



## How to set up a Direct Debit payment plan

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

**Finances**

**My Account**

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

**Financial Aid**

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

other financial... »»

**Account Summary**

You owe 4,143.23. ?

- Due Now 0.00
- Future Due 4,143.23

Currency used is Pound Sterling

[Make a Payment ▶](#)

**Financial Registration**

Term	Academic Year	Career		Status
2017	2017-18	Undergraduate	✓	Completed

2. You will see all of the Direct Debit plans you are eligible to sign up for and any plans that you have already set up. Click on the 'Sign Up For Direct Debit' link to go to the next screen.

**These are the Direct Debits you are currently active in:**

Term	Description

**These are the Direct Debits you are eligible for in future terms:**

Term	Description	Number of Installments	First Billing Date
2018	DD Tuition Fees Only Direct Debit for Tuition Fees 8 Monthly Instalments commencing October 2018 to May 2019	8	10/03/2018
2018	DD Bench (Miscellaneous) fees Direct Debit Plan for bench (miscellaneous) fees 8 Instalments from October 2018 until May 2019	8	10/03/2018
2018	DD Accommodation Fees Direct Debit Plan for Accommodation fees 7 Instalments from October 2018 until April 2019	7	10/03/2018

[Sign up for Direct Debit](#)

3. If you have previously set up a bank account in your Student Center then you will see it listed like below. You can either select this account to use or add a new account by clicking on the 'Add an Account' link.

Please note that you can only set up a Direct Debit to a UK bank account. It must be a Current Account and not a Savings Account, if you are unsure what you have please check with your bank.

Account Reference	Account Name	Bank/Building Society Name	Account Number	Sort Code	Select account for Direct Debit
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Select


Please ensure that the account selected can be used to set up Direct Debits. If you are unsure, please confirm direct with your bank before continuing.

Add an Account

4. Review your bank account details and then ensure the Yes button is checked and click on the Next link to continue. If you do not do this your Direct Debit will not be set up.

Direct Debit Bank account confirmation:

These are the details that you have entered to set up the Direct Debit instruction. Please verify these details and review the details of the instalment plans in the box below and confirm your agreement before proceeding.



**Banking Details**

Account Reference [Redacted]

Name of the Account Holder [Redacted]

Bank Name [Redacted]

Bank Sort Code [Redacted]

Account Number [Redacted]

The date each month for collection is on or around the 15th of each month.

The company name which will appear on your bank statement against the Direct Debit will be University of Glasgow

To continue to set up your Direct Debit please Select YES to continue or NO to stop the procedure and return to Student Centre.

Yes  No

Next

- When a Direct Debit is set up you will receive an advance notice, this is a letter that contains all of the dates and payment amounts that have been set up.

You will receive your advance notice by email unless you check the 'Letter Confirmations' box. Please note that if you choose to have a letter posted to your home address you will only receive this once. Check your address details carefully and then click on the Next link.

Your Direct Debit Instruction will be confirmed to you within 3 working days. The e-mail address on record is noted above.

An Advance Notice Letter will be received by you no later than 10 working days prior to the first collection date.

These will be sent to the email address shown above. Alternatively, if you would prefer to receive these by post, please select Letter Confirmation. The address that we will send this to you is noted below.

Should your postal address be incorrect, please update your address.

Letter Confirmations

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

Postal Code

[Return to Banking Information](#)

[Next](#)

- The next screen shows a Direct Debit guarantee, once you have fully read this information click on the Next link to move to the next screen.
- Select which Direct Debit payment plan you would like to set up and then click on the Next link.

	Payment Plans	Term	Number of Installments	First Due Date
<input checked="" type="radio"/>	Tuition 8 Months DD Tuition Fees Only Direct Debit for Tuition Fees 8 Monthly Instalments commencing October 2018 to May 2019	2018	8	10/04/2018
<input type="radio"/>	Bench (Miscellaneous) 8 Months DD Bench (Miscellaneous) fees Direct Debit Plan for bench (miscellaneous) fees 8 Instalments from October 2018 until May 2019	2018	8	10/04/2018
<input type="radio"/>	Accommodation 7 Months DD Accommodation Fees Direct Debit Plan for Accommodation fees 7 Instalments from October 2018 until April 2019	2018	7	10/04/2018

Currency used is Pound Sterling

[Cancel](#)

[Next](#)

8. The following screen shows a breakdown of each monthly instalment, including how much each payment is and when it will be taken from your account. Click on the Next button to confirm your Direct Debit.
9. Tick the box which says 'Yes, I have read the agreement' and then the Enrol link to confirm your Direct Debit payment plan.

**Tuition 8 Months**

You are about to enroll in Tuition 8 Months. [Select a Different Plan](#)

DD Tuition Fees Only  
 Direct Debit for Tuition Fees  
 8 Monthly Instalments commencing October 2018 to May 2019

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**Plan Amount:** [REDACTED]

**Number of Installments:** 8

Installment Schedule	
Due Date	Installment
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
<b>Total</b>	[REDACTED]

Currency used is Pound Sterling

**Important:** The Installment Schedule is based on your current eligible charges of 1,820.00. If charges that are placed 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 5,000,000.00.

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I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated 05/11/2018  Yes, I have read the agreement

[Cancel](#)

[Previous](#)

[Enroll](#)