How to set up a Manual Payment Plan in MyCampus

1. Click on ‘Manual Payment Plan’ in the finances section on your MyCampus student centre.

2. You will be able to see the Manual Payment Plans you are eligible to sign up for. Select the option you wish to set up the payment plan for. Click ‘next’.

<table>
<thead>
<tr>
<th>Payment Plan</th>
<th>Maximum Amount</th>
<th>Number of Installments</th>
<th>First Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation 7 Months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Debit Plan for Accommodation fees 7 Installments from October 2017 until April 2018</td>
<td>5,090.00</td>
<td>7</td>
<td>05/10/2017</td>
</tr>
<tr>
<td>Direct Debit Plan for Accommodation fees 8 Installments from September 2017 until April 2018</td>
<td>5,090.00</td>
<td>8</td>
<td>20/09/2017</td>
</tr>
<tr>
<td>Direct Debit Plan for Accommodation fees 8 Installments from October 2017 until May 2018</td>
<td>5,090.00</td>
<td>8</td>
<td>05/10/2017</td>
</tr>
<tr>
<td>Tuition 8 Months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Debit Plan for Tuition fees 8 Monthly Installments commencing October 2017 to May 2018</td>
<td>5,090.00</td>
<td>8</td>
<td>05/10/2017</td>
</tr>
<tr>
<td>Direct Debit Plan for Tuition fees 9 Monthly Installments commencing October 2017 to May 2018</td>
<td>5,090.00</td>
<td>9</td>
<td>05/10/2017</td>
</tr>
<tr>
<td>Direct Debit Plan for Tuition fees 10 Monthly Installments commencing October 2017 to May 2018</td>
<td>5,090.00</td>
<td>10</td>
<td>05/10/2017</td>
</tr>
</tbody>
</table>

Currency used is Pound Sterling.
3. You will see a breakdown of the monthly instalments and due dates. Click ‘next’.

<table>
<thead>
<tr>
<th>Eligible Charges:</th>
<th>£620.69</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Amount:</td>
<td>£5,000.00</td>
</tr>
<tr>
<td>Number of Installments:</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Installment</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/06/2017</td>
<td>227.50</td>
</tr>
<tr>
<td>30/07/2017</td>
<td>227.50</td>
</tr>
<tr>
<td>31/08/2017</td>
<td>227.50</td>
</tr>
<tr>
<td>30/09/2017</td>
<td>227.50</td>
</tr>
<tr>
<td>30/10/2017</td>
<td>227.50</td>
</tr>
<tr>
<td>31/11/2017</td>
<td>227.50</td>
</tr>
<tr>
<td>30/12/2017</td>
<td>227.50</td>
</tr>
<tr>
<td>31/01/2018</td>
<td>227.50</td>
</tr>
<tr>
<td>31/02/2018</td>
<td>227.50</td>
</tr>
<tr>
<td>31/03/2018</td>
<td>227.50</td>
</tr>
<tr>
<td>31/04/2018</td>
<td>227.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£1,220.30</strong></td>
</tr>
</tbody>
</table>

Currency used is Pound Sterling.

**Important**: The Installment Schedule above is based on your current eligible charges of £620.69. If charges that are added in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of £5,000.00.

4. You will see the Payment Plan agreement. Tick the box to confirm you have read the agreement and click ‘Enrol’ to confirm that you want to set up the instalment plan.

Please note:

- You are responsible for ensuring the payment is received by the due date each month
- You can pay via any method – card, bank transfer, cheque
- If you want to pay more than one charge via payment plan, you must set up separate plans (e.g. one for tuition fees and one for accommodation fees)