



## **Conditions for payment by means of a SEPA mandate.**

Regular students are allowed to pay the tuition fee in 1 or 10 installments. Extraneei (external students) are not allowed to pay by (digital) authorisation, they will need to contact the Student Service Center.

1. The student must have a bank account in the SEPA area in order to issue a mandate. This bank account may not be a savings account. Also parents, guardians or others can pay the tuition fee for the student. The tuition fee will be collected from their bank account at once or in installments.
2. The account holder authorizes, by signing the mandate, Stichting Hogeschool Rotterdam to collect the tuition fee from their bank account.
3. During the term of the mandate (from September 1st until August 31st) the collection (for payment at once or installments) cannot be withdrawn by the account holder. In case of refund of the tuition fee Stichting Hogeschool Rotterdam will terminate the authorisation.
4. The bank account will be debited on the agreed upon date(s). The account holder must have sufficient balance on his/her bank account.
5. In case of disagreement regarding the collection, please contact the Student Service Center.
6. For the payment in installments we will charge a single administration fee of € 24,00 which will be collected with the 1st installment.
7. If there are any problems with the collections of the tuition fee, we will hand over the outstanding claim to our debt collection agency, all additional costs and interest will be at the expenses of the student. Please check our debtors protocol.

**Our accounts department uses the collection system of the Bailiffs Netherlands Group (GGN)**

