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Financial Registration Guide – Payment by Direct Debit

This guide is for students that wish to set up a Direct Debit during Financial Registration.

Contents

Entering Registration

Upon logging in, if you have outstanding Registration you should land on the Welcome to Registration Grid. Click on the Financial Registration button.

If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

Step 1. Introduction

In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.

Please read the information on screen. You can expand any sections that are relevant. Then Press Confirm.

Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

Step 2. My Academics

Read the information provided. If the information listed is not accurate, you can use the My Adviser of Studies button to contact your adviser.

If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

Step 3. Financial Registration Balance

Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.

Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.

Press Confirm.

The Next button will then be available. Click Next.

Step 4. Payment Options

Read the information provided. Then press Confirm.

The Next button will then be available. Click Next.

Step 5. Payment by SAAS

Leave the *Would you like to select this payment option* slider at No and click Confirm.

The Next button will then be available. Click Next.

Step 6. Payment by SLC

Leave the *Would you like to select this Payment Option* slider at No and click Confirm.

The Next button will then be available. Click Next.

Step 7. Sponsorship

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The Next button will then be available. Click Next.

Step 8. Payment by Card

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The Next button will then be available. Click Next.

Step 9. Payment by Direct Debit

Update the *Would you like to select this Payment Option* slider to Yes. You will see any Direct Debits that you're eligible to enrol in detailed on the page. To set up a Direct Debit, click Select alongside *I wish to pay the remainder of the balance by Direct Debit.*

You will be taken to the first step of the Direct Debit set-up process, which is to select the account you'd like your Direct Debit to be taken from. You can choose an existing account by pressing the Account Reference button. Alternatively, you can use the Add an Account option to add a new bank account for your Direct Debit.

If you've opted to add a new account, read the information provided and update the details accordingly. To set up a Direct Debit online, you must be the account holder and be the only person required to authorise Direct Debits. Update the *Authorise Direct Debit* slider to Yes if relevant and then press Save.

If you've selected an Existing Bank Account, you must be the account holder and be the only person required to authorise Direct Debits. Update the *Authorise Direct Debit* slider to Yes if relevant and then press Save.

If you are not the account holder, you must print the Direct Debit form and send it into the Finance Office. You can do so using the Print Direct Debit button.

Then press Select alongside your desired account.

Step 2 of Direct Debit set-up is to review your account. Please read the information provided and press Confirm.

You will then see the Notification step, where you can choose to have a letter confirmation sent to your postal address. To do so, update the *Letter Confirmation* slider to Yes, then click Confirm. If you don't want a letter confirmation, leave the slider at No, and click Confirm.
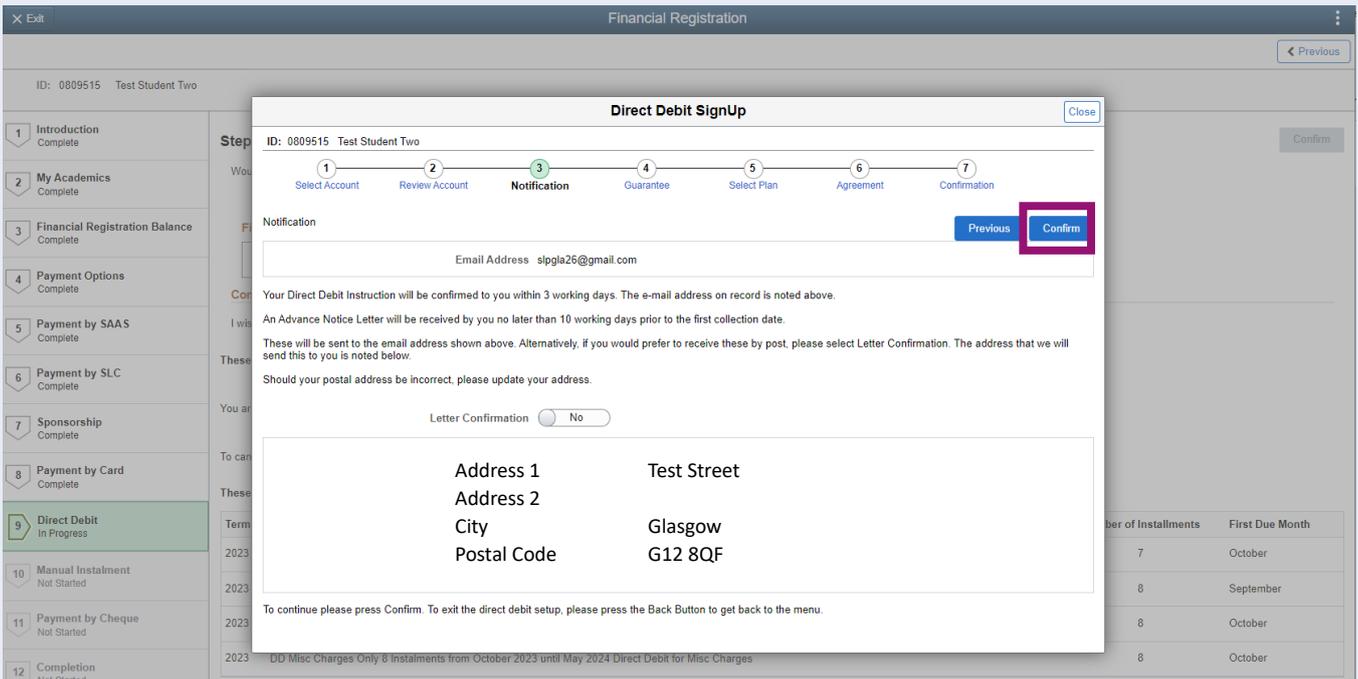
The Direct Debit guarantee will be displayed. Please read the information provided and click Confirm.
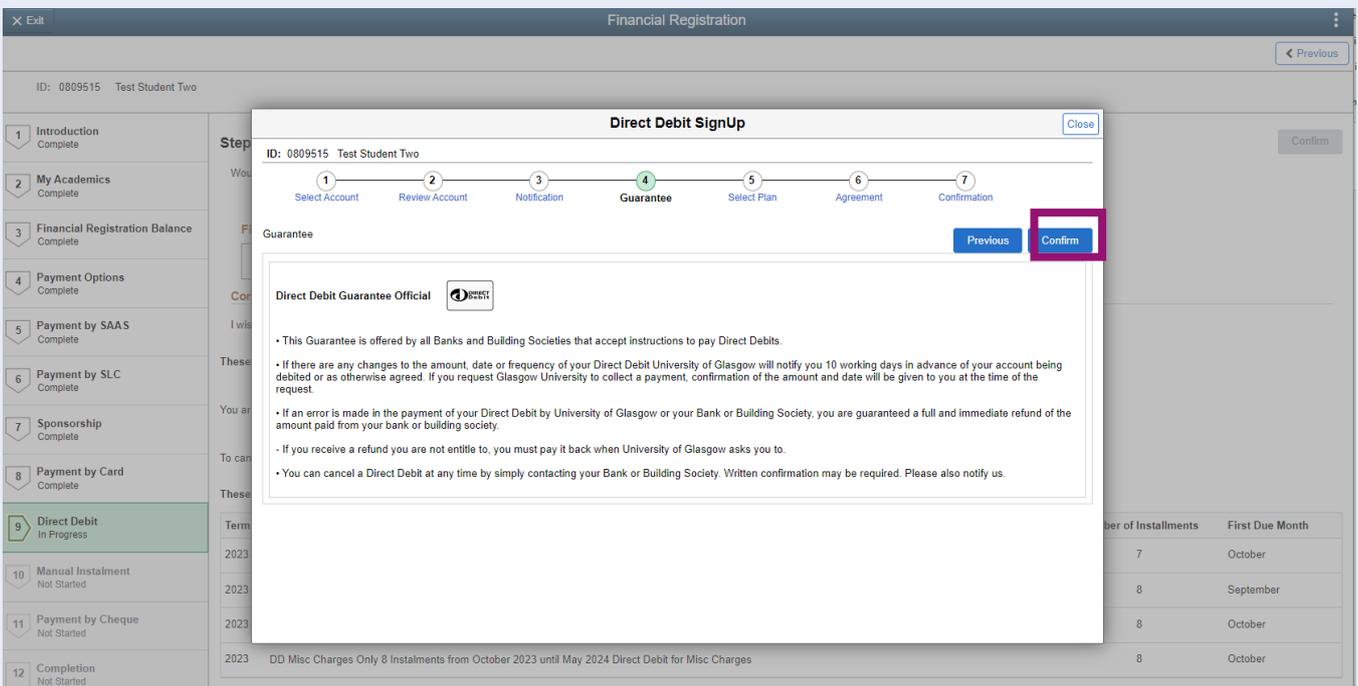
You will then see the Direct Debit plans in which you can enrol. Select the relevant plan. Please note that to pay off Tuition, you should select a Tuition plan. To pay off Bench Fees, you should select a Misc plan.

Update the Slider alongside your desired plan to Yes. You will then see your instalment schedule.

Scroll up to the top of the window, and then press Confirm.

The Agreement screen will be displayed. Read the information provided and confirm that you have read the Agreement by updating the slider to Yes. Then click Enrol.

You will then be presented with the Confirmation page. Read the instalment schedule provided and then press Close.

Your Financial Registration Balance will then update accordingly, i.e., if your balance was made up of solely current year tuition fees, your Tuition Direct Debit will satisfy this in full. If your balance included bench fees as well as tuition, your Tuition Direct Debit will satisfy the tuition amount only. You can then choose to set up an additional Direct Debit to pay the Bench fee if you wish. If your Financial Registration Balance is 0, you can complete Registration by pressing Confirm.

Completing Registration

You will then be taken directly to step 12 to Complete Registration. Click the Complete Registration button.

You will see a message confirming that Financial Registration is complete. Press OK to clear this message.
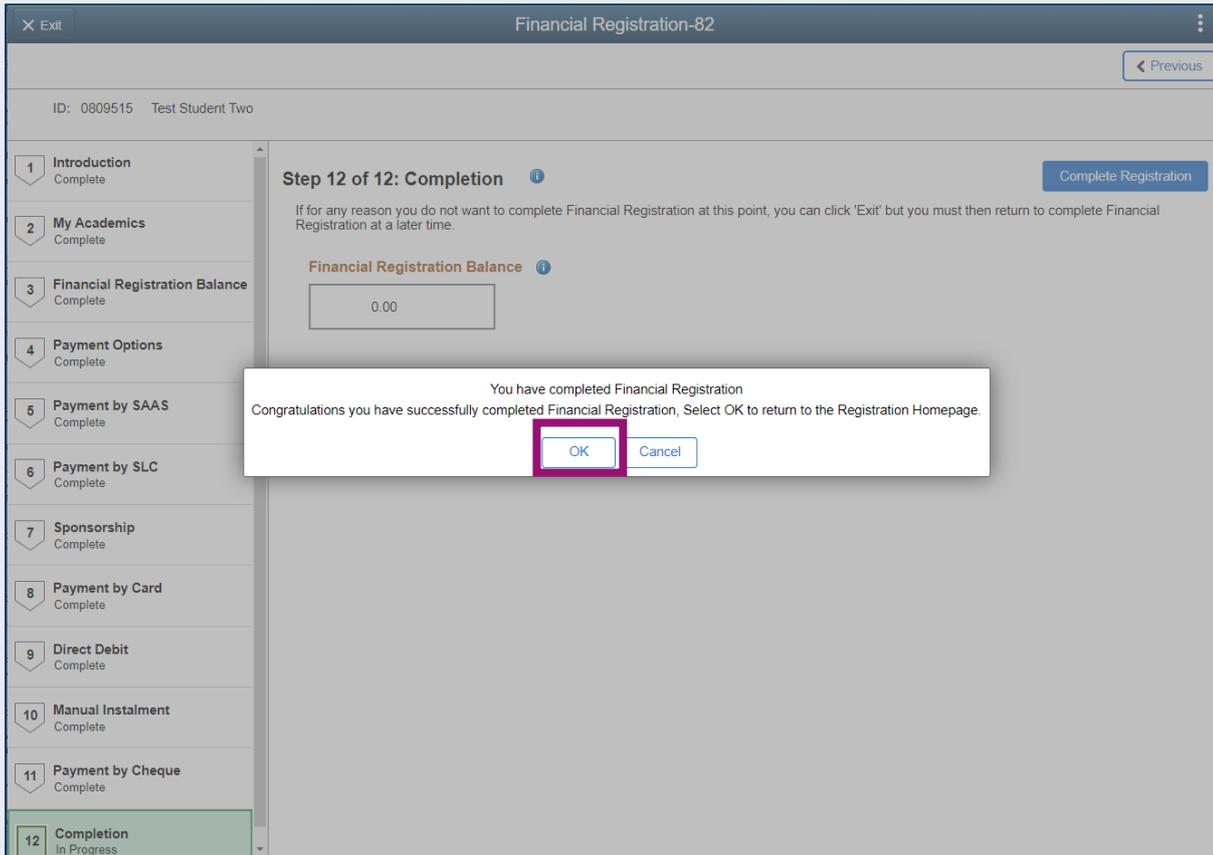
Once your Registration is complete, you will be taken to the Welcome to Registration Grid where your status will be updated. If you want to return to your Student Homepage, press the Home icon.