

# STUDENT SERVICES ENQUIRY TEAM

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## Financial Registration Guide – Payment by Manual Instalment

This guide is for students that wish to set up a Manual Instalment plan during Financial Registration.

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## Entering Registration

Upon logging in, if you have outstanding Registration you should land on the Welcome to Registration Grid. Click on the Financial Registration button.

0809515 Test Student Two

### Welcome to Registration

To become a fully registered student, you must complete both Academic and Financial Registration. You may experience a short delay when launching Registration for the first time, so please be patient.

If you are not a national of the UK or Ireland you must complete an additional stage by presenting your passport and biometric identity card, if you have one, so that your identity and entitlement to study can be confirmed in person. Please note even if you have completed all steps of Academic Registration, your Academic Registration status will not show as completed until you have completed Visa Registration.

[Visa Registration](#)

Please be aware that you will not be able to enrol in classes until you have completed Academic Registration. If you are a Part-Time student you may want to enrol in classes before completing Financial Registration, this will make sure that your tuition balance is as up to date as possible.

When completing Registration, you will need to confirm each step as complete before moving on. You can go back to edit any completed step before confirming your registration. You can leave Registration by clicking Exit or X on a mobile device – you can then return to the last completed step at another time. Please do not use the Back button on your web browser.

You may be asked for the following during Registration, so please be prepared:

- Photograph
- Any SAAS or SLC Reference numbers
- Any Financial Sponsor guarantee letter
- Visa/Passport

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
UG	2022	XL35-2354	Completed	✓	Not Completed	<a href="#">Financial Registration</a>	Not Completed

If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

### Student Homepage

Registration  
Current Term: Not Complete ✗  
Prior Term: Not Complete ✗

Enrollment

Academics

Finances  
Outstanding Charges

Additional Preferences

Personal Information

Adviser Information

Help

Your New Student Homepage

Your Student Homepage

SAY HELLO TO YOUR NEW STUDENT HOMEPAGE

Manage Classes

## Step 1. Introduction

In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.

The screenshot shows a web application window titled "Financial Registration-82". At the top left, there is an "Exit" button. Below the title bar, the user ID "0809515" and name "Test Student Two" are displayed. On the left side, there is a vertical sidebar with 12 numbered steps. Step 1, "Introduction", is highlighted in green and labeled "In Progress". The other steps are labeled "Not Started". The main content area is titled "Step 1 of 12: Introduction" and contains the following text: "During Financial Registration, you tell us how you are planning on paying your Tuition Fees (and Bench Fees in some cases). You can expand any of the sections below for more information." Below this is a section titled "Moving through Registration" with the instruction: "Please press Confirm to mark each step complete and then click Next to move through the Registration steps. Once your Financial Registration Balance is £0, you'll be taken to the Completion step." There are three expandable sections: "Self-Funded Students", "Funded/Sponsored Students", "Part-Time Students", and "Lifelong Learning Students". A blue "Confirm" button is located in the top right corner of the main content area.

Please read the information on screen. You can expand any sections that are relevant. Then Press Confirm.

This screenshot is similar to the first one, but the "Self-Funded Students" section is expanded. The "Confirm" button is now highlighted with a purple border. The expanded section contains the following text: "If you're funding your own studies, getting financial help from family or friends, or if an external funder has paid your sponsorship to you directly, then you are a self-funded student. You can find information on the payment options available to self-funded students here: [Payment Methods](#). If you're a new, International student you won't be able to set up a Direct Debit until you arrive in the UK and have a UK bank account. If you'd still like to pay by Direct Debit then you must confirm that you'll set up a Direct Debit when you arrive in the UK and then pay a minimum of 60% of your Financial Registration Balance to complete Financial Registration. Your Direct Debit will need to be set up before the start of term." Below this are three expandable sections: "Funded/Sponsored Students", "Part-Time Students", and "Lifelong Learning Students".

Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

The screenshot shows a web application window titled "Financial Registration-82". At the top right, there is a "Next >" button highlighted with a red box. Below the title bar, the user ID "ID: 0809515 Test Student Two" is displayed. On the left side, a vertical progress bar lists 12 steps. Step 1, "Introduction", is highlighted in green and marked as "Complete". Steps 2 through 12 are marked as "Not Started". The main content area is titled "Step 1 of 12: Introduction" and includes a "Confirm" button. The text in the main area explains the registration process, provides instructions on how to move through the steps, and lists various student categories: Self-Funded Students, Funded/Sponsored Students, Part-Time Students, and Lifelong Learning Students. A "Payment Methods" link is also present.

Financial Registration-82

Next >

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Not Started

3 Financial Registration Balance Not Started

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

### Step 1 of 12: Introduction

Confirm

During Financial Registration, you tell us how you are planning on paying your Tuition Fees (and Bench Fees in some cases). You can expand any of the sections below for more information.

**Moving through Registration**  
Please press Confirm to mark each step complete and then click Next to move through the Registration steps. Once your Financial Registration Balance is £0, you'll be taken to the Completion step.

**Self-Funded Students**

If you're funding your own studies, getting financial help from family or friends, or if an external funder has paid your sponsorship to you directly, then you are a self-funded student.

You can find information on the payment options available to self-funded students here: [Payment Methods](#)

If you're a new, International student you won't be able to set up a Direct Debit until you arrive in the UK and have a UK bank account. If you'd still like to pay by Direct Debit then you must confirm that you'll set up a Direct Debit when you arrive in the UK and then pay a minimum of 60% of your Financial Registration Balance to complete Financial Registration. Your Direct Debit will need to be set up before the start of term.

**Funded/Sponsored Students**

**Part-Time Students**

**Lifelong Learning Students**

## Step 2. My Academics

Read the information provided. If the information listed is not accurate, you can use the My Adviser of Studies button to contact your adviser.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 **My Academics** In Progress

3 Financial Registration Balance Not Started

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

### Step 2 of 12: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details  No

Career: Undergraduate  
Program: Bachelor of Arts (SocSci(Hons))  
Plan : BA Community Development (Hons)  
Approved Academic Load: Full-Time  
Level: Fourth Year  
Form of Study: Class Enrollment  
Tuition Residency: Home

Confirm

If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 **My Academics** Complete

3 Financial Registration Balance Not Started

4 Payment Options Not Started

6 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

### Step 2 of 12: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details  Yes

Career: Undergraduate  
Program: Bachelor of Arts (SocSci(Hons))  
Plan : BA Community Development (Hons)  
Approved Academic Load: Full-Time  
Level: Fourth Year  
Form of Study: Class Enrollment  
Tuition Residency: Home

Confirm

Next

### Step 3. Financial Registration Balance

Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.

The screenshot shows the 'Financial Registration-82' interface. On the left is a progress bar with 12 steps. Step 3, 'Financial Registration Balance', is highlighted as 'In Progress'. The main content area displays 'Step 3 of 12: Financial Registration Balance' with a blue information bubble (i). Below this, it states: 'This step shows your Financial Registration Balance which is made up of the following unpaid charges: Current Year Tuition Fee, Current Year Bench Fee (where appropriate), and Prior Year Charges (including Tuition, Bench and Accommodation fees). Details of the University of Glasgow Refund and Withdrawal policy are available here; please read through these policies before moving on.' There are links for 'Refund Policy' and 'Withdrawal Policy'. A note says: 'If you have any questions about your Financial Registration Balance, please contact the IT Helpdesk'. A box shows the 'Financial Registration Balance' as 1820.00. Below is a table for 'Current Year Balance':

Academic Year	Description of Charges	Charges	Payments and Credits	Balance Due
2022-23	Fin Reg - Tuition Fees UG	1820.00	0.00	1820.00

Below that is a table for 'Estimated Part Time Tuition Fees':

Academic Year	No. of Credits to Pay	Value of Credits	Tuition fees already charged	Balance Due
				0.00

At the bottom is a 'Summary of Financial Aid / Scholarship' table:

Name of Award	Amount
No Financial Aid Awarded	

A 'Confirm' button is in the top right of the main content area.

Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.

This screenshot is identical to the previous one, but with a 'Financial Registration Balance Help' popup window open. The popup has a title bar with a close button (x) and contains the following text:

**Financial Registration Balance Help**

Your Financial Registration balance includes:

- Tuition Fees for the current academic year
- Bench Fees for the current academic year
- Any unpaid charges for prior academic years

Your balance will be reduced by any payments made (including any Financial Aid applied by your School or College).

All amounts are in GBP

Press Confirm.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 **Financial Registration Balance** In Progress

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion

### Step 3 of 12: Financial Registration Balance

This step shows your Financial Registration Balance which is made up of the following unpaid charges:

- Current Year Tuition Fee
- Current Year Bench Fee (where appropriate)
- Prior Year Charges (including Tuition, Bench and Accommodation fees).

Details of the University of Glasgow Refund and Withdrawal policy are available here; please read through these policies before moving on:

[Refund Policy](#)  
[Withdrawal Policy](#)

If you have any questions about your Financial Registration Balance, please contact the IT Helpdesk

**Financial Registration Balance**

**Current Year Balance**

Academic Year	Description of Charges	Charges	Payments and Credits	Balance Due
2022-23	Fin Reg - Tuition Fees UG	1820.00	0.00	1820.00

**Estimated Part Time Tuition Fees**

Academic Year	No. of Credits to Pay	Value of Credits	Tuition fees already charged	Balance Due
				0.00

**Summary of Financial Aid / Scholarship**

Name of Award	Amount
No Financial Aid Awarded	

**Confirm**

The Next button will then be available. Click Next.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 **Financial Registration Balance** Complete

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion

### Step 3 of 12: Financial Registration Balance

This step shows your Financial Registration Balance which is made up of the following unpaid charges:

- Current Year Tuition Fee
- Current Year Bench Fee (where appropriate)
- Prior Year Charges (including Tuition, Bench and Accommodation fees).

Details of the University of Glasgow Refund and Withdrawal policy are available here; please read through these policies before moving on:

[Refund Policy](#)  
[Withdrawal Policy](#)

If you have any questions about your Financial Registration Balance, please contact the IT Helpdesk

**Financial Registration Balance**

**Current Year Balance**

Academic Year	Description of Charges	Charges	Payments and Credits	Balance Due
2022-23	Fin Reg - Tuition Fees UG	1820.00	0.00	1820.00

**Estimated Part Time Tuition Fees**

Academic Year	No. of Credits to Pay	Value of Credits	Tuition fees already charged	Balance Due
				0.00

**Summary of Financial Aid / Scholarship**

Name of Award	Amount
No Financial Aid Awarded	

**Next**

## Step 4. Payment Options

Read the information provided. Then press Confirm.

The screenshot shows a web application window titled "Financial Registration-82". At the top left is an "Exit" button. At the top right is a "Previous" button. Below the title bar, the user ID "0809515" and name "Test Student Two" are displayed. On the left side, there is a vertical list of 12 steps. Step 4, "Payment Options", is highlighted in green and labeled "In Progress". The main content area displays the title "Step 4 of 12: Payment Options" and a "Confirm" button highlighted with a red box. The text in the main area reads: "To complete Financial Registration, your Financial Registration balance must be £0. Your balance can be cleared by: • Providing your SAAS or SLC information, • Paying in full by Credit or Debit Card, • Providing your sponsor guarantee letter, • Your School or College applying Sponsorship (Financial Aid), • Setting up a Direct Debit or Manual Instalment plan, or • Paying by cheque or bank transfer. You can choose more than one payment option if needed. Some payment options will need additional information, or input from our Finance Team before you can complete Registration. You will be able to see what's needed on the relevant step."

The Next button will then be available. Click Next.

The screenshot shows the same web application window. The "Next" button at the top right is now highlighted with a red box. The "Confirm" button is now greyed out. The rest of the interface, including the step list and main content area, remains the same as in the previous screenshot.

## Step 5. Payment by SAAS

Leave the *Would you like to select this payment option* slider at No and click Confirm.

The screenshot shows the 'Financial Registration-82' interface. At the top, there is an 'Exit' button and a 'Previous' button. The user ID is '0809515' and the name is 'Test Student Two'. A progress bar on the left shows steps 1 through 8, with 'Payment by SAAS' (Step 5) highlighted in green and marked 'In Progress'. The main content area is titled 'Step 5 of 12: Payment by SAAS' and contains the following text: 'Would you like to select this Payment Option?' with a 'No' slider, 'SAAS funding is available to most Scottish students as well as certain EU students.', 'Financial Registration Balance' with a value of '1820.00', and 'I confirm that SAAS is paying my fees' with a 'No' slider. A red box highlights the 'Confirm' button in the top right corner.

The Next button will then be available. Click Next.

The screenshot shows the 'Financial Registration-82' interface after the 'Confirm' button has been clicked. The 'Confirm' button is now greyed out. The 'Next' button in the top right corner is now active and highlighted with a red box. The progress bar on the left shows 'Payment by SAAS' (Step 5) as 'Complete'. The main content area remains the same as in the previous screenshot, but the 'Confirm' button is no longer visible.

## Step 6. Payment by SLC

Leave the *Would you like to select this Payment Option* slider at No and click Confirm.

The screenshot shows the 'Financial Registration' interface. At the top, there is an 'Exit' button and a 'Previous' button. The user ID is '0809515 Test Student Two'. On the left, a progress bar shows steps 1 through 9. Step 6, 'Payment by SLC', is currently 'In Progress' and is highlighted with a green background. The main content area displays 'Step 6 of 12: Payment by SLC' with an information icon. Below this, there is a question: 'Would you like to select this Payment Option?' with a 'No' radio button selected. A note states: 'SLC funding may be available to students from England, Northern Ireland and Wales'. The 'Financial Registration Balance' is shown as '1820.00'. At the bottom, there is a confirmation statement: 'I confirm that SLC is paying my fees' with a 'No' radio button selected. A red box highlights the 'Confirm' button in the top right corner.

The Next button will then be available. Click Next.

The screenshot shows the 'Financial Registration' interface. At the top, there is an 'Exit' button and 'Previous' and 'Next' buttons. The user ID is '0809515 Test Student Two'. On the left, the progress bar shows step 6, 'Payment by SLC', as 'Complete' and highlighted with a green background. The main content area displays 'Step 6 of 12: Payment by SLC' with an information icon. Below this, there is a question: 'Would you like to select this Payment Option?' with a 'No' radio button selected. A note states: 'SLC funding may be available to students from England, Northern Ireland and Wales'. The 'Financial Registration Balance' is shown as '1820.00'. At the bottom, there is a confirmation statement: 'I confirm that SLC is paying my fees' with a 'No' radio button selected. A red box highlights the 'Next' button in the top right corner.

## Step 7. Sponsorship

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The screenshot shows the 'Financial Registration' interface for a student with ID 0809515. The progress bar on the left indicates that steps 1 through 6 are complete, and step 7, 'Sponsorship', is currently in progress. The main content area displays the title 'Step 7 of 12: Sponsorship' and a question: 'Would you like to select this Payment Option?' with a slider set to 'No'. Below this, the 'Financial Registration Balance' is shown as 1820.00. A note states 'No details recorded' and provides instructions on how to add details. An 'ADD NEW DETAILS' button is visible. In the top right corner, a 'Confirm' button is highlighted with a red box.

The Next button will then be available. Click Next.

This screenshot shows the same 'Financial Registration' interface as the previous one, but now the 'Next' button in the top right corner is highlighted with a red box. The 'Confirm' button is now disabled and greyed out. All other elements, including the progress bar, the 'No' slider, the balance of 1820.00, and the 'ADD NEW DETAILS' button, remain the same.

## Step 8. Payment by Card

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

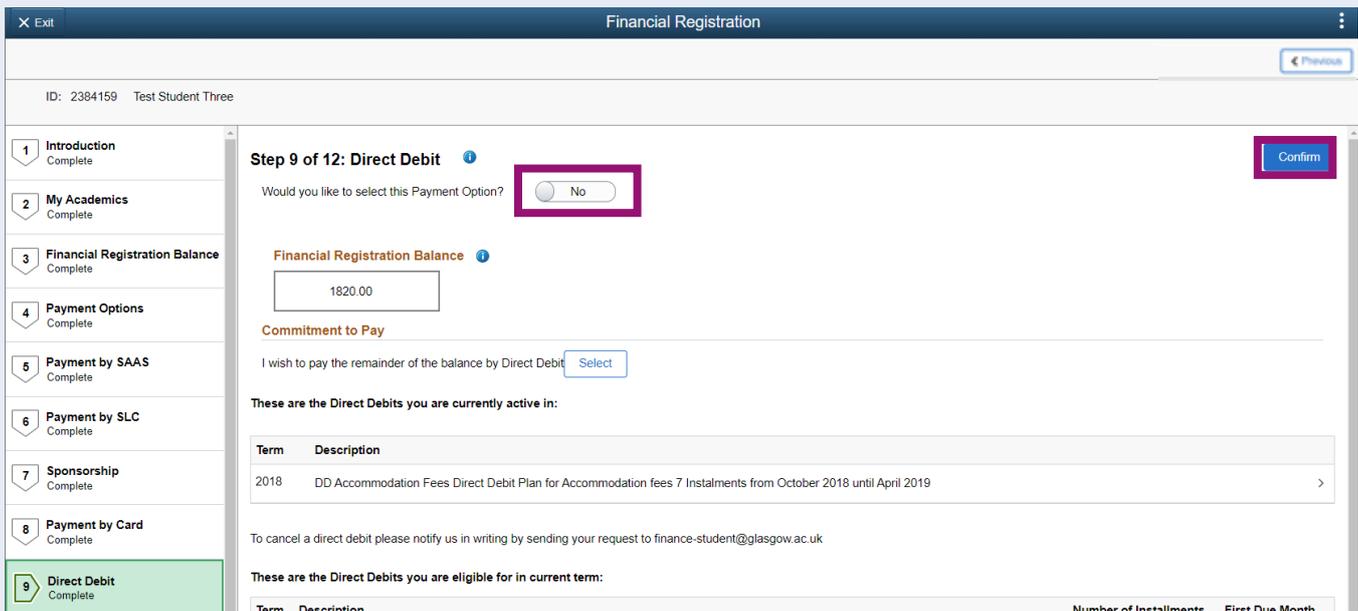
The screenshot shows the 'Financial Registration' interface for 'Test Student Two' (ID: 0809515). The left sidebar lists 10 steps, with 'Payment by Card' (Step 8) highlighted in green and marked 'In Progress'. The main content area displays 'Step 8 of 12: Payment by Card'. A question asks 'Would you like to select this Payment Option?' with a slider set to 'No'. Below this, the 'Financial Registration Balance' is shown as 1820.00. Under 'Immediate Payment', there is a 'Select' button for 'Payment by Debit Card or Credit Card'. A blue 'Confirm' button is highlighted with a red box in the top right corner.

The Next button will then be available. Click Next.

This screenshot shows the same 'Financial Registration' interface, but now 'Payment by Card' (Step 8) is marked as 'Complete' in the sidebar. The 'Confirm' button is now greyed out. The 'Next' button in the top right navigation bar is highlighted with a red box. The rest of the interface content remains the same as in the previous screenshot.

## Step 9. Payment by Direct Debit

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.



Financial Registration

ID: 2384159 Test Student Three

1 Introduction Complete

2 My Academics Complete

3 Financial Registration Balance Complete

4 Payment Options Complete

5 Payment by SAAS Complete

6 Payment by SLC Complete

7 Sponsorship Complete

8 Payment by Card Complete

9 Direct Debit Complete

### Step 9 of 12: Direct Debit

Would you like to select this Payment Option?  No

**Financial Registration Balance** 1820.00

**Commitment to Pay**

I wish to pay the remainder of the balance by Direct Debit

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

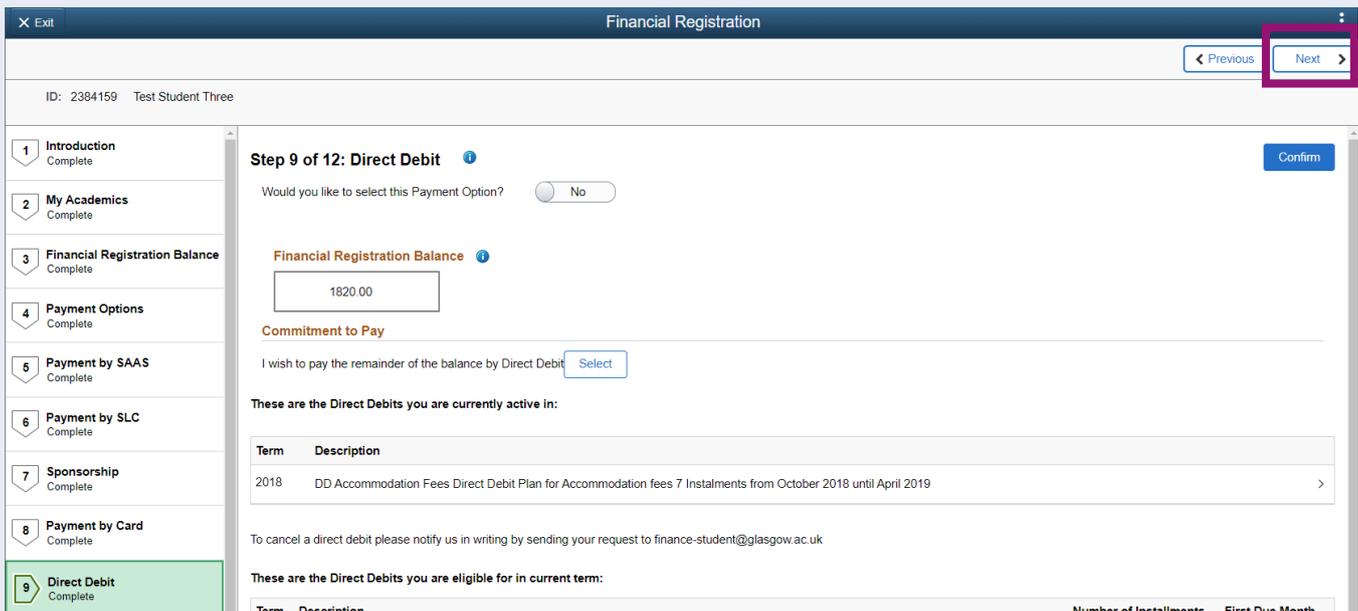
Term	Description
2018	DD Accommodation Fees Direct Debit Plan for Accommodation fees 7 Instalments from October 2018 until April 2019

To cancel a direct debit please notify us in writing by sending your request to [finance-student@glasgow.ac.uk](mailto:finance-student@glasgow.ac.uk)

**These are the Direct Debits you are eligible for in current term:**

Term	Description	Number of Instalments	First Due Month
------	-------------	-----------------------	-----------------

The Next button will then be available. Click Next.



Financial Registration

ID: 2384159 Test Student Three

1 Introduction Complete

2 My Academics Complete

3 Financial Registration Balance Complete

4 Payment Options Complete

5 Payment by SAAS Complete

6 Payment by SLC Complete

7 Sponsorship Complete

8 Payment by Card Complete

9 Direct Debit Complete

### Step 9 of 12: Direct Debit

Would you like to select this Payment Option?  No

**Financial Registration Balance** 1820.00

**Commitment to Pay**

I wish to pay the remainder of the balance by Direct Debit

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

Term	Description
2018	DD Accommodation Fees Direct Debit Plan for Accommodation fees 7 Instalments from October 2018 until April 2019

To cancel a direct debit please notify us in writing by sending your request to [finance-student@glasgow.ac.uk](mailto:finance-student@glasgow.ac.uk)

**These are the Direct Debits you are eligible for in current term:**

Term	Description	Number of Instalments	First Due Month
------	-------------	-----------------------	-----------------

## Step 10. Payment by Manual Instalment

Update the *Would you like to select this Payment Option* slider to Yes. Read the information on the page and to continue to set up a Manual Instalment plan, click Select.

The screenshot shows the 'Financial Registration' window for 'Test Student Three' (ID: 2384159). The sidebar on the left lists steps 1 through 10, with 'Manual Instalment' (Step 10) highlighted in green and marked 'In Progress'. The main content area is titled 'Step 10 of 12: Manual Instalment' and contains the following elements:

- A question: 'Would you like to select this Payment Option?' with a 'Yes' slider button highlighted by a red box.
- Text: 'Manual Instalment Plans allow you to spread your payments over up to 8 months from October until May. You then pay your instalment by the due date each month, by Card, Bank Transfer or Cheque. More details on the option to pay by manual instalments can be found here: [Manual Instalment Info](#).'
- A section titled 'Financial Registration Balance' with a value of '1820.00' displayed in a text box.
- A statement: 'I wish to pay the remainder of the balance by manual instalment' followed by a 'Select' button highlighted by a red box.
- A 'Confirm' button in the top right corner.

Read the information on the pop up provided and press Yes to continue.

This screenshot shows the same 'Financial Registration' window as above, but with a 'Financial Registration Help' pop-up dialog box overlaid in the center. The dialog box contains the following text:

**Financial Registration Help**

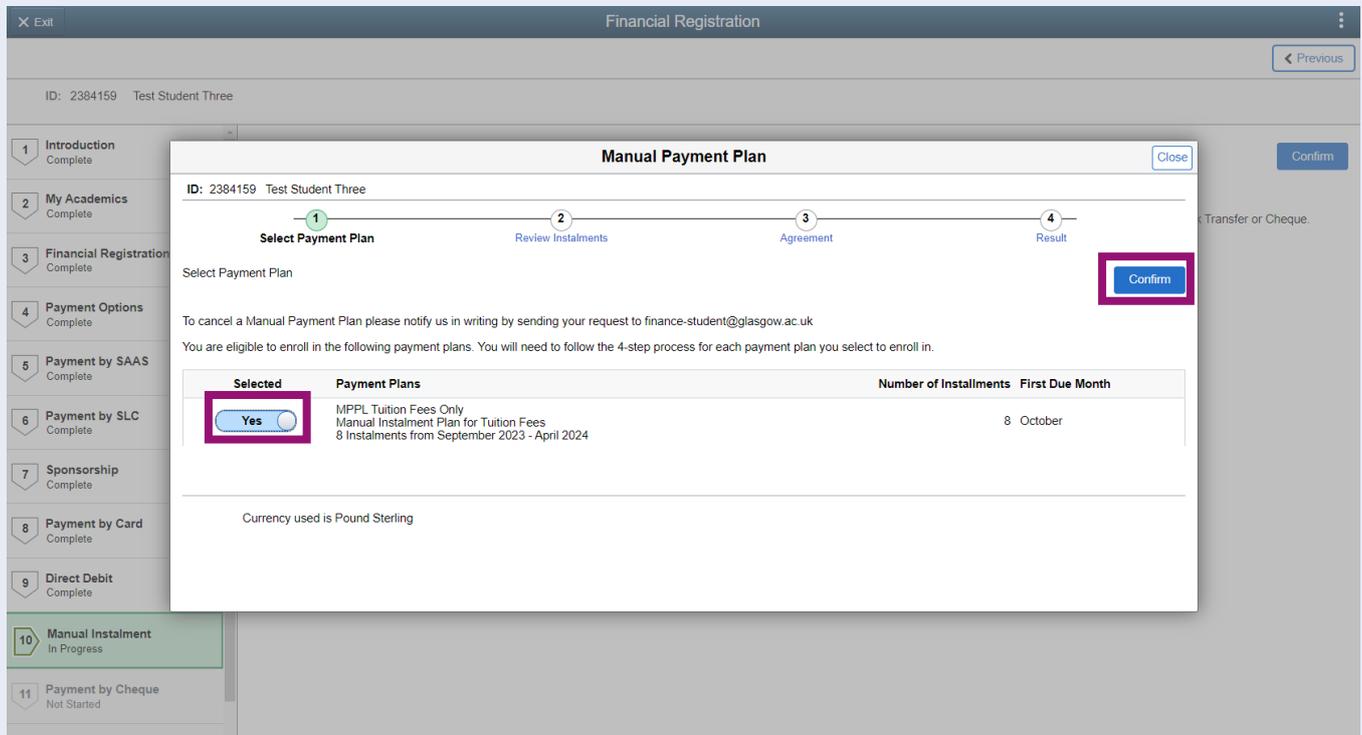
Please note that you can only pay off current year fees by Manual Instalment plan. If you'd like to pay both Tuition and Bench fees with this method, you will need to set up 2 separate plans - please set up 1 plan, close the Manual Instalment pop up window. Your Financial Registration Balance will then update and you can choose to set up another Manual Instalment.

Do you wish to continue?

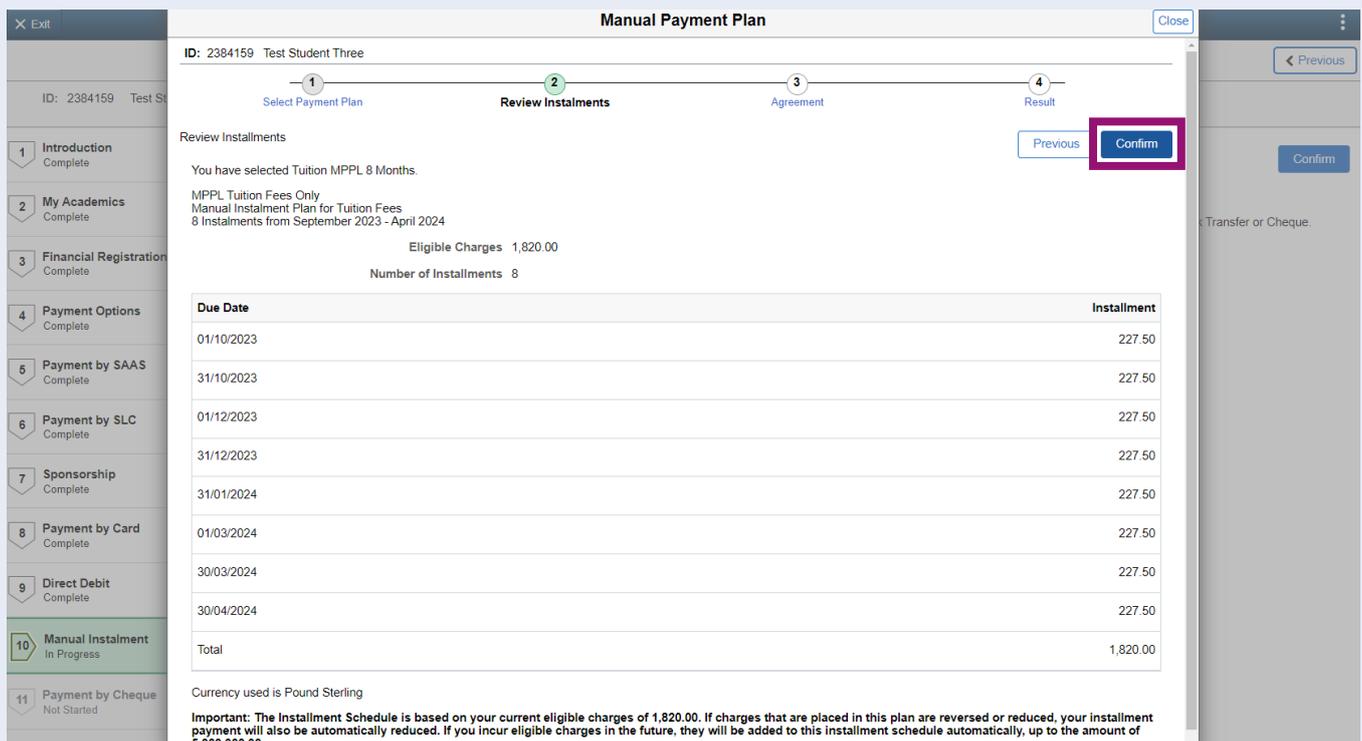
The 'Yes' button in the dialog box is highlighted with a red box.

You will then see the Manual Instalment plans for which you are eligible. Select the relevant option by updating the slider to Yes. Please note that to pay off Tuition, you should select a Tuition plan. To pay off Bench Fees, you should select a Misc plan.

Once you have selected your desired plan, click Confirm.



Your instalment plan will then be displayed. These are the dates by which each instalment is due for payment. Read the information provided and press Confirm.



The Agreement screen will be displayed. Read the information provided and confirm that you have read the Agreement by updating the slider to Yes. Then click Enrol.

Manual Payment Plan

ID: 2384159 Test Student Three

1 Select Payment Plan 2 Review Instalments 3 Agreement 4 Result

Group box

Please examine the terms of the payment plan carefully before enrolling in the plan.

You are about to enroll in Tuition MPPL 8 Months.

MPPL Tuition Fees Only  
Manual Instalment Plan for Tuition Fees  
8 Instalments from September 2023 - April 2024

Plan Amount 1,820.00  
Number of Instalments 8

Due Date	Instalment
01/10/2023	227.50
31/10/2023	227.50
01/12/2023	227.50
31/12/2023	227.50
31/01/2024	227.50
01/03/2024	227.50
30/03/2024	227.50
30/04/2024	227.50
Total	1,820.00

Currency used is Pound Sterling

Important: The Instalment 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 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 02/08/2023

Yes, I have read the agreement

Enroll

You will then be presented with the Confirmation page. Read the instalment schedule provided and then press Close.

Financial Registration

Manual Payment Plan

ID: 2384159 Test Student Three

1 Select Payment Plan 2 Review Instalments 3 Agreement 4 Result

Result

Due Date	Instalment
01/10/2023	227.50
31/10/2023	227.50
01/12/2023	227.50
31/12/2023	227.50
31/01/2024	227.50
01/03/2024	227.50
30/03/2024	227.50
30/04/2024	227.50

✔ Congratulations! You have successfully enrolled in Tuition MPPL 8 Months. Please keep the installment schedule for your reference.

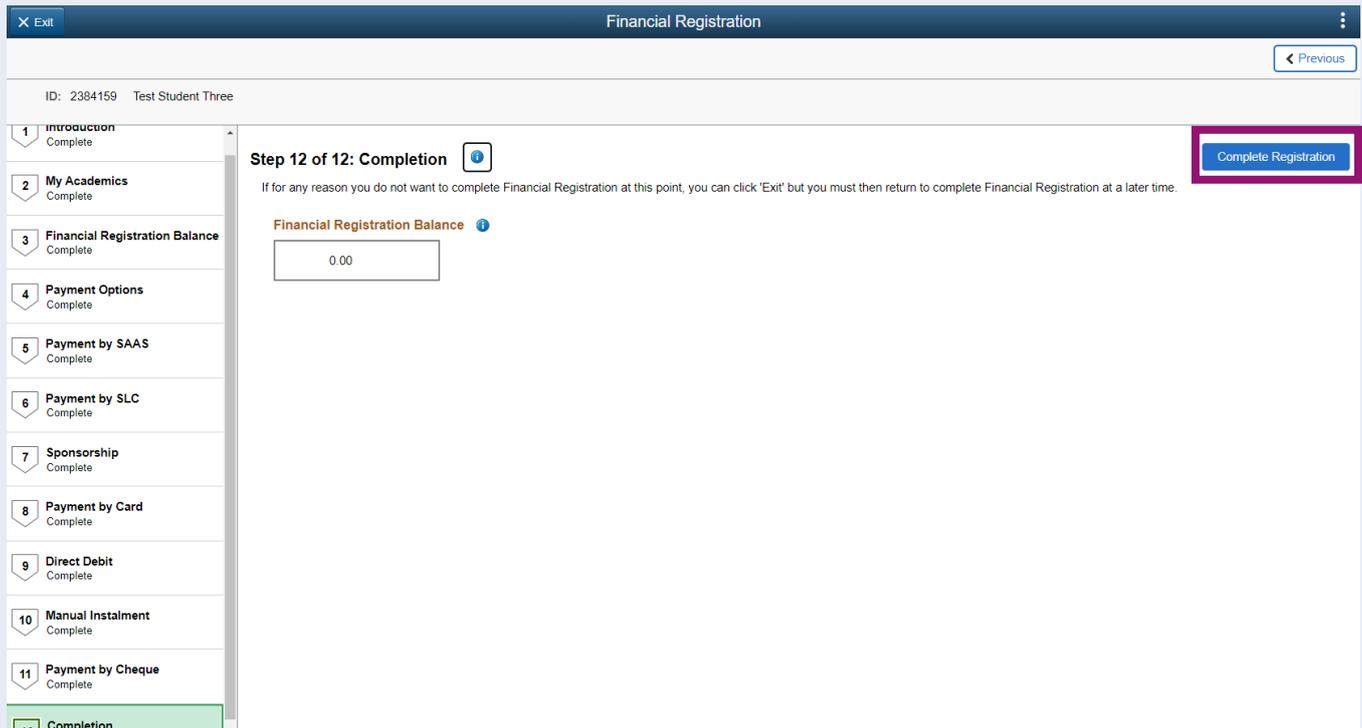
Close

Your Financial Registration Balance will then update accordingly, i.e., if your balance comprised of current year tuition fees, your Tuition Manual Instalment plan will satisfy this in full. If your balance included bench fees as well as tuition, your Tuition Manual Instalment plan will satisfy the tuition amount only. You can then choose to set up an additional Manual Instalment plan to pay the Bench fee if you wish. If your Financial Registration Balance is 0, you can complete Registration by pressing Confirm.

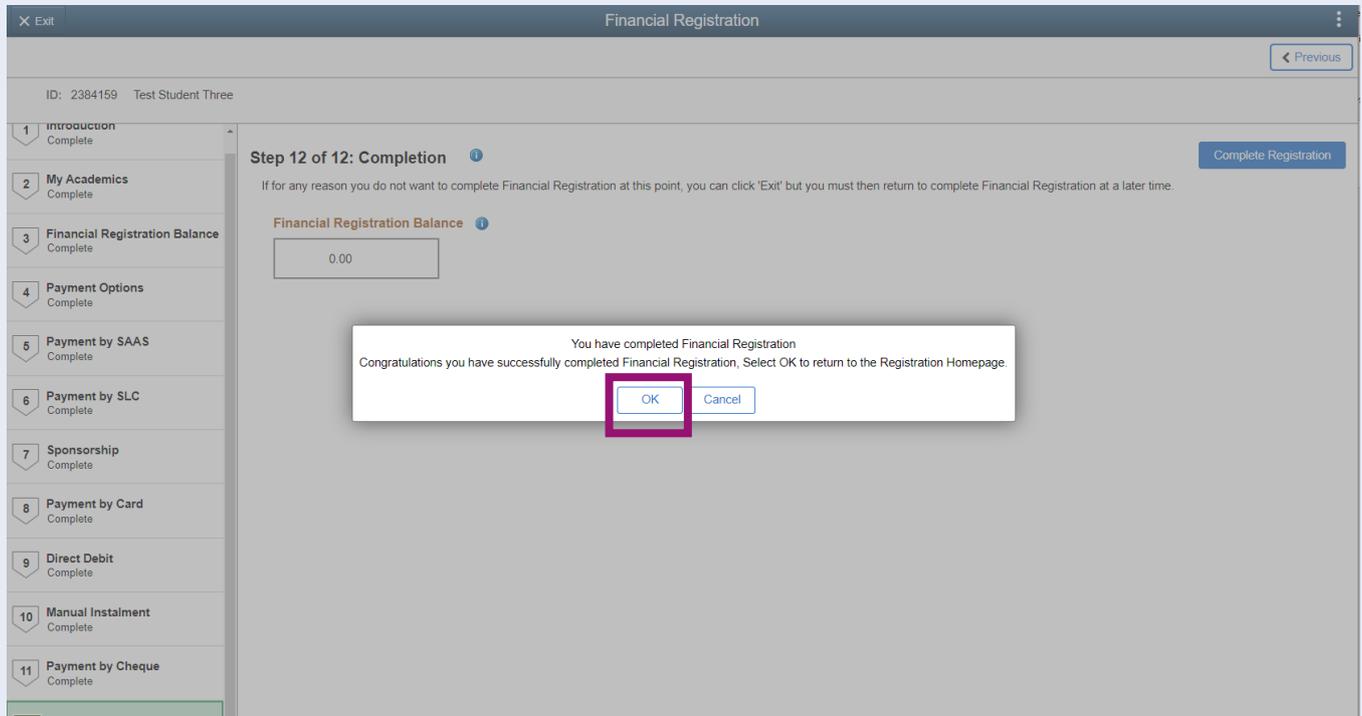
The screenshot displays the 'Financial Registration' interface for a student with ID 2384159. The interface is titled 'Financial Registration' and includes a 'Previous' button. The student's ID and name 'Test Student Three' are shown. A sidebar on the left lists steps 1 through 10, with 'Manual Instalment' (Step 10) highlighted in green and 'In Progress'. The main content area is titled 'Step 10 of 12: Manual Instalment' and contains a 'Confirm' button highlighted with a red box. Below the title, there is a question: 'Would you like to select this Payment Option?' with a 'Yes' radio button selected. A paragraph explains that Manual Instalment Plans allow payments to be spread over up to 8 months from October until May. Below this, there is a 'Financial Registration Balance' field showing '0.00'. At the bottom, there is a 'Select' button next to the text 'I wish to pay the remainder of the balance by manual instalment'.

## Completing Registration

You will then be taken directly to step 12 to Complete Registration. Click the Complete Registration button.



You will see a message confirming that Financial Registration is complete. Press OK to clear this message.



Once your Registration is complete, you will be taken to the Welcome to Registration Grid where your status will be updated. If you want to return to your Student Homepage, press the Home icon.

Financial Registration Welcome to Registration

2384159 Test Student Three

### Welcome to Registration

To become a fully registered student, you must complete both Academic and Financial Registration. You may experience a short delay when launching Registration for the first time, so please be patient.

If you are not a national of the UK or Ireland you must complete an additional stage by presenting your passport and biometric identity card, if you have one, so that your identity and entitlement to study can be confirmed in person. Please note even if you have completed all steps of Academic Registration, your Academic Registration status will not show as completed until you have completed Visa Registration.

[Visa Registration](#)

Please be aware that you will not be able to enrol in classes until you have completed Academic Registration. If you are a Part-Time student you may want to enrol in classes before completing Financial Registration; this will make sure that your tuition balance is as up to date as possible.

When completing Registration, you will need to confirm each step as complete before moving on. You can go back to edit any completed step before confirming your registration. You can leave Registration by clicking Exit or X on a mobile device – you can then return to the last completed step at another time. Please do not use the Back button on your web browser.

You may be asked for the following during Registration, so please be prepared:

- Photograph
- Any SAAS or SLC Reference numbers
- Any Financial Sponsor guarantee letter
- Visa/Passport

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
UG	2023	B140-2105	Not Completed	<a href="#">Academic Registration</a>	Completed		Not Completed