How to make a payment on MyCampus

1. Log in to your student center and locate the Finances section. Click on the ‘Make a Payment’ link.

   ![Finances section](image)

2. You will see a list of items that you can pay online, this may include tuition and accommodation fees. Enter the amount you wish to pay in the relevant ‘Payment Amount’ field. Please note that all payments are made in GBP. Click on the ‘Calculate Grand Total’ button, this will update the Payment Summary section. Click on the Next button.

   ![Payment summary](image)

Currency used is Pound Sterling
3. You will be asked to confirm the amount you wish to pay. You can cancel the payment at this point, or click on the ‘Continue to Make Payment’ button.

**Confirm Payment**

- Your payment of [amount] GBP will be collected through our secure third party payment provider.
- [Cancel] [Previous] [Continue to Make Payment]

4. You will be asked to select a payment method, we can accept Maestro UK, Solo, MasterCard or Visa. Click on the appropriate button and enter your card details. Click on the Continue button. You will be asked again to confirm the amount you wish to pay. Click on the Pay button.

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5. Upon successful payment you should then receive a message allowing you to view your confirmed payment. Students can also view their receipts on MyCampus.

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