How to setup a Direct Debit instalment plan in MyCampus

1. Click on ‘Direct Debit’ in the finances section on your MyCampus student centre.

2. You will be able to see the direct debit plans you are eligible to sign up for. Click the ‘Sign up for Direct Debit’ button.

3. If you do not have a bank account set up on MyCampus you will need to set one up now. You can create a bank account by selecting ‘Add an Account’.

   Please note that you can only set up a direct debit to a UK bank account.

   **Important:** Please make sure that the type of your bank account is a Current account and not a Savings account (You may need to check with your bank.)
4. Once you have entered your bank details you must tick the button to confirm you are the account holder. Once you have done this click ‘save account’

Please note: If you are not the account holder please click print direct debit form.

5. Now you have set up your account you will need to select it to choose it as your direct debit account. You do this by clicking ‘select’.
6. In order to continue with the setup of a direct debit you need to click yes. Once you have clicked yes you can click next. If you do not do this and click next your direct debit will not be set up.

7. When a direct debit is set up you will receive an advance notice. The advance notice is a letter that contains all the dates and payment amounts that have been set up. You have the option to have this advance notice by email or by post. **Note:** If you choose to have a letter posted to your home address you will only receive this once. You should check the address details carefully and click next.

8. The next step is the direct debit guarantee once you have read this information click ‘next’
9. Select the purpose for what the Direct Debit plan is for:

- Tuition fees only
- Bench (Miscellaneous) only
- Accommodation fees only

10. This screen shows the monthly instalment amounts, click 'next'

11. Tick the box to confirm that you have read the information, then click enrol to confirm that you want to set up the direct debit