

## Master students

# Filling in payment details in Studielink



WAGENINGEN  
UNIVERSITY & RESEARCH



Starting mid-May Wageningen University will calculate a provisional tuition fee for 2019/2020.

When you have submitted your request for (re-)enrolment and Wageningen University has calculated your provisional tuition fee a task will appear on your Studielink website: "Enter payment details". To be able to enrol you for September 1, 2019 you need to have entered your payment details in Studielink and have fulfilled the payment requirement on 31 August, 2019.

How to fill in your payment details in Studielink:

### Fill in your payment details and confirm

- Select the country where the bank from which the tuition fee will be paid, is located (=Country of bank of payer).  
The payment method options offered in Studielink depends on the country where your bank is located:
  - bank is located within the SEPA<sup>1</sup> area: you can choose between 'Digital Authorisation' or 'Other method of payment'
  - bank is located outside the SEPA<sup>1</sup> area: your only option is to arrange your payment via Wageningen University. Wageningen University will contact you.  
(<sup>1</sup>SEPA = Single European Payment Area = 28 EU countries plus Iceland, Liechtenstein, Monaco, Norway, Switzerland)
- Fill in the data requested.
- Tick the statement checkbox and click on the "Save" button at the bottom of the screen.

Methods of payment offered in Studielink:

#### a. Payment by Digital Authorisation

With the option Digital Authorisation you can give Wageningen University a mandate for a standard European Direct Debit. Please, first read the Conditions for payment by direct debit carefully (see the header Methods of Payment).

- Indicate whether you are going to pay yourself or if someone else will be paying for you. Please note, that if someone else is going to pay for you by direct debit, this person needs to have DigiD.
- If someone else is going to pay for you will get an overview of your choices. After your confirmation you will receive an email from Studielink, which you need to forward to the person who is going to pay the tuition fee.
- Please note! Digital Authorisation is only possible for account holders with a bank account within the SEPA area.
- If you are going to pay yourself, indicate whether you want to pay in instalments.
- If asked, fill in the Account holder's details and click on "Next question".

#### b. Payment via Other method of payment

Choose the option 'Other method of payment' when you want to pay your tuition fee:

- by bank transfer from your or somebody else's bank account to the bank account of Wageningen University
- at the Student desk with your debit card or your credit card
- through a scholarship provider
- by making use of a 'Proof of Payment of tuition fees' from a Dutch Institute of Higher Education

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If you choose for 'Payment via Institution of higher education', please note:

- When transferring the tuition fee or paying it by debit or credit card, the whole amount needs to be paid. It is NOT possible to pay the tuition fee in instalments. Payment in instalments is only possible when choosing the payment method Digital authorisation.
- Indicate whether you are going to pay yourself or if someone else will be paying for you. Fill in correctly the Account holder's details.

- **'Proof of Payment of Tuition fees' from another institute for higher education**

If you are eligible for exemption of payment of tuition fees and you have a valid Proof of Payment of Tuition Fees 2019/2020 from another University of Institute for higher education (hbo) in the Netherlands, please choose in Studielink for 'Other method of payment' and send your Proof of Payment by regular mail to Wageningen University, Antwoordnummer 30, 6700 VB Wageningen (no stamp required). It is also possible to hand in the Proof of Payment of Tuition fees at the Student desk in the Forum.

- **Institutional Tuition Fee 3 and Scholarships**

Students who pay the institutional tuition fee 3, will receive an invoice from the Student Service Centre stating the amount of tuition fee to be paid and the method of payment. Please follow the instructions mentioned in the letter. They cannot pay via Studielink. This also applies to students who pay the institutional tuition fee 3 and receive a scholarship.

### **When have I paid?**

When you pay by digital direct debit authorisation: you have paid as soon as we have received your digital authorisation. If you do not confirm before September 1, 2019, we will not enrol you.

When you pay by bank transfer or by debit or credit card at the student Desk: you have paid your tuition fees when the amount has been credited to the bank account of Wageningen University. Make sure that Wageningen University receives the tuition fee before August 31, 2019. We cannot enrol you if we receive your payment after September 1.

ALWAYS PAY CLOSE ATTENTION TO THE MESSAGES YOU RECEIVE VIA STUDIELINK. IN CASE OF DOUBT, [CONTACT](#) THE STUDENT SERVICE CENTRE OF WAGENINGEN UNIVERSITY (ssc@wur.nl).

If you think you have complied with all enrolment registration obligations, but on 1 September 2019 you have not received your 'Proof of Enrolment 2019/2020', please contact us (ssc@wur.nl).

### **Disclaimer**

No rights can be derived from this information. Conditions and amounts mentioned may be subject to change depending on Dutch legislation and Wageningen University policies.