



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'.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
Accommodation 7 Months			
<input type="radio"/> DD Accommodation Fees Direct Debit Plan for Accommodation fees 7 Instalments from October 2017 until April 2018	5,000,000.00	7	05/10/2017
Bench (Miscellaneous) 8 Months			
<input type="radio"/> MPPL Bench (Miscellaneous) Manual Payment Plan for Bench (Miscellaneous) 8 Months 8 Instalments from September 2017 until April 2018	5,000,000.00	8	30/09/2017
Bench (Miscellaneous) 8 Months			
<input type="radio"/> DD Bench (Miscellaneous) fees Direct Debit Plan for bench (miscellaneous) fees 8 Instalments from October 2017 until May 2018	5,000,000.00	8	05/10/2017
Tuition 8 Months			
<input type="radio"/> DD Tuition Fees Only Direct Debit for Tuition Fees 8 Monthly Instalments commencing October 2017 to May 2018	5,000,000.00	8	05/10/2017
Accommodation 7 Months			
<input type="radio"/> MPPL Accommodation Fees Manual Payment Plan for Accommodation fees 7 Instalments from September 2017 until March 2018	5,000,000.00	7	30/09/2017
Tuition 8 Months			
<input type="radio"/> MPPL Tuition Fees Manual Payment Plan for Tuition fees 8 Instalments from September 2017 until April 2018	5,000,000.00	8	30/09/2017

Currency used is Pound Sterling.

CANCEL NEXT

- You will see a breakdown of the monthly instalments and due dates. Click 'next'.

You have selected Tuition 8 Months.

MPPL Tuition Fees
Manual Payment Plan for Tuition fees
8 Instalments from September 2017 until April 2018

Eligible Charges:	1,820.00
Plan Amount:	5,000,000.00
Number of Instalments:	8

Instalment Schedule	
Due Date	Instalment
30/09/2017	227.50
30/10/2017	227.50
30/11/2017	227.50
30/12/2017	227.50
30/01/2018	227.50
01/03/2018	227.50
29/03/2018	227.50
29/04/2018	227.50
Total	1,820.00

Currency used is Pound Sterling.

Important: The Instalment Schedule above is based on your current eligible charges of 1,820.00. If charges that are placed in this plan are reversed or reduced, your instalment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this instalment schedule automatically, up to the amount of 5,000,000.00.

- 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.

Tuition 8 Months

You are about to enroll in Tuition 8 Months. [select a different plan](#)

MPPL Tuition Fees
Manual Payment Plan for Tuition fees
8 Instalments from September 2017 until April 2018

Plan Amount: 1,820.00

Number of Instalments: 8

Instalment Schedule	
Due Date	Instalment
30/09/2017	227.50
30/10/2017	227.50
30/11/2017	227.50
30/12/2017	227.50
30/01/2018	227.50
01/03/2018	227.50
29/03/2018	227.50
29/04/2018	227.50
Total	1,820.00

Currency used is Pound Sterling.

Important: The Instalment Schedule above is based on your current eligible charges of 1,820.00. If charges that are placed in this plan are reversed or reduced, your instalment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this instalment schedule automatically, up to the amount of 5,000,000.00.

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

The agreement is dated: 01/09/2017 Yes, I have read the agreement

[CANCEL](#)
[PREVIOUS](#)
[ENROLL](#)

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)