

## How to pay the tuition fee through Studielink

### General information

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

Rotterdam University of Applied Sciences will determine the amount of your tuition fee as from June 2023. 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 arranges the payment of the tuition fee 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. At the end of this document you find a list with the countries who belong to the SEPA area. If you do not have a bank account in the SEPA area, 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 instalments.
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 e-mail **'Digital authorisation confirmed'** will be send to your Studielink account and your personal e-mail 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 e-mail through Studielink with instructions how the other person can confirm the digital authorisation. Send this e-mail directly to this person.
7. They will receive an e-mail 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 e-mail **'Digital authorisation confirmed'** will be send to your Studielink account and your personal e-mail 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 pay the tuition fee at another educational institution as well. 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

If your employer or an institution pays the tuition fee, then you can use the form 'Betalingsregeling werkgever/instelling' in order to pay the tuition fee by means of an invoice. Unfortunately, this option is only possible **until July 31<sup>st</sup>, 2023**. You will now have to arrange the payment yourself through Studielink by submitting that you will pay the tuition yourself. If you have already submitted that someone else will pay the tuition fee, you must change the payment details:

1. Log in in Studielink
2. Refer to the tab **'Study programmes'** and select the study programme for which you want to change the payment details.
3. Then refer to the **'Payment details'** and select **'Change payment details'**.

After you have confirmed the digital authorisation you will be able to apply for a Proof of Payment of the Tuition Fee for academic year 2023-2024 in order to claim the (partial) tuition fee at your employer/institution. You can do via the [contact page](#) of the Student Service Center.

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

Are you studying at two educational institutions? Then you may be entitled to an exemption from tuition fees (or part thereof). If you pay the **statutory** tuition fee in the Netherlands at an educational institution and you want to take another course or minor at another higher education institution in the same academic year, you only have to pay the **statutory** tuition fee once.

For the 2023-2024 academic year, a Proof of Tuition Fee Payment (BBC) can be requested by Studielink from mid-June, after you have issued a digital authorization for the 2023-2024 academic year.

#### Digital BBC

You pay the tuition fee at the educational institution of your first degree program by digital authorization or possibly by bank transfer. After that, you can pay in Studielink at the educational institution of your second degree program with Proof of Tuition Fee Payment (BBC). If a BBC fees does not fully cover the tuition fees at the second educational institution, an additional payment at the second educational institution will be needed. A BBC is a piece of evidence showing that you have paid manageable tuition fees from a higher education institution. After that, the exchange of the BBC between the educational institutions takes place digitally through Studielink. You can find this in your Studielink account.

View the link [stappenplan](#) to pay with a BBC here. For questions and answers via a BBC, check the FAQ of Studielink.

**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