

## On-line master students

# Welcome to Wageningen

Filling in payment details in Studielink  
As soon as possible after May 15



You have submitted a request for enrolment in Studielink between October 1, 2017 and May 15, 2018:

- the task 'Enter your payment details' will appear on your 'My to do list' as of May 15, 2018
- please fill in your payment details as soon as possible! The final day for payment is August 31.

You submit your request for enrolment or re-enrolment as of May 15, 2018:

- you can enter your payment details while filling in your request.

How to fill in your payment details in Studielink:

### **STEP 1: 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).  
Please note: Non-EU students with a fellowship from e.g. NFP or Stuned, please select your home country as the country where the bank is located.
- Choose the method of payment of the tuition fee (please see below for explanation per payment method)
  - 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 'Payment by Digital Authorisation' or by 'Payment via Institution of Higher Education'
  - bank is located outside the SEPA<sup>1</sup> area: only option offered is 'Payment via Institution of Higher Education' (<sup>1</sup>SEPA = Single European Payment Area = 28 EU countries plus Iceland, Liechtenstein, Monaco, Norway, Switzerland):
- Fill in the data requested.
- Click on the confirmation button

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.
- Please note! Digital Authorisation is only possible for account holders with a bank account within the SEPA area. When paying from a non-Dutch bank account, the option 'Someone else is paying the tuition fees' will not be available.
- Indicate whether you want to pay in one of five instalments.
- If asked, fill in the Account holder's details.
- Click on the confirmation button.

PLEASE NOTE! You have not paid for your tuition fee after your confirmation. Please continue reading Step 2.

#### **b. Payment via Institution of higher education**

Choose the option 'Payment via institution of higher education' 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.
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- c. '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 2018/2019 form another University or Institute for higher education (hbo) in the Netherlands, please choose in Studielink for 'Payment via Institution of higher education' 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.

**d. Institutional Tuition Fee 3 and Scholarships**

Students who pay the institutional tuition fee 3, will receive a letter 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. Students with a scholarship should also choose in Studielink for the option 'Payment via Institution of higher education'.

**STEP 2: Payment Details filled in and submitted – What's next?**

**a. Method of payment chosen = By digital authorisation**

- Wageningen University receives a message from Studielink that you have filled in and submitted your payment details.
- Wageningen University will determine the amount of tuition fees you will have to pay, based on the information available at that moment regarding your nationality and degrees obtained, and inform you about this via Studielink within one working day.
- You will then have to confirm your payment through digital authorisation in Studielink (this will be shown in your 'To-Do-List' in Studielink).

**As long as you have not confirmed your digital authorisation in Studielink, you have not fulfilled your obligation to pay for the tuition fees 2018/2019 and we cannot enrol you. Make sure that you confirm before September 1.**

**b. Method of payment chosen = Via Institution of higher education**

- Wageningen University receives a message from Studielink that you have filled in and submitted your payment details.
- Wageningen University will determine the amount of tuition fees you will have to pay, based on the information available at that moment regarding your nationality and degrees obtained, and inform you about this by letter. It is important that your correspondence address in Studielink is up-to-date!
- Please, follow the instructions in the letter and pay your tuition fee in time. We will enrol you only after your payment has been credited to the account of Wageningen University. So make sure that Wageningen University receives the tuition fee before August 31.

**When have I paid?**

When you pay by digital direct debit authorisation: you have paid as soon as we have received your confirmation of your digital authorisation (as mentioned in step 2). If you do not confirm before September 1, 2018, 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. 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 2018 you have not received your 'Proof of Enrolment 2018/2019', 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.