



How to add your bank account details

1. Log in to your Student Center and locate the Finances section. Click on the 'Banking Details' link.

▼ Finances

My Account

[Account Inquiry](#)
[Banking Details](#)
[Direct Debit](#)

Financial Aid

[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... >>

You have no outstanding charges at this time.

[Make a Payment](#)

2. This will take you to a screen which explains the various types of bank accounts we use. Click on the 'Add an Account' link on this screen. It is important to make sure that you use a Current account and not a Savings account.

*Account Reference	<input type="text"/>	<input checked="" type="checkbox"/> Refund Account
*Account Name	<input type="text"/>	<input checked="" type="checkbox"/> Financial Aid Account
*Bank Name	<input type="text"/>	
*Sort Code	<input type="text"/>	
*Account Number	<input type="text"/>	
IBAN	<input type="text"/>	

In order to set up a Direct Debit you must confirm that you are the account holder for this account and that you are the only person required to authorise debits from this account.

[Save Account](#)