1. Go to My Student Centre. Select the 'make a payment link':

2. Enter the amount you wish to pay in the the **PaymentAmount** field. In this example enter a valid value e.g. "500". Please note all payments are made in Pounds Sterling.
3. Click the 'calculate grand total' button and then click next:

![Image of the 'calculate grand total' button highlighted]

4. Click the 'continue to make a payment' button:

![Image of the 'continue to make a payment' button highlighted]
5. Choose payment card type (in this example Visa):

6. Enter card details and click ‘continue’:

7. Click on ‘pay’:
8. You should then receive a message with the following options:

   Click the **View Confirmed Payment** button.

   Congratulations. You have successfully made a card payment

If you were unable to make a card payment please contact the Student Services Enquiry Team in the Fraser Building.

**End of Procedure.**