**Instruction – Digital (payment) authorisation**

**Digital authorisation**

If you issue a **digital authorisation** you give permission via Studielink to the institution of higher education to debit the tuition fees from your bank account.

Payment via a digital authorisation is possible if:

- You are aged 18 or older.
- Your bank is located in the SEPA area (You can find out which countries (in addition to the Netherlands) are located in the SEPA area, [here]).

If you are not (yet) 18, you can opt to have someone else pay on your behalf. This person must also have an account in the SEPA area.

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**DIGITAL AUTHORIZATION**

**IF YOU ARE GOING TO PAY YOURSELF:**

**Digital direct debit authorisation [Digitale incassomachtiging] (DIM)**

By issuing a **digital direct debit authorisation** you give your institution of higher education permission via your bank’s transaction screen to debit the tuition fees from your bank account. The issuing of a DIM works in the same way as iDEAL. After you have selected your bank in Studielink you will be taken to your bank’s Internet banking environment where you can enter the requested details. After that you will return to the Studielink site.

Payment via a digital authorisation is possible if:

- You are aged 18 or older.
- Your educational institution has activated this payment method.
- Your bank and that of the educational institution support the payment authorisation. You can find out which banks support DIM here: [www.currence.nl](http://www.currence.nl) (under Products > Emandates licencees).

If you are not (yet) 18, you can opt to have someone else pay on your behalf. This person must also be a client of a bank that supports DIM.

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**Digital direct debit authorisation**

**IF YOU ARE GOING TO PAY YOURSELF:**

**Step 1:** Go to `<My To Do List>` and click `<Enter your payment details>`. (This is only possible after you have submitted an enrolment.

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**Enter payment details**

Submit your payment details to Avans Hogeschool [Enter payment details]
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Application for the study programme and your educational institution has made this option available.

**Step 2:** Click the button **<Enter payment details>**.

**Step 3:** Select the country of your bank.

Avans Hogeschool

<table>
<thead>
<tr>
<th>Payment details Avans Hogeschool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid</td>
</tr>
<tr>
<td>Payment method</td>
</tr>
<tr>
<td>Payment details entered</td>
</tr>
<tr>
<td>Tuition fee amount</td>
</tr>
</tbody>
</table>

**Step 2:** Click the button **<Enter payment details>**.

**Step 3:** Select the country of your bank.

Avans Hogeschool

In which country is your bank located?

Next question
Step 4: Choose payment method <Digital authorisation>. State that you will be paying yourself and if you wish to pay in installments.
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**Step 5:** Select your own bank or choose *Other* if your bank is not in the list. If your or the educational institution’s bank does not support digitale direct debit authorisation or did you choose *Other*? Then now the digital authorisation process via Studielink will start.

**Step 6:** Enter the account holder’s details.

**Step 5:** Select your own bank. If your bank supports digital direct debit authorisation, the ☑️ icon will appear.
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**PLEASE NOTE I:** if the bank of the educational institution does not support digital authorisation, you will not be asked for your bank.

**PLEASE NOTE II:** Only choose <Other> at <Bank> if your bank is not in the list or if your educational institution specifically instructed you to do so.

➢ **Step 7:** Check the overview page and tick the box at 'I hereby state...'. Press <Save>.

Your digital authorisation is now confirmed. You will receive an email ‘Digital authorisation confirmed’ in your Studielink Dashboard and mailbox.

➢ **Step 6:** Check your <Address details account holder>. Tick the box 'I hereby state...'. After that you press <Save>.

➢ **Step 7:** You will now be taken to your bank’s internet banking environment. Fill in the necessary details to issue the direct debit authorisation. After that you will be redirected to Studielink.

Your digital payment authorisation has now been confirmed. You will receive a confirmation by email and in your Studielink account and mailbox.

If the issue of the authorisation turns out unsuccessful, you will also receive an email about this.
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**IF SOMEONE ELSE PAYS YOUR TUITION FEES:**

**→ Step 1:** Go to `<My To Do List>` and click `<Enter your payment details>`. (This is only possible after you have submitted an enrolment application for the study programme and your educational institution has made this option available).

**→ Step 2:** Click the button `<Enter payment details>`.

**→ Step 3:** Select the country of your bank.

**→ Step 4:** Go to `<My To Do List>` and click `<Enter your payment details>`. (This is only possible after you have submitted an enrolment application for the study programme and your educational institution has made this option available).

**→ Step 2:** Click the button `<Enter payment details>`.

**→ Step 3:** Select the country of your bank.
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Step 4: Choose payment method Digital authorisation and state that someone else is paying the tuition fees.

Step 4: Choose payment method Digital authorisation and state that someone else is paying the tuition fees.
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➡ Step 5: An overview of the entered details is shown. You have to tick the box ‘I hereby state...’ and press <Save>.

➡ Step 6: You (the student) will now receive an e-mail at the e-mail address submitted to Studielink. This e-mail will contain instructions on how the person who is going to pay your tuition fees can confirm the digital direct debit authorisation. Forward this e-mail immediately to this person and ask them to confirm the authorisation as soon as possible. You will also find the message with instructions in <My messages> in your Studielink account.

Until the digital direct debit authorisation has been confirmed, you will have a <Get digital authorisation confirmed> action item in your To Do list.

➡ Step 7: The person that will pay the tuition fees clicks on the payment link in the email. He chooses <Other> because their bank is not in the list. In case the educational institution does not support digital direct debit authorisation, the payer will not be asked for their bank at all.

➡ Step 5: An overview of the entered details is shown. You have to tick the box ‘I hereby state...’ and press <Save>.

➡ Step 6: You (the student) will now receive an e-mail at the e-mail address submitted to Studielink. This e-mail will contain instructions on how the person who is going to pay your tuition fees can confirm the digital direct debit authorisation. Forward this e-mail immediately to this person and ask them to confirm the authorisation as soon as possible. You will also find the message with instructions in <My messages> in your Studielink account.

Until the digital direct debit authorisation has been confirmed, you will have a <Get digital authorisation confirmed> action item in your To Do list.

➡ Step 7: The person that will pay the tuition fees clicks on the payment link in the email. This person chooses their bank.
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**Step 8:** The payer has to fill in their account holder’s details.

**Step 9:** The payer is asked if they want to receive a copy of the email about the issue of the authorisation. If YES is chosen, an email address should be filled in.
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**Step 9:** Next, the payer should fill in their address details.

**Step 10:** The payer must state whether or not they want to pay in installments.
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**Step 11:** The payer must state whether or not they want to pay in installments.

**Step 11:** An overview of the entered details is shown where the payer has to tick the box 'I hereby state...' and press _Save_.

After filling in the details in the Internet bank environment, the digital payment authorisation will be initiated.

After that the digital authorisation will be confirmed and the payer will be able to log out. You will yourself receive a message that your digital payment authorisation has been confirmed at the e-mail address submitted to Studielink and in your Studielink account.

In case the issue of the authorisation was unsuccessful you will also receive an email about this.
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> **Step 12:** An overview of the entered details is shown where the payer has to tick the box ‘I hereby state...’ and press <Save>.

The digital authorisation is now confirmed. You will receive a confirmation email. In case the issue of the authorisation was unsuccessful you will also receive an email about this.
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