

## Digital Authorization for Payment of Tuition Fees (only applicable to DEGREE students)

This document has been created for international students who have not yet arranged payment of their [tuition fees](#) via Studielink, but wish to pay their tuition fees in instalments.

### ➤ STEP 1: Open a SEPA bank account

[Payment](#) of tuition fees can only be made in installments if you have a [SEPA](#) bank account. If you do not have a SEPA bank account, you must open a SEPA bank account after your arrival in Tilburg. More information about opening a bank account can be found [here](#).

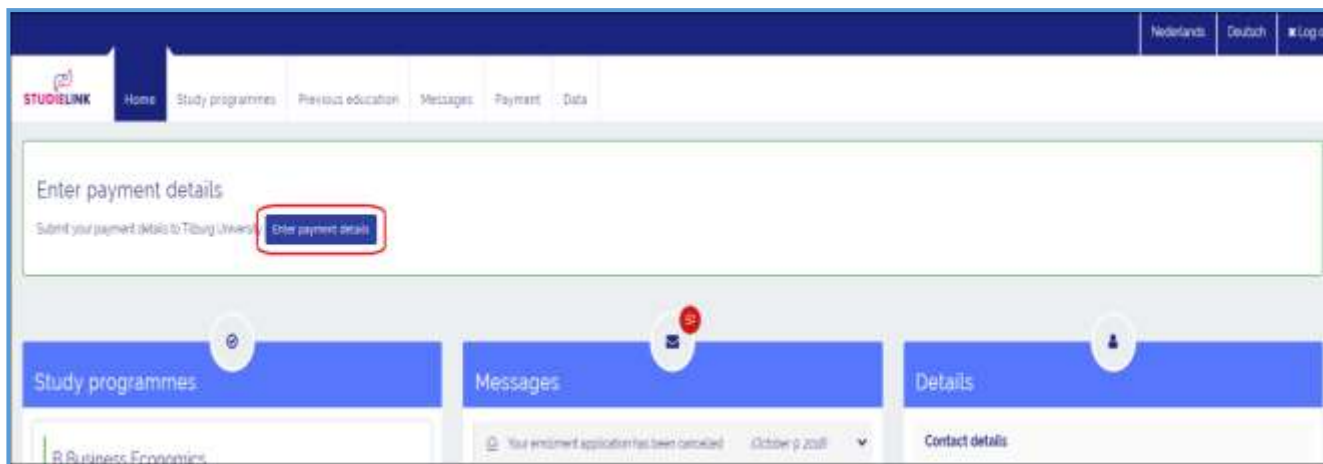
As soon as you have your bank account number, you must:

- enter your bank account details in Studielink AND
- authorize Tilburg University to take the money directly from your bank account each month via a direct debit.

You do not need to wait until you have money in your SEPA bank account to complete the steps below, but you must have sufficient money in your account by the time Tilburg University withdraws the [first installment](#)! You do not have to wait for your bank card to be able to enter your payment details!

### ➤ STEP 2: Log into Studielink

- ✓ Log into your Studielink account.
- ✓ Click < **Enter payment details** > under < **Enter payment details** >.



**Please note:** It is only possible to enter your payment details **after** Tilburg University has verified your ID. If ID verification is mentioned in your *To Do* list overview in [Osiris Student](#), please contact your [International Admissions Coordinator](#) immediately to resolve any issues.

*If you have already confirmed in Studielink that you have a non-SEPA bank account and that you will arrange payment via Tilburg University, you must change this by following the instructions below to Change Payment Details, after which follow **STEP 3** onwards.*

➤ **CHANGE PAYMENT DETAILS:**

- ✓ Click on <Payment> to see your payment details.
- ✓ Click on <Change payment details>.
- ✓ Click on the study program that you will be following and the correct academic year.

The screenshot shows the STUDIELINK interface with the 'Payment' tab selected. The page title is 'Payment details 2018 - 2019'. Below this, it says 'Payment details Tilburg University'. A table lists various payment details:

Paid	No
Payment method	Other method of payment
Payment details entered	Yes
Payment in instalments	No
Tuition fee amount	€ 1201.69
Who will pay	Me
Information tuition fee	<a href="http://www.tilburguniversity.edu/students/administration/tuitionfee/">http://www.tilburguniversity.edu/students/administration/tuitionfee/</a>

A red box highlights the 'Change payment details' button at the bottom left of the table.

➤ **STEP 3: In which country is your bank located?**

- ✓ Select the country.  
**Please note:** this country must be the Netherlands or another SEPA country.
- ✓ Click on < Next question >.

The screenshot shows the STUDIELINK interface with the 'Payment' tab selected. The page title is 'Tilburg University'. Below this, it says 'In which country is your bank located?'. A dropdown menu is open, showing 'Netherlands' as the selected option. A red box highlights the 'Next question' button at the bottom center of the page.

➤ **STEP 4: How do you want to pay the tuition fees?**

- ✓ Select <Digital authorisation>.
- ✓ Click on < Next question >.

STUDIELINK Home Study programmes Previous education Messages **Payment** Data

Tilburg University

**How do you want to pay the tuition fees?**

Digital authorisation

**Additional information regarding direct debits from Tilburg University:**

For direct debits Tilburg University makes use of the SEPA Core Direct Debit Scheme.

For more information on the payment of your tuition and/or weighted fees, please refer to <http://www.tilburguniversity.edu/students/administration/tuitionfees/payment/>

- The student guarantees a sufficient bank balance on the debited bank account (up to and including the final instalment). A third person (e.g. one of the parents) may provide an authorization on behalf of the student.
- If the student or bank account holder does not agree with a tuition and/or weighted fee instalment debt, the student will seek contact with the Student Desk of Tilburg University.
- In the intervening period, the bank account may not be closed and the direct debit authorisation may not be cancelled.
- The account holder is not entitled to the return of tuition fee instalment debits to his/her bank account. Important note! Tuition fee refunds will only be transferred to the bank account used for payment of tuition fees.

Back to previous question **Next question**

➤ **STEP 5: Who is paying the tuition fees?**

- ✓ Select <Me>. If another person is paying your tuition fees for you, you can select <Someone else>, but they must have a SEPA bank account.
- ✓ Click on < Next question >.

STUDIELINK Home **Study programmes** Previous education Messages **Payment** Data

Tilburg University

**Who is paying the tuition fees?**

**Me** Someone else

Back to previous question **Next question**

### ➤ STEP 6: Do you want to pay in instalments?

- ✓ Select <Yes> if you want to pay your tuition fee in instalments OR <No> if you want to transfer the full tuition fee in one payment.
- ✓ Click on <Next question>.

Tilburg University

Do you want to pay in instalments?

Yes No

Collection details

Tuition fee amount	€ 1201.69
Administration charges	€ 24.00
Collection dates	February 25, 2019, March 25, 2019, April 25, 2019, May 24, 2019

For more information on the payment of your tuition and/or weighted fees, please refer to <http://www.tilburguniversity.edu/students/administration/tuitionfees/payment/>

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### ➤ STEP 7: Bank account holder details

- ✓ Enter the name of the bank account holder as written on the bankcard.
- ✓ Add the international bank account number (IBAN). This is made up of 18 characters; the first two indicate the country in which the bank is located (e.g. NL = the Netherlands).
- ✓ Click on <Next question>.

Tilburg University

Bank account holder details

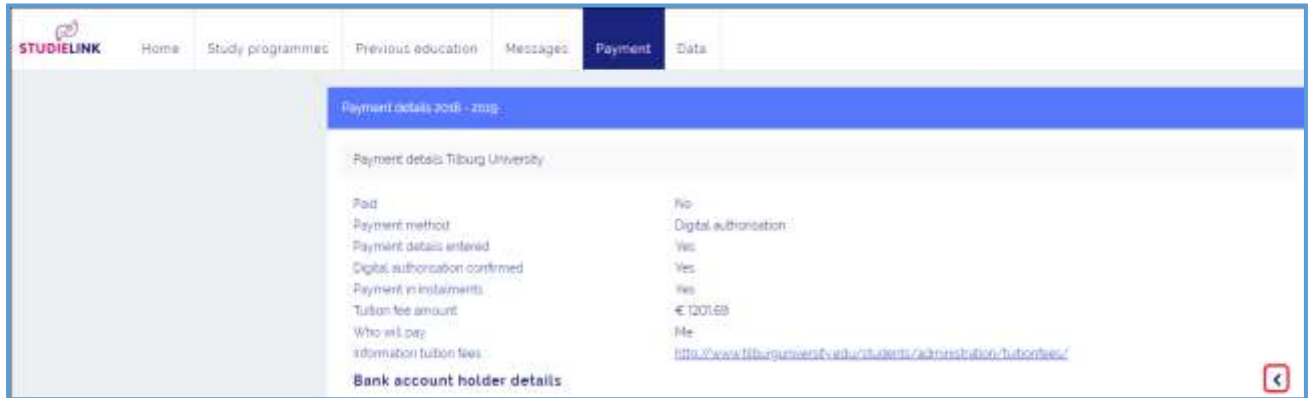
First and last name bank account holder: Johan Crujff

IBAN: NLB4DEU0300359077

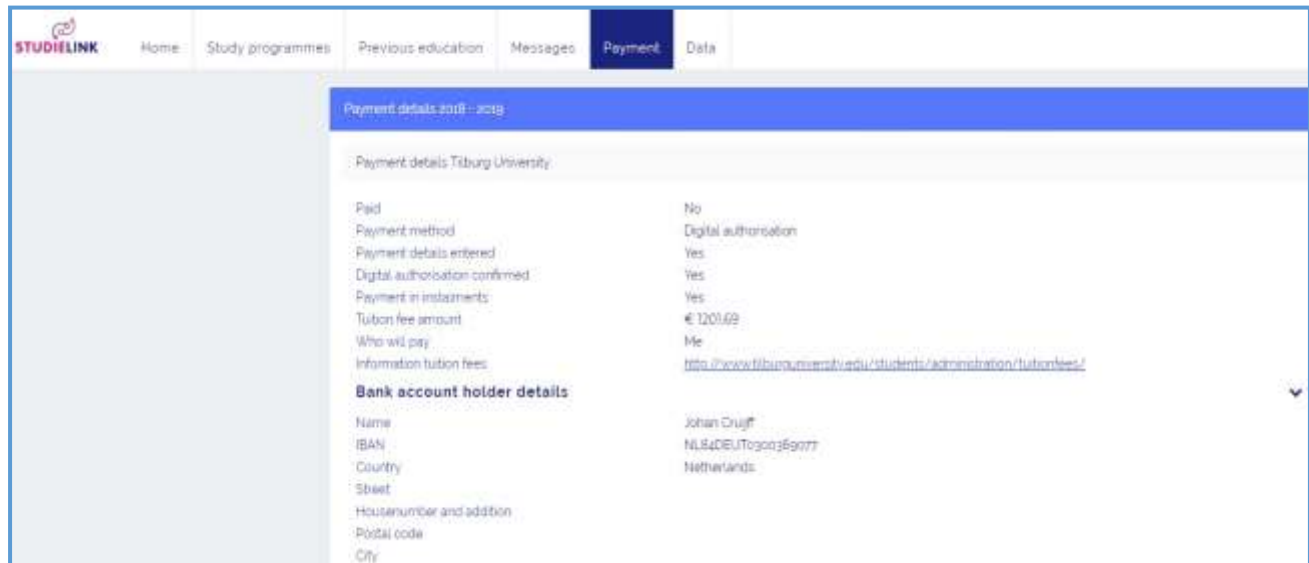
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➤ **STEP 8: Check the payment details**

- ✓ You can do this by clicking on the '←' to the right of 'Bank account holder details'.



The authorization details will be shown:



### ➤ STEP 9: Confirm the digital authorization

- ✓ If the payment details are correct, read the <Permission and refunds> section.
- ✓ Select/check the box at the bottom of the page to authorize the direct debit.
- ✓ Click on <Save>.

**Please note:** Once saved, you cannot change your digital authorization details via Studielink.

#### Permission and refunds

With this authorisation, you grant permission to Tilburg University to process a single or recurrent direct-debit order to your bank to debit the above amount from your account and your bank permission to make a payment (in instalments if required) for this amount in accordance with the direct-debit order from Tilburg University. If you do not agree with this payment you can have it paid back. To arrange this you must contact your bank within 8 weeks of the transaction. Ask your bank about the conditions. Please note: this does not release you from your payment obligation; this is only possible by withdrawing the enrolment application before the start of the academic year. A request for termination of enrolment may be submitted after the start of the academic year; there are statutory periods for this as well as financial consequences.

I hereby state that the details above are correct and I am aware that by confirming the digital authorisation myself (or having it confirmed by someone else) 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 by e-mail.

[Back to previous question](#)

[Save](#)