

How do you pay the tuition fees?

Saxion offers three ways to pay the tuition fees:

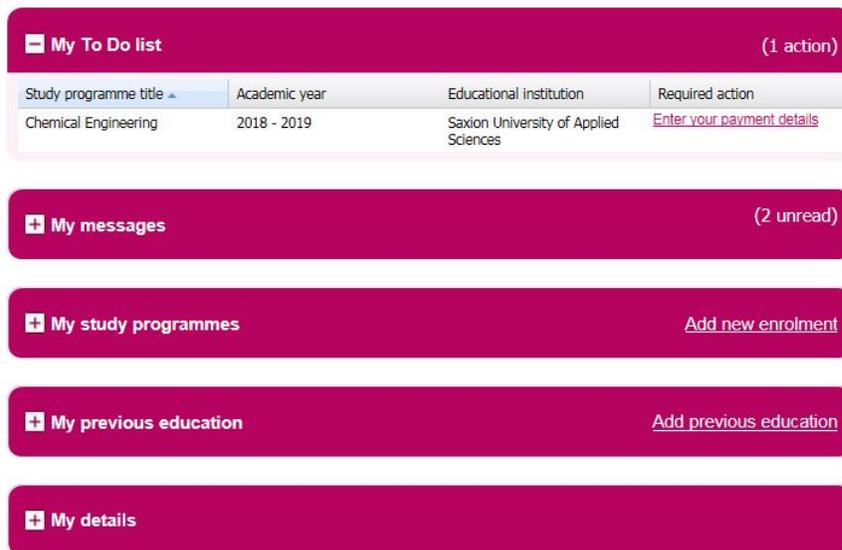
1. Via a digital direct debit authorisation through Studielink. Read more about this in this manual.
2. You can pay the full amount of the tuition fees to Saxion yourself. The bank account number and BIC (Bank Identifier Code or Business Identifier Code) you can use are NL54 RABO 0129 6240 63, BIC RABONL2U. Please mention your name and student number. If you pay the full amount, you can ignore the To Do activity 'Enter your payment details' in Studielink. This To Do activity will expire as soon as your payment has been processed.
3. With a Proof of Payment of the Tuition Fees (BBC). If you have already paid your tuition fees to an institution other than Saxion, please send in a request for a BBC with this institution.

Payment method 1: Digital (direct debit) authorisation through Studielink

Every academic year, you –or the payer– will authorise a direct debit to Saxion through Studielink to collect the tuition fees from the submitted bank account.

When you have sent in a request to enrol in a programme at Saxion and Saxion has also provided the option 'Entering your payment details', you can authorise a direct debit by following the steps below.

→ Step 1: Go to <My To Do list> and click <Enter your payment details>.



Study programme title	Academic year	Educational institution	Required action
Chemical Engineering	2018 - 2019	Saxion University of Applied Sciences	Enter your payment details

- My messages (2 unread)
- My study programmes [Add new enrolment](#)
- My previous education [Add previous education](#)
- My details

- Step 2: Select the registered address of your bank (Country of bank of payer).
What you will see in Studielink depends on whether the registered address of your bank is situated in or outside the SEPA area. If the registered address of your bank is outside the SEPA area, you need to confirm that you cannot give an authorisation through Studielink. Go to Saxion.nl for more information on paying your tuition fees.
If the registered address is within the SEPA area, please continue with these steps.

Pay tuition fees

* Country of bank of payer:

* Payment method Digital (direct debit) authorisation

* Who is paying the tuition fees I am paying the tuition fees myself
 Someone else is paying the tuition fees

 The institution of higher education has determined the amount of your tuition fees, but it is possible the amount will be modified later on. When this happens, you will receive a notification.

Amount of tuition fees:	€ 2,060.00
Collection date:	25-09-2018
Collection dates (Payment in instalments) :	25-09-2018, 25-10-2018, 26-11-2018, 24-12-2018, 25-01-2019, 25-02-2019, 25-03-2019, 25-04-2019, 27-05-2019, 25-06-2019
Administration fees (Payment in instalments) :	€ 24.00

- Step 3: Please indicate who is paying the tuition fees: [you](#) or [someone else](#).
PLEASE NOTE: you will only see this option if the registered address of your bank (Country of bank of payer) is in the Netherlands. If the registered address (Country of bank of payer) is outside the Netherlands you can only pay the tuition fees yourself.

Paying the tuition fees yourself

- Step 4: Indicate whether you want to pay in instalments or the full amount.
- Step 5: Select your own bank in the field <Bank>.
PLEASE NOTE: Only choose 'Other' if your bank is not in the list.

The type of authorisation you can give differs per bank:

- [Digital direct debit authorisation](#): recognisable by the icon . When giving the Digital direct debit authorisation you will be redirected from Studielink to the payment environment of your bank.
- [Digital authorisation](#): With a digital authorisation you will enter your details within Studielink.

Digital authorisation

- Step 6: Check the details at <Address details account holder>. Change the details if needed.

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Administration fees (Payment in instalments) :	€ 24.00
* Bank:	ABN AMRO
	<input checked="" type="checkbox"/> Direct debit authorisation via your bank.
	PLEASE NOTE: In a moment you will be taken to your bank's transaction screen. Make sure you have any devices (such as a Random Reader, etc.) close to hand so that you can complete the transaction in one go.
	NB: A digital direct debit authorisation is always continuous, even if you have indicated that you only want to pay once. However, the tuition fees will only be deducted once.
Account holder's details	
Account holder's address details	
* Country:	NETHERLANDS
* Postcode (without space):	1234AB
* House number:	5
Home address suffix:	
* Street:	ENSCHEDESESTRAAT
* City:	ENSCHDEDE

I hereby state that the details above are correct and I am aware that by confirming (digitally signing) the digital authorisation I will enter into an irrevocable commitment to pay the educational institution. 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. You will be informed of this beforehand by e-mail.

- Step 7: Read the terms and check the box. Once you have done this, click <Confirm>.
- Step 8: You are now redirected to the internet banking environment of your bank. Please enter the required details to give the authorisation. Subsequently, you will be redirected to the Studielink-page once again.
- Studielink will now confirm that your Digital Direct Debit Authorisation has been accepted. You will receive a confirmation by email in your Studielink account.

Digital authorisation

- Step 6: Enter the required details at <Details account holder>.

Bedrag collegegeld:	€ 2.060,00
Incassodatum (bij betaling ineens):	25-09-2018
Incassodata (bij betalen in termijnen):	25-09-2018, 25-10-2018, 26-11-2018, 24-12-2018, 25-01-2019, 25-02-2019, 25-03-2019, 25-04-2019, 27-05-2019, 25-06-2019
Administratiekosten (bij betalen in termijnen):	€ 24,00
* Bank:	<input type="text" value="Overige"/>

Informatie over het incassoproces bij deze onderwijsinstelling
Eigen procedure bij digitale machtiging

Gegevens rekeninghouder

 Let op: om gebruik te kunnen maken van de digitale (incasso)machtiging moeten je persoonsgegevens worden geverifieerd. Naem contact op met de onderwijsinstelling om de verificatie van je persoonsgegevens te regelen. Kijk daarnaast in het stappenplan op info.studielink.nl voor de stappen die je moet doorlopen voor de digitale (incasso)machtiging.

* Voor- en achternaam rekeninghouder:	<input type="text"/>
* IBAN (moet overeenkomen met vestigingsland bank):	<input type="text"/>

Adresgegevens rekeninghouder

* Land:	<input type="text" value="NEDERLAND"/>
* Postcode (zonder spatie):	<input type="text" value="1234AB"/>
* Huisnummer:	<input type="text" value="5"/>
Huisnummertoevoeging:	<input type="text"/>
* Straat:	<input type="text" value="ENSCHEDESESTRAAT"/>
* Woonplaats:	<input type="text" value="ENSCHEDA"/>

- Step 7: Check the details at <Address details account holder>. Change the details if needed.
- Step 8: Click on <Confirm>.
PLEASE NOTE: You have now entered your details but your Digital Authorisation has not yet been confirmed!
- Step 9: As soon as you can confirm the digital authorisation you will receive a message again which includes a new To Do activity<Confirm your digital authorisation>. Go to Mijn Studielink– My To Do List and click <Confirm your digital authorisation>.
- Step 10: In the new page, your digital authorisation agreement –which includes the amount of your tuition fees– will open. Please go through all the details once again before confirming them. Also check the overview of the authorisation details that pop up after this and subsequently check the page below at < I hereby declare...> and press < Confirm>.

Someone else is paying the tuition fees

- Step 4: Indicate if the payer want to make the payment in instalments or in full (this person can always change this at a later time). Click on <Confirm>.

Pay tuition fees

* Country of bank of payer:

* Payment method Digital (direct debit) authorisation

* Who is paying the tuition fees I am paying the tuition fees myself
 Someone else is paying the tuition fees

* Payment in instalments Yes (administrative fees apply)
 No

 The institution of higher education has determined the amount of your tuition fees, but it is possible the amount will be modified later on. When this happens, you will receive a notification.

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Administration fees (Payment in instalments) :	€ 24.00

- Step 5: You (the student) will now receive an email on the email address that is known in Studielink. This will include instructions on how the person who is paying your tuition fees can confirm the digital authorisation. Redirect this email to this person and ask him or her to confirm the mandate as soon as possible. This person needs his or her DigiD details for this. You will also find the message with instructions in <Received Messages> in your Studielink account.

PLEASE NOTE, make sure that all Studielink windows are closed before the payer confirms the authorisation.

You will find the action <Having the digital authorisation confirmed> in your To Do List until the digital authorisation is confirmed. If you click this action you can send the message with instructions to the person who is going to pay your tuition fees.

- Step 7: The person paying the tuition fees opens the link in the email, logs in with his or her OWN DigiD and enters the activation code. The page <Confirming digital authorisation> opens. The payer first selects their bank.

The type of authorisation that can be issued differs per bank:

- [Digital direct debit authorisation](#): recognisable by the icon . When issuing the Digital direct debit authorisation you will be redirected to the payment environment of your bank from Studielink.

- [Digital authorisation](#): With a digital authorisation you will give your details within Studielink.

Digital direct debit authorisation

- Step 8: The payer enters the requested details and selects <Confirm>.
- Step 9: The payer checks the overview of the authorisation details and first selects <I hereby declare> and then <Confirm>.
- Step 10: The payer is now redirected to the internet banking environment of their bank. The required details to issue the authorisation are entered here.

After entering the details in the internet banking environment, the digital direct debit authorisation will be processed. The digital direct debit authorisation has now been confirmed and the payer can log out. A message stating that your digital direct debit authorisation has been confirmed will be sent to the email address that is registered in Studielink as well as to your Studielink account.

Digital authorisation

- Step 8: The payer will enter the requested details under <Who pays the tuition fees> and <Address account holder> and selects <Confirm>.
- Step 9: Below you can find an overview of the issued authorisation. If everything is entered correctly, the payer can select the <I hereby declare...> box and then click <Confirm>.

The digital authorisation has now been confirmed and the payer can log out. A message stating that your digital direct debit authorisation has been confirmed will be sent to the email address that is registered in Studielink as well as to your Studielink account.