How to set up a Manual Payment Plan

1. Log in to MyCampus and select the Finances tile from the Student Homepage.

2. Select Manual Payment Plan from the Payment Plans dropdown list on the left.
3. Select the relevant payment plan(s) from the list available and follow the onscreen instructions to complete the set up process.

Please note:

- You are responsible for ensuring the payments are received by their due dates each month.
- You can pay by 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).