

## Payment conditions

### Conditions for payment by means of a SEPA mandate for recurrent collection tuition fee academic year

Regular students are only allowed to pay the tuition fee in 1 or 10 installments.

Extraneï (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. They must have a Dutch bank account in order to issue a mandate.
2. The account holder authorizes, by signing the mandate, the Stichting Hogeschool Rotterdam to collect the tuition fee from the bank account.
3. During the term of the mandate (from September 1<sup>st</sup> until August 31<sup>st</sup>) the collection (for payment at once or installments) cannot be withdrawn by the account holder. In case of refund of the tuition fee the Stichting Hogeschool Rotterdam will terminate the authorisation.
4. The bank account cannot be closed until the last installment has been paid. A change of bank account can only be submitted by means of the “overstapservice” (transfer service) of the joint banks in the Netherlands. For questions you can [contact](#) the Student Service Center.
5. The bank account will be debited on the mentioned date(s). The account holder must have sufficient balance on his/her bank account.
6. In case of disagreement regarding the collection, please [contact](#) the Student Service Center.
7. Changes of dates or amounts are not allowed and are therefore ignored.
8. For the payment in installments we will charge a single administration fee of € 24,00 which will be collected with the 1<sup>st</sup> installment.
9. 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](#) on our HR-website.
10. When the fully outstanding claim at Stichting Hogeschool Rotterdam, is not paid at the latest July 15<sup>th</sup> of the current academic year, the student will not be (re-)enrolled for the new academic year according article 7.42 of the higher education and scientific research act (WHW).

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

