

Instruction – Digital (direct debit) authorisation

Digital authorisation

If you issue a **digital authorisation** you give the institution of higher education permission **via Studielink** to debit the tuition fees from your bank account.

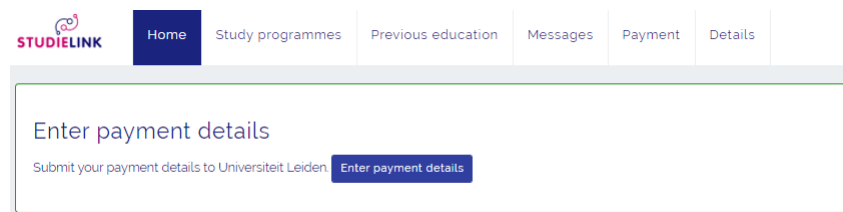
Payment via a digital authorisation is possible if:

- You are aged 18 or older.
- Your bank is located in the SEPA area. You can find out which countries in addition to the Netherlands are located in the SEPA area, [here](#).

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

DIGITAL AUTHORISATION

IF YOU ARE GOING TO PAY YOURSELF:



The screenshot shows the Studielink website navigation bar with 'Home' selected. Below the navigation bar is a form titled 'Enter payment details'. The form contains the text 'Submit your payment details to Universiteit Leiden.' and a blue button labeled 'Enter payment details'.

→ **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 for a study programme and the educational institution has made this option available.

→ **Step 2:** Click the button <Enter payment details>.

Digital direct debit authorisation [Digitale incassomachtiging] (DIM)

By issuing a **digital direct debit authorisation** you give your institution of higher education permission **via your bank's transaction screen** to debit the tuition fees from your bank account. The issuing of a DIM works in the same way as iDEAL. After you have selected your bank in Studielink you will be taken to your bank's Internet banking environment where you can enter the requested details. After that you will return to the Studielink site.

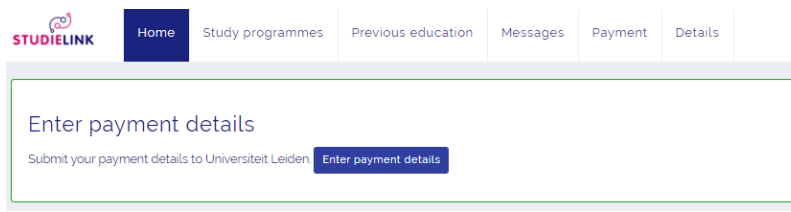
Payment via a digital authorisation is possible if:

- You are aged 18 or older.
- Your educational institution has activated this payment method.
- Your bank and that of the educational institution support the payment authorisation. You can find out which banks support DIM here: www.currence.nl (under Products > Emandates licences).

If you are not (yet) 18, you can opt to have someone else to pay on your behalf. This person must also be a client of a bank that supports DIM.

DIGITAL DIRECT DEBIT AUTHORISATION (DIM)

IF YOU ARE GOING TO PAY YOURSELF:



The screenshot shows the Studielink website navigation bar with 'Home' selected. Below the navigation bar is a form titled 'Enter payment details'. The form contains the text 'Submit your payment details to Universiteit Leiden.' and a blue button labeled 'Enter payment details'.

→ **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 for a study programme and the educational institution has made this option available.

→ **Step 2:** Click the button <Enter payment details>.

Instruction - Digital (direct debit) authorisation

Payment details 2021 - 2022

Payment details Universiteit Leiden

Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 4000.00
Information tuition fees	https://www.universiteitleiden.nl/

→ **Step 3:** Select the country of your bank.

Universiteit Leiden

What is your bank's country of establishment? (Payment options may vary per country.)

→ **Step 4:** State that you will pay yourself.

Universiteit Leiden

Who is paying the tuition fees?

Me Someone else

Payment details 2021 - 2022

Payment details Universiteit Leiden

Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 4000.00
Information tuition fees	https://www.universiteitleiden.nl/

→ **Step 3:** Select the country of your bank.

Universiteit Leiden

What is your bank's country of establishment? (Payment options may vary per country.)

→ **Step 4:** State that you will pay yourself.

Universiteit Leiden

Who is paying the tuition fees?

Me Someone else

Instruction – Digital (direct debit) authorisation

→ **Step 5:** Choose whether you want to pay in instalments.

Universiteit Leiden

Do you want to pay in instalments?

Yes No

Collection details

Tuition fee amount: € 4000.00

Back to previous question Next question

→ **Step 6:** Choose payment method <Digital authorisation>.

Universiteit Leiden

How do you want to pay the tuition fees?

Digital authorisation

Back to previous question Next question

→ **Step 7:** Select your own bank or choose <Other> if your bank is not on the list. Does your, or the educational institution's bank not support digital direct debit authorisation or did you choose <Other>? In this case the digital authorisation process via Studielink will start.

→ **Step 5:** Choose whether you want to pay in instalments.

Universiteit Leiden

Do you want to pay in instalments?

Yes No

Collection details

Tuition fee amount: € 4000.00

Back to previous question Next question


→ **Step 6:** Choose payment method <Digital authorisation>.

Universiteit Leiden

How do you want to pay the tuition fees?

Digital authorisation

Back to previous question Next question

→ **Step 7:** Select your own bank. If your bank supports digital direct debit authorisation, the  icon will appear.

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Universiteit Leiden

Select the bank of the account holder.

Other

Back to previous question Next question

→ **Step 8:** Enter the account holder's details.


Universiteit Leiden


Bank account holder details

First and last name bank account holder

IBAN

Back to previous question Next question

 **PLEASE NOTE I:** if the bank of the educational institution does not support digital direct debit authorisation, the field <Bank> will not be shown and the <Bank account holder details> can be directly filled in.

 **PLEASE NOTE II:** Only choose <Other> in the section <Bank> if your bank is not on the list or if your educational institution specifically instructed you to do so.

→ **Step 9:** Check the overview page and tick the box 'I hereby state...'. Press <Save>.

Your digital authorisation is now confirmed. You will receive an email 'Digital authorisation confirmed' in your Studielink Dashboard and mailbox.

Universiteit Leiden

Select the bank of the account holder.

Back to previous question Next question

→ **Step 8:** Check your <Address details account holder>.

Tick the box 'I hereby state...'. After that you press <Save>.

→ **Step 9:** You will now be taken to your bank's internet banking environment. Fill in the necessary details to issue the direct debit authorisation. After that you will be redirected to Studielink.

Your digital payment authorisation has now been confirmed. You will receive a confirmation by email and in your Studielink account and mailbox.

If the issue of the authorisation turns out unsuccessful, you will also receive an email about this.

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IF SOMEONE ELSE PAYS YOUR TUITION FEES:

→ **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 for the study programme and your educational institution has made this option available.

The screenshot shows the 'STUDIELINK' navigation bar with 'Home' selected. Below it, a form titled 'Enter payment details' contains the text 'Submit your payment details to Universiteit Leiden' and a blue button labeled 'Enter payment details'.

→ **Step 2:** You will be directed to the tab <Payment>. Click the button <Enter payment details>.

The screenshot shows a blue header 'Payment details 2021 - 2022'. Below it, a table lists payment details for Universiteit Leiden:

Payment details Universiteit Leiden	
Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 4000.00
Information tuition fees	https://www.universiteitleiden.nl/

At the bottom of the table is a blue button labeled 'Enter payment details'.

→ **Step 3:** Select the country of your bank.

The screenshot shows the 'Universiteit Leiden' header and a question: 'What is your bank's country of establishment? (Payment options may vary per country.)'. Below the question is a dropdown menu and a blue button labeled 'Next question'.

IF SOMEONE ELSE PAYS YOUR TUITION FEES:

→ **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 for the study programme and your educational institution has made this option available.

The screenshot shows the 'STUDIELINK' navigation bar with 'Home' selected. Below it, a form titled 'Enter payment details' contains the text 'Submit your payment details to Universiteit Leiden' and a blue button labeled 'Enter payment details'.

→ **Step 2:** Click the button <Enter payment details>.

The screenshot shows a blue header 'Payment details 2021 - 2022'. Below it, a table lists payment details for Universiteit Leiden:

Payment details Universiteit Leiden	
Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 4000.00
Information tuition fees	https://www.universiteitleiden.nl/

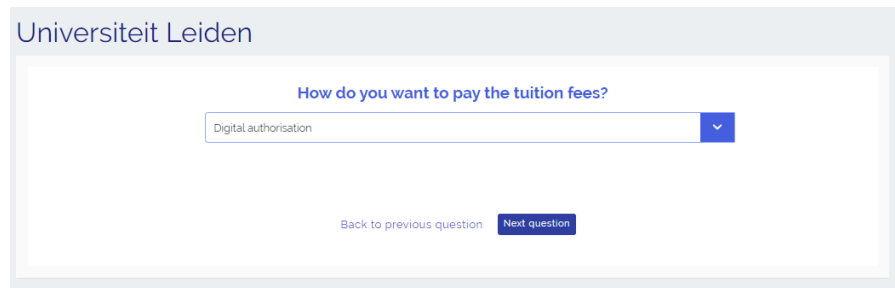
At the bottom of the table is a blue button labeled 'Enter payment details'.

→ **Step 3:** Select the country of your bank.

The screenshot shows the 'Universiteit Leiden' header and a question: 'What is your bank's country of establishment? (Payment options may vary per country.)'. Below the question is a dropdown menu and a blue button labeled 'Next question'.

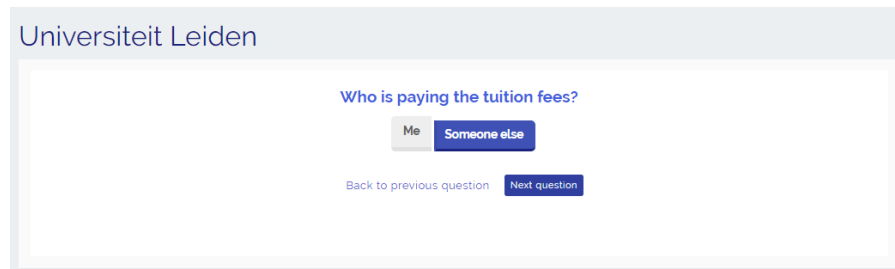
Instruction – Digital (direct debit) authorisation

→ **Step 4:** Choose payment method <**Digital authorisation**>.



The screenshot shows the Universiteit Leiden logo at the top left. Below it, the question 'How do you want to pay the tuition fees?' is displayed in blue. A dropdown menu is open, showing 'Digital authorisation' as the selected option. At the bottom, there are two buttons: 'Back to previous question' and 'Next question'.

→ **Step 5:** State that <**Someone else**> is paying the tuition fees.



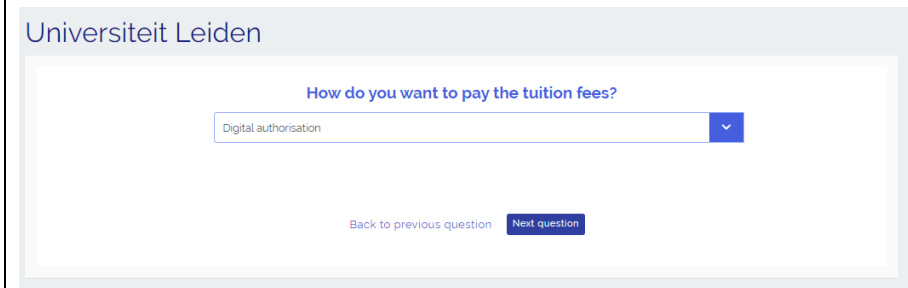
The screenshot shows the Universiteit Leiden logo at the top left. Below it, the question 'Who is paying the tuition fees?' is displayed in blue. Two radio buttons are visible: 'Me' (unselected) and 'Someone else' (selected). At the bottom, there are two buttons: 'Back to previous question' and 'Next question'.

→ **Step 6:** An overview of the entered details is shown. You have to tick the box 'I hereby state...' and press <**Save**>.

→ **Step 7:** 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 confirm the digital authorisation. Forward this email immediately to this person and ask them to confirm the authorisation as soon as possible. You will also find the message with instructions in <**My messages**> in your Studielink account.

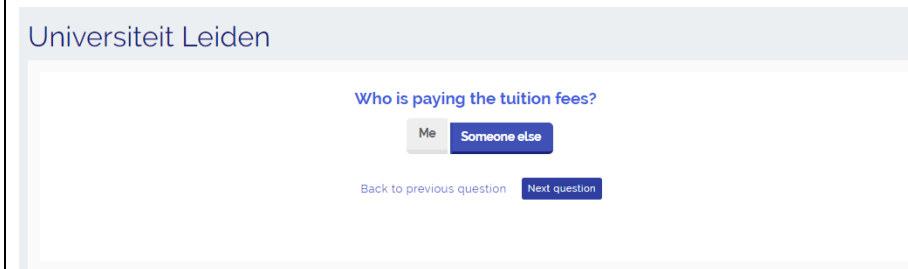
Until the digital authorisation has been confirmed, you will have a <**Get digital authorisation confirmed**> action item in your To Do list.

→ **Step 4:** Choose payment method <**Digital authorisation**>.



The screenshot shows the Universiteit Leiden logo at the top left. Below it, the question 'How do you want to pay the tuition fees?' is displayed in blue. A dropdown menu is open, showing 'Digital authorisation' as the selected option. At the bottom, there are two buttons: 'Back to previous question' and 'Next question'.

→ **Step 5:** State that <**Someone else**> is paying the tuition fees.



The screenshot shows the Universiteit Leiden logo at the top left. Below it, the question 'Who is paying the tuition fees?' is displayed in blue. Two radio buttons are visible: 'Me' (unselected) and 'Someone else' (selected). At the bottom, there are two buttons: 'Back to previous question' and 'Next question'.

→ **Step 6:** An overview of the entered details is shown. You have to tick the box 'I hereby state...' and press <**Save**>.

→ **Step 7:** 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 confirm the digital direct debit authorisation. Forward this email immediately to this person and ask them to confirm the authorisation as soon as possible. You will also find the message with instructions in <**My messages**> in your Studielink account.

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→ **Step 8:** The person that will pay the tuition fees clicks on the payment link in the email.

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

The screenshot shows a web form titled "Enter payment details". Under the heading "Introduction payment", it states "Below are the details of the student for whom direct debit will be authorised." There is a section titled "Overview of details" containing a table with the following information:

Name student	
Educational institution	Universiteit Utrecht
Academic year	2022 - 2023
Tuition fee amount	€ 4000.00
Information about paying	https://www.uu.nl/

At the bottom right of the table area is a blue button labeled "Enter payment details".

→ **Step 9:** After selecting <Enter payment details> the person who pays the tuition fees must state whether or not (s)he wants to pay in instalments. The payer is asked if (s)he wants to receive a copy of the confirmation email of the digital authorisation. If **YES** is chosen, an email address should be filled in. At the bottom of the screen additional information is shown about digital authorisation and paying in instalments (if provided by the educational institution). 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**>.

Until the digital direct debit authorisation has been confirmed, you will have a <**Get digital authorisation confirmed**> action item in your To Do list.

→ **Step 8:** The person that will pay the tuition fees clicks on the payment link in the email. This person chooses their bank.

The screenshot shows a web form titled "Enter payment details". It features a dropdown menu with the prompt "Select the bank of the account holder". The selected option is "RABOBANK (RABONL2U)". Below the dropdown is a blue button labeled "Next question".

→ **Step 9:** The payer is asked if he wants to receive a copy of the confirmation email of the digital authorisation. If **YES** is chosen, an email address should be filled in.

The screenshot shows a web form titled "Enter payment details". It asks the user: "I want to receive a copy of the e-mail about the issue of the authorisation." There are two buttons: "Yes" (highlighted in blue) and "No". Below this is an "Email address" field containing "Bob@brown.com" with a green checkmark to its right. At the bottom, there are two buttons: "Back to previous question" and "Next question" (highlighted in blue).

Instruction - Digital (direct debit) authorisation

Enter payment details

1. Payment method 2. 3. 4. 5.

Step 1: Payment method

In this step, you can choose the method of paying the tuition fees.

Payment method Digital authorisation

Do you want to pay in instalments?
In case of payment in instalments, an administrative fee of € 100.00 will be charged.

Yes. I want to pay the tuition fees in 4 instalments
 No. I want to pay the tuition fees in one go

Would you like to receive a copy of the confirmation email?
 Yes No

Email address
The confirmation email will be sent to this email address.
E-mailadres

Information about Digital authorisation ▾
Informatie over betaalwijze bij digitale machtiging

Information about paying in instalments ▾
Betaling in termijnen

Cancel **To step 2 - Address details** >

Overview

Name student

Educational institution
Universiteit Utrecht

Academic year
2022 - 2023

Tuition fee amount
€ 4000.00

More information

See the educational institution's website for more information about paying the tuition fees.
<https://www.uu.nl/>

→ **Step 10:** Next, the payer should fill in their address details.

Enter payment details

Account holder's address details

Country ▾

Street

House number and addition

Postal code

Town/city

Other address details

[Back to previous question](#) **Next question**

Instruction – Digital (direct debit) authorisation

→ **Step 10:** Next, the payer should fill in his address details. Then, (s)he selects **<To step 3: Verify>**.

The screenshot shows a web form titled "Enter payment details" with a progress bar at the top indicating five steps. Step 2, "Address details", is currently active. The form includes fields for Country (a dropdown menu), Street, House number and addition, Postcode, Town/city, and Other address details (Optional). To the right of the form is an "Overview" section with the following information: Name student, Educational institution (Universiteit Utrecht), Academic year (2022 - 2023), Tuition fee amount (€ 4000.00), Administration fees (€ 100.00), Payment method (Digital authorisation), and Payment in instalments (Yes). Below the overview is a "More information" section with a link to the educational institution's website: <https://www.uu.nl/>. At the bottom of the form, there are two buttons: "Previous step" and "To step 3 - Verify".

→ **Step 11:** In this step, the payer verifies the entered details. If any details are incorrect, (s)he can correct the details by clicking **<Previous step>**. If all the details are correct, (s)he can proceed to **<To step 4: Authorisation>**.

→ **Step 11:** The payer must state whether or not he wants to pay in instalments.

The screenshot shows a question from Universiteit Leiden: "Do you want to pay in instalments?". There are two buttons, "Yes" and "No". Below the question is a "Collection details" section with a dark blue header. It shows "Tuition fee amount" as € 4000.00. At the bottom of this section are two buttons: "Back to previous question" and "Next question".

→ **Step 12:** An overview of the entered details is shown where the payer has to tick the box 'I hereby state...' and press **<Save>**.

After filling in the details in the Internet bank environment, the digital payment authorisation will be initiated.

After that the digital authorisation will be confirmed and the payer will be able to log out. You will yourself receive a confirmation by email and in your Studielink account.

In case the issue of the authorisation was unsuccessful you will also receive an email about this.

Instruction – Digital (direct debit) authorisation

Enter payment details

1 > 2 > 3 Verify > 4 > 5

Step 3 - Verify

Below, 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'.

Payment details

Payment method	Digital authorisation
Payment in instalments	Yes
Collection dates	<input type="button" value="June 1, 2017"/> <input type="button" value="June 1, 2017"/> <input type="button" value="June 1, 2017"/>
	<input type="button" value="June 1, 2017"/>

Address details

Country	Netherlands
Street	Bakkerstraat
House number	4
Postal code	3854DE
Town/city	Putten

[Previous step](#)

Overview

Name student

Educational institution
Universiteit Utrecht

Academic year
2022 - 2023

Tuition fee amount
€ 4000.00

Administration fees
€ 100.00

Payment method
Digital authorisation

Payment in instalments
Yes

More information

See the educational institution's website for more information about paying the tuition fees.

<https://www.uu.nl/>

→ **Step 12:** The payer has to fill in the account holder's details, tick the box 'I hereby state...' and press <**Save**>.

Instruction – Digital (direct debit) authorisation

Enter payment details

1 > 2 > 3 > **4. Authorisation** > 5

Step 4: authorisation

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

Name account holder

Account number (IBAN)

With this authorisation, you grant permission to Universiteit Utrecht 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 Universiteit 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.

Authorisations

I hereby declare that the entered details are correct and I am aware that by confirming the digital authorisation myself (or having it confirmed by someone else) 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. The student will be informed of this by email.

[Previous step](#) **Issue digital authorisation** >

Overview

Name student

Educational institution
Universiteit Utrecht

Academic year
2022 - 2023

Tuition fee amount
€ 4000.00

Administration fees
€ 100.00

Payment method
Digital authorisation

Payment in instalments
Yes

More information

See the educational institution's website for more information about paying the tuition fees.

<https://www.uu.nl/>

The digital authorisation is now confirmed. You will receive a confirmation by email and in your Studielink account. In case the digital authorisation was unsuccessful, you will also receive an email about this so that you can re-enter your payment details.

If the payer has stated to that (s)he wants to receive a copy of the confirmation email, a copy will be sent to the email address that was entered.

Instruction - Digital (direct debit) authorisation

Enter payment details

✔ Your payment details have been received.

The educational institution is processing your payment details. The student will receive an email confirming the payment. If you indicated in step 1 that you want to receive a copy of the confirmation, it will be emailed to you. By clicking 'Close' you will be forwarded to info.studielink.nl

Close >

Instruction – Digital (direct debit) authorisation

If you have other questions and want to find out more about Studielink and how it works, go to <https://info.studielink.nl/en> or find the answer to a specific question at <https://help.studielink.nl/en/>.