

STUDENT SERVICES ENQUIRY TEAM

Always
connected



Always
learning



Always
here



www.glasgow.ac.uk/sset



www.glasgow.ac.uk/reachout



+44 (0) 141 330 7000

Financial Registration Guide – SAAS Funded Students

This guide is for students that wish to complete Financial Registration by paying their fees with Student Awards Agency for Scotland (SAAS) Funding.

Contents

Entering Registration.....	2
Step 1. Introduction	3
Step 2. My Academics.....	5
Step 3. Financial Registration Balance	6
Step 4. Payment Options	8
Step 5. Payment by SAAS	9
Full SAAS Funding	11
Completing Registration	13
Partial SAAS Funding.....	14
No SAAS Reference	15

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	Financial Registration	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 the 'Financial Registration-82' interface. At the top, there is a header with 'Exit' and 'Financial Registration-82'. Below the header, the user ID '0809515' and 'Test Student Two' are displayed. On the left side, there is a vertical list of 12 steps: 1. Introduction (In Progress), 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), and 12. Completion (Not Started). The main content area is titled 'Step 1 of 12: Introduction' and includes a 'Confirm' button. The text explains that during financial registration, users plan to pay tuition fees and bench fees. It also provides information on moving through registration steps and lists options for self-funded, funded/sponsored, part-time, and lifelong learning students.

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

This screenshot shows the same 'Financial Registration-82' interface as the previous one, but with the 'Self-Funded Students' section expanded. The 'Confirm' button is now highlighted with a purple border. The expanded section provides detailed information for self-funded students, including instructions on how to fund their studies and where to find payment methods. It also mentions that international students cannot set up a Direct Debit until they arrive in the UK and have a UK bank account.

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 left, there is an "Exit" button. At the top right, there is a "Next >" button highlighted with a red box. Below the title bar, the user ID "ID: 0809515" and the name "Test Student Two" are displayed. On the left side, there is a vertical progress bar with 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 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.

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

At the bottom right of the main content area, there is a "Confirm" button.

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 'Confirm' button. Below this, it explains that the balance is made up of unpaid charges: Current Year Tuition Fee, Current Year Bench Fee, and Prior Year Charges. It also mentions the University of Glasgow Refund and Withdrawal policy. A box shows the 'Financial Registration Balance' as 1820.00. There are two tables: 'Current Year Balance' and 'Estimated Part Time Tuition Fees'. The 'Current Year Balance' table has one row for 2022-23 with a balance due of 1820.00. The 'Estimated Part Time Tuition Fees' table shows a balance due of 0.00. A 'Summary of Financial Aid / Scholarship' table shows 'No Financial Aid Awarded'. There are small 'i' bubbles next to the title and the 'Financial Registration Balance' value.

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

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

Name of Award	Amount
No Financial Aid Awarded	

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

The screenshot shows the same 'Financial Registration-82' interface, but with a 'Financial Registration Balance Help' popup window open. The popup contains the following text: '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'. It also states: 'Your balance will be reduced by any payments made (including any Financial Aid applied by your School or College). All amounts are in GBP'. The background interface is dimmed, and the 'i' bubble next to the title and the 'x' bubble on the popup are highlighted with red boxes.

Press Confirm.

The screenshot shows the 'Financial Registration-82' interface. On the left is a navigation menu with 12 steps. Step 3, 'Financial Registration Balance', is highlighted in green and marked as 'In Progress'. The main content area is titled 'Step 3 of 12: Financial Registration Balance' and includes a 'Confirm' button highlighted with a red box. The interface displays the following information:

- Financial Registration Balance:** 1820.00
- Current Year Balance Table:**

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 Table:**

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

- Summary of Financial Aid / Scholarship Table:**

Name of Award	Amount
No Financial Aid Awarded	

The Next button will then be available. Click Next.

The screenshot shows the 'Financial Registration-82' interface. On the left, the navigation menu shows Step 3, 'Financial Registration Balance', as 'Complete'. The main content area is titled 'Step 3 of 12: Financial Registration Balance' and includes a 'Next' button highlighted with a red box. The interface displays the following information:

- Financial Registration Balance:** 1820.00
- Current Year Balance Table:**

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 Table:**

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

- Summary of Financial Aid / Scholarship Table:**

Name of Award	Amount
No Financial Aid Awarded	

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 marked as "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 "Confirm" button is now greyed out, and a "Next" button has appeared to its right, highlighted with a red box. 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

Update the *Would you like to select this payment option* slider to Yes.

The screenshot shows the 'Financial Registration-82' application window. The user is logged in as 'ID: 0809515 Test Student Two'. The left sidebar contains a progress list with 12 steps. Step 5, 'Payment by SAAS', is currently 'In Progress'. The main content area displays 'Step 5 of 12: Payment by SAAS'. It asks 'Would you like to select this Payment Option?' with a 'Yes' slider that is highlighted with a red box. Below this, it shows the 'Financial Registration Balance' as 1820.00. There is also a confirmation slider for 'I confirm that SAAS is paying my fees' which is currently set to 'No'. A 'Confirm' button is visible in the top right corner.

Then update the *I confirm that SAAS is paying my fees* slider to Yes.

This screenshot shows the same 'Financial Registration-82' application window. In this step, the 'Would you like to select this Payment Option?' slider is now set to 'Yes'. The 'I confirm that SAAS is paying my fees' slider, which was previously set to 'No', is now highlighted with a red box and set to 'Yes'. The 'Confirm' button in the top right corner is now disabled (greyed out). A new section titled 'Sponsor Declaration' is visible, which includes a statement: 'I agree that if the sponsor indicated fails to pay all or some of my tuition and bench fees, that I will be liable for the balance due'. Below this, there is a confirmation slider for 'I confirm that I have read and understand the Sponsor Declaration' which is currently set to 'No'.

The Sponsor Declaration is then displayed. Update the *I confirm that I have read and understood the sponsor declaration* slider to Yes. Additional information will then be presented.

The screenshot shows the 'Financial Registration-82' form. On the left, a progress bar lists 12 steps: 1. Introduction (Complete), 2. My Academics (Complete), 3. Financial Registration Balance (Complete), 4. Payment Options (Complete), 5. Payment by SAAS (In Progress), 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), and 12. Completion (Not Started). The main content area is titled 'Financial Registration Balance' and shows a value of 1820.00. Below this, there are three sections: 'Sponsor Declaration' with a 'Yes' radio button selected, 'SAAS Funding Information' with a 'SAAS Reference Number' field and a 'Part-Time Students' section, and 'Amount' with a 'Do you expect SAAS to cover your full fee?' section.

Fill in the relevant answers. If you have a SAAS reference number, enter it in the relevant box. If you don't have a SAAS Reference number, see the information here – [No SAAS Reference](#). If you're funded by a Part Time Fee Grant (PTFG), update the relevant slider to Yes and enter your PTFG reference.

This screenshot is similar to the previous one, but the 'SAAS Reference Number' field is now filled with the value '12345678'. The 'Do you expect SAAS to cover your full fee?' section now has the 'Partial' radio button selected. The 'Sponsor Declaration' section remains the same with the 'Yes' radio button selected.

If SAAS is paying your full fee, please follow the steps below. If SAAS is paying part of your fee, please click here: [Partial SAAS Funding](#)

Full SAAS Funding

Update the *Do you expect SAAS to cover your full fee* slider to Full.

SAAS Funding Information

Please provide your SAAS reference number and, if known, the amount of funding you expect from SAAS for your tuition fees.

SAAS Reference Number ⓘ

Enter your 8 digit SAAS reference number, if known

Part-Time Students - Are you funded by a Part-Time Fee Grant (PTFG)? No

Enter your 10 digit PTFG reference number, if known

Please indicate here if you expect SAAS to pay your Full Fee

Do you expect SAAS to cover your full fee? Full

Amount ⓘ

Do you have a SAAS Reference number? Yes

You will then see a notification confirming that your Financial Registration balance has changed. The balance displayed on the step will also update.

Financial Registration-82

Your Financial Registration Balance was changed from 1820 to 0

ID: 0809515 Test Student Two

- 1 Introduction Complete
- 2 My Academics Complete
- 3 Financial Registration Balance Complete
- 4 Payment Options Complete
- 5 **Payment by SAAS** In Progress
- 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

Would you like to select this Payment Option? Yes

SAAS funding is available to most Scottish students as well as certain EU students.

Financial Registration Balance ⓘ

I confirm that SAAS is paying my fees Yes

Sponsor Declaration

You must agree to the sponsor declaration below before continuing.

'I agree that if the sponsor indicated fails to pay all or some of my tuition and bench fees, that I will be liable for the balance due'

I confirm that I have read and understand the Sponsor Declaration Yes

SAAS Funding Information

Please provide your SAAS reference number and, if known, the amount of funding you expect from SAAS for your tuition fees.

SAAS Reference Number ⓘ

Enter your 8 digit SAAS reference number, if known

Part-Time Students - Are you funded by a Part-Time Fee Grant (PTFG)? No

Enter your 10 digit PTFG reference number, if known

Please indicate here if you expect SAAS to pay your Full Fee

Do you expect SAAS to cover your full fee? Full

Amount ⓘ

Do you have a SAAS Reference number? Yes

Then press Confirm.

Financial Registration-82

Exit Previous

ID: 0809515 Test Student Two

- 1 Introduction Complete
- 2 My Academics Complete
- 3 Financial Registration Balance Complete
- 4 Payment Options Complete
- 5 Payment by SAAS In Progress**
- 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 5 of 12: Payment by SAAS

Would you like to select this Payment Option? Yes

SAAS funding is available to most Scottish students as well as certain EU students.

Financial Registration Balance

0.00

I confirm that SAAS is paying my fees Yes

Sponsor Declaration

You must agree to the sponsor declaration below before continuing.

'I agree that if the sponsor indicated fails to pay all or some of my tuition and bench fees, that I will be liable for the balance due'

I confirm that I have read and understand the Sponsor Declaration Yes

SAAS Funding Information

Please provide your SAAS reference number and, if known, the amount of funding you expect from SAAS for your tuition fees.

SAAS Reference Number

Enter your 8 digit SAAS reference number, if known

Part-Time Students - Are you funded by a Part-Time Fee Grant (PTFG)? No

Enter your 10 digit PTFG reference number, if known

Please indicate here if you expect SAAS to pay your Full Fee

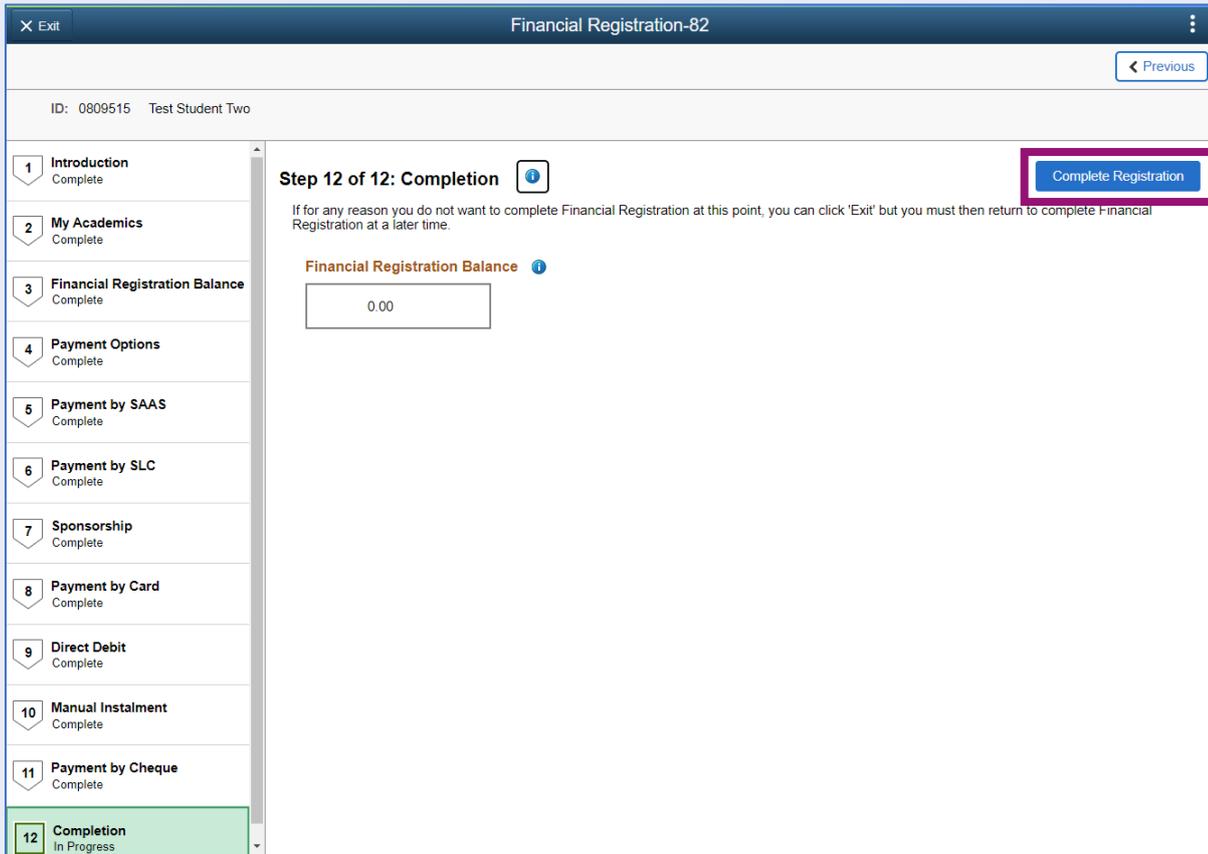
Do you expect SAAS to cover your full fee? Full

Amount

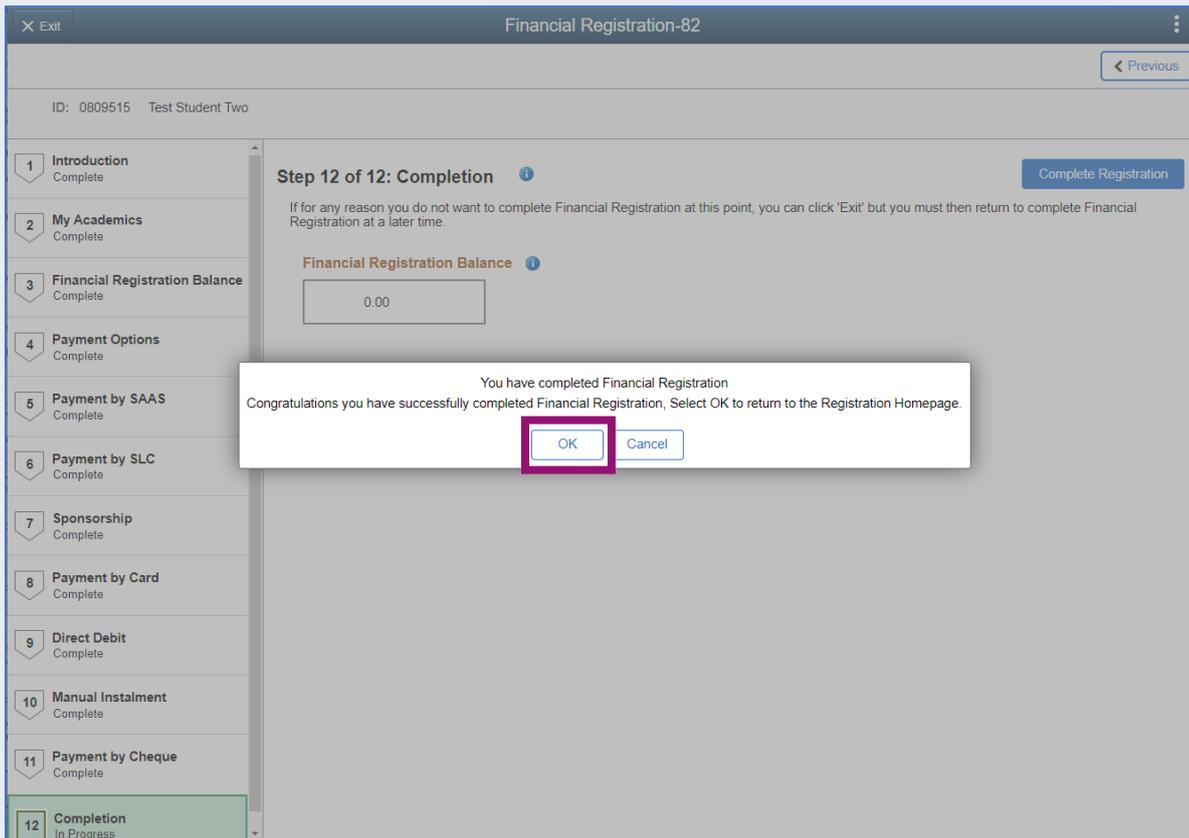
Confirm

Completing Registration

Once your Financial Registration Balance is 0, you will 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

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	Completed	Completed	Completed	Completed

Partial SAAS Funding

If SAAS is paying part of your fee only, please enter the amount you expect them to pay in the relevant box.

SAAS Funding Information

Please provide your SAAS reference number and, if known, the amount of funding you expect from SAAS for your tuition fees.

SAAS Reference Number

Enter your 8 digit SAAS reference number, if known

Part-Time Students - Are you funded by a Part-Time Fee Grant (PTFG)? No

Enter your 10 digit PTFG reference number, if known

Please indicate here if you expect SAAS to pay your Full Fee

Do you expect SAAS to cover your full fee? Partial

Amount

If you expect SAAS to pay only part of your fees, please enter the amount here:(in £)

Do you have a SAAS Reference number? Yes

Your Financial Registration Balance will update accordingly. You can then press Confirm and then Next to move onto other payment options.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 Financial Registration Balance Complete

4 Payment Options Complete

5 **Payment by SAAS** In Progress

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 5 of 12: Payment by SAAS

Would you like to select this Payment Option? Yes

SAAS funding is available to most Scottish students as well as certain EU students.

Financial Registration Balance

1,320

I confirm that SAAS is paying my fees Yes

Sponsor Declaration

You must agree to the sponsor declaration below before continuing.

'I agree that if the sponsor indicated fails to pay all or some of my tuition and bench fees, that I will be liable for the balance due'

I confirm that I have read and understand the Sponsor Declaration Yes

SAAS Funding Information

Please provide your SAAS reference number and, if known, the amount of funding you expect from SAAS for your tuition fees.

SAAS Reference Number

Enter your 8 digit SAAS reference number, if known

Part-Time Students - Are you funded by a Part-Time Fee Grant (PTFG)? No

Enter your 10 digit PTFG reference number, if known

Please indicate here if you expect SAAS to pay your Full Fee

Do you expect SAAS to cover your full fee? Full

Amount

Confirm

No SAAS Reference

If you don't have a SAAS reference number yet, please update the *Do you have a SAAS Reference number* slider to No. You'll then be advised that you can't complete Registration until you have this number. Please return to complete Registration once you receive this number from SAAS.