

## How to pay the tuition fee through Studielink

### General information

The payment of the tuition fee must be arranged through Studielink by following some steps. In this folder you can find the steps you have to follow to arrange the payment of the tuition fee.

Rotterdam University of Applied Sciences will determine the amount of your tuition fee as from June 2024. If you are a current student at Rotterdam University of Applied Sciences, you will need to re-enrol first in order for us to determine the amount of your tuition fee.

Please note: in order to arrange the payment of the tuition fee through Studielink you need your personal DigiD. This applies for a third person (for example your parents or guardians) who will arrange the payment of the tuition fee for you as well. If you do not have a DigiD yet, you must apply for it as soon as possible through [www.digid.nl](http://www.digid.nl).

### Payment option 1: You will pay the tuition fee yourself

You must have a bank account in the SEPA area in order to arrange the payment through Studielink. On the last page of this folder you can find a list with the countries who belong to the SEPA area. If you do not have a bank account in the SEPA area yet, then open a Dutch bank account as soon as possible.

You arrange the payment of the tuition fee as following:

1. Go to the tab **'Home'** or **'Payment'** to arrange the payment of the tuition fee and click on the button **'Enter your payment details'**.
2. Select the country where your bank is officially located and go to the next page to submit the payment method.
3. Submit your payment method by selecting the payment method **'Digital authorisation'**.
4. After you have selected the payment method, you must submit who is going to pay the tuition fee. Choose for the option **'Me'**. By choosing this option you also have to submit whether you want to pay in installments.
5. Enter your (bank) details (not a saving account number).
6. Verify on the last page whether the details are corrects. If these are correct, you must put a checkmark in the square next to **'I declare'**. In order to confirm the digital authorization you must click on the button **'Save'**.
7. You will receive a confirmation that you have confirm the digital authorisation by e-mail. The email **'Digital authorisation confirmed'** will be send to your Studielink account and your personal email address.

### Payment option 2: Someone else will pay the tuition fee

The person who pays your tuition fee must have a Dutch bank account and a DigiD in order to arrange the payment through Studielink.

If your employer or organization will pay your tuition fee, please follow the steps that are described by the subject **'Different payment method: your employer or organization will pay your tuition fee'**.

You arrange the payment of the tuition fee as following:

1. Go to the tab **'Home'** or **'Payment'** to arrange the payment of the tuition fee and click on the button **'Enter your payment details'**.
2. Select the country where your bank is officially located and go to the next page to submit the payment method.
3. Submit your payment method by selecting the payment method **'Digital authorisation'**.
4. After you have selected the payment method, you must submit who is going to pay the tuition fee. Choose for the option **'Someone else'**.
5. Verify on the last page whether the details are corrects. If these are correct, you must put a checkmark in the square next to **'I declare'**. In order to save these details you must click on the button **'Save'**.
6. You will receive an email through Studielink with instructions how the other person can confirm the digital authorisation. Send this email directly to this person.
7. They will receive an email with a link to arrange the payment of the tuition fee. Please note: this person will need a personal DigiD in order to log in.
8. This person arranges the payment of the tuition fee by login in to Studielink first via the link and then by submitting the payment details and method.
9. The person who is going to pay the tuition fee must verify on the last page if the details are correct. If these are correct, this person must put a checkmark in the square next to **'I declare'**. In order to confirm the digital authorisation this person must click on the button **'Save'**.
10. After the digital authorisation has been confirmed, you will receive a confirmation. The email **'Digital authorisation confirmed'** will be send to your Studielink account and your personal email address

### **Payment option 3: Different payment method**

In some cases it is not possible to arrange the payment through Studielink. This is when your employer or an organization pays the tuition fee or when you also pay the tuition fee at another educational institution. Please read the following information about how to arrange the tuition fee in these two cases.

#### 3.1 Your employer or an organization will pay your tuition fee

Step 1: Download the form 'Betalingregeling werkgever/instelling'

Download the form 'Betalingregeling werkgever/instelling' on

<https://www.hogeschoolrotterdam.nl/voorlichting/inschrijving/collegegeld-en-betalen/> The form will be available on our website as from June 2024.

Please note: as from June 2024 you will receive an email through Studielink with the amount of the tuition fee that applies to you for the academic year 2024-2025.

Step 2: Hand in the form 'Betalingregeling werkgever/instelling'

With the form 'Betalingregeling werkgever/instelling' the employer/organization guarantees the payment of the tuition fee. The Student Service Center (SSC) must receive this form by **July 31<sup>st</sup>, 2024 at the latest**. After the receipt of the form (completely filled in and signed by both parties) SSC will send an invoice to the employer/organization which must be paid **by August 31<sup>st</sup>, 2024 at the latest**.

#### 3.2 You also pay the tuition fee at another educational institution

If you are also a student at another educational institution and you have to pay the legal tuition fee there, you can qualify for exemption of payment at Rotterdam University of Applied Sciences.

Step 1: Apply for a Proof of Payment of the Tuition Fee

You must apply for a Proof of Payment of the Tuition Fee at the educational institution where you have paid the tuition fee.

Step 2: Hand in Proof of Payment of the Tuition Fee

The educational institution where you have paid the tuition fee has to send the 'Proof of Payment of the

Tuition Fee' to Rotterdam University of Applied Sciences **by August 31<sup>st</sup>, 2024 at the latest**. We will determined whether you are qualified for exemption of payment of the tuition fee.

Please note: handing in the proof does not mean that you (already) have been exempted for the payment of the tuition fee.

**Which countries belong to the SEPA-area?**

Austria	France*	Lithuania	San Marino
Belgium	Germany	Luxembourg	Slovakia
Bulgaria	Greece	Malta	Slovenia
Croatia	Hungary	Monaco	Spain***
Cyprus	Iceland	the Netherlands	Sweden
Czech Republic	Ireland	Norway	Swiss
Denmark	Italy	Poland	United Kingdom****
Estonia	Latvia	Portugal**	
Finland	Liechtenstein	Romania	

\* including Guadeloupe, Martinique, French Guiana and Réunion

\*\* including Azores and Madeira

\*\*\* including Canary Islands, Ceuta and Melilla

\*\*\*\* including England, Scotland, Wales, Gibraltar and North-Ireland