payment with payment details that are only valid for one academic year.** If the payer has stated that he/she wants to receive a copy of the confirmation email, a copy will be sent to the email address that was entered. The payer is not able to change the entered payment details.

You (the student) can check the payment details you have entered on the tab <Payment>, under the section <Payment details entered>, at the educational institution in question. It is not possible to change your payment details.
**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. The payer has to have the needed devices and information close to hand so that they can complete the transaction in one go.

**Please note:** What this screen looks like may differ, depending on how the educational institution in question has set up the payment process

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the screen at **Step 13A** is shown.

➔ If the entered payment details are only valid for one academic year, the screen at **Step 13B** is shown.
**Instruction - Digital (direct debit) authorisation - If someone else pays**

➔ **Step 13A:** Payment with payment details that are valid for multiple academic years. The payer has to tick the boxes next to `<Authorisations>` and fill in his/her email address. Next, the payer clicks `<Issue digital authorisation>`.

Enter payment details

**Step 4: Payment**
In this step, fill in the bank details for a digital authorisation.

Select the bank of the account holder: ABN-AMRO (ABNANL2A)

**Digital direct debit authorisation**
If you select this 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.mcssroom.nl/en.nl.

**Validity of payment details**
These details will also be used for Erasmus Universiteit Rotterdam in future academic years. You can change these payment details at any time.

Students can view all current information relating to their payment in Studielink.

**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 canceling 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.

**Email address**
Enter an email address

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

⇒ **Step 13B: Payment with payment details that are only valid for one academic year.** The payer has to 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>-**.

![Payment details form](image)
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. The payer will see a page with a confirmation that the payment details have been received. If something went wrong with issuing the authorisation, you will receive an email from Studielink (usually within 24 hours) as soon it is possible to try issuing the authorisation again.

Please note: Whether the payer will receive a confirmation email of the issued digital direct debit authorisation depends on how the educational institution in question has set up the payment process.

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the situation at Step 14A applies.

➔ If the entered payment details are only valid for one academic year, the situation at Step 14B applies.

➔ Step 14A: Payment with payment details that are valid for multiple academic years. The payer will always receive a copy of the confirmation email. When the tuition fees have been determined for the following academic year, the payer will also be notified at the email address that was entered. The payer can always change the entered payment details via the payment link previously shared by the student. This payment link remains valid.

You (the student) can check the payment details you have entered on the tab <Payment>, under the section <Payment details entered>, at the educational institution in question. Here you can also change the payment details you have entered any time you want. Use the other step-by-step plan Changing payment details for further instructions.

➔ Step 14B: Payment with payment details that are only valid for one academic year. If the payer has stated that he/she wants to receive a copy of the confirmation email, a copy will be sent to the email address that was entered. The payer is not able to change the entered payment details.

You (the student) can check the payment details you have entered on the tab <Payment>, under the section <Payment details entered>, at the educational institution in question. It is not possible to change your payment details.

Studielink Q&A

In the Studielink Q&A (https://help.studielink.nl/en/) you can find answers to questions about using the Studielink application. For more general information about Studielink and other Step-by-step instructions, you should visit https://info.studielink.nl/en. If you cannot find the answer to your question on these sites, please contact your (future) educational institution.