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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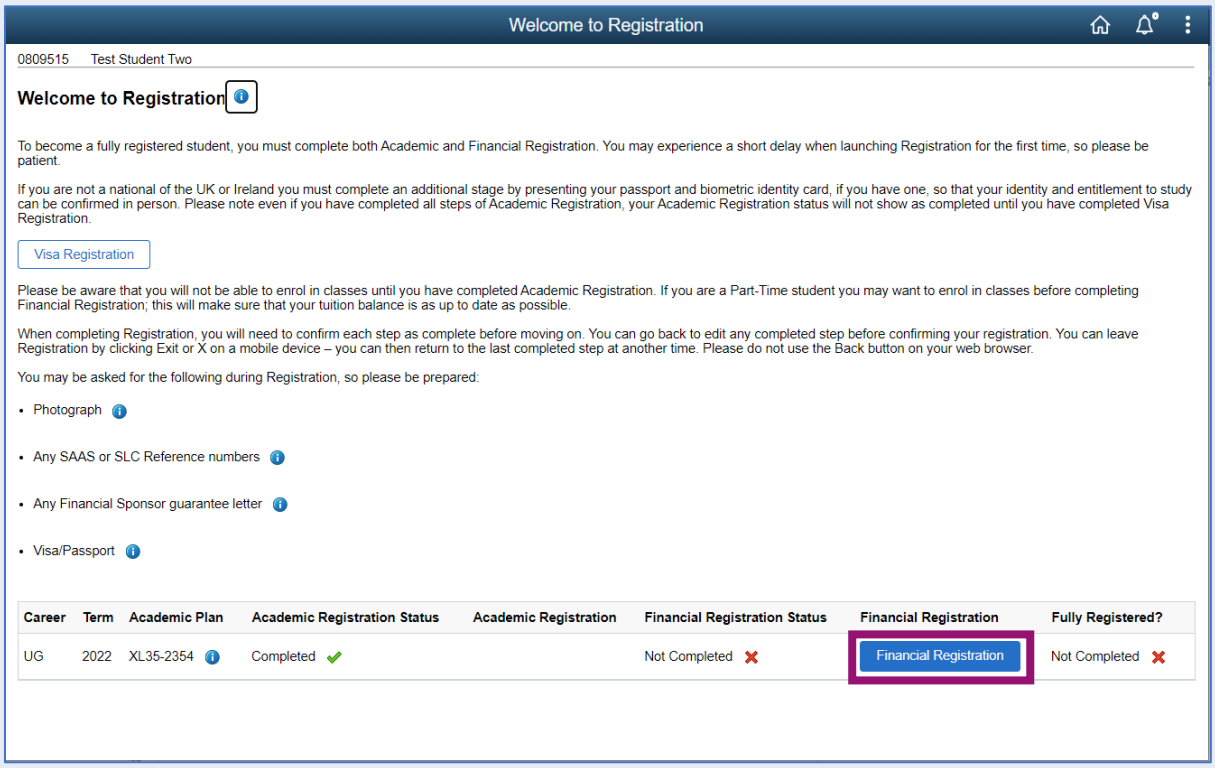
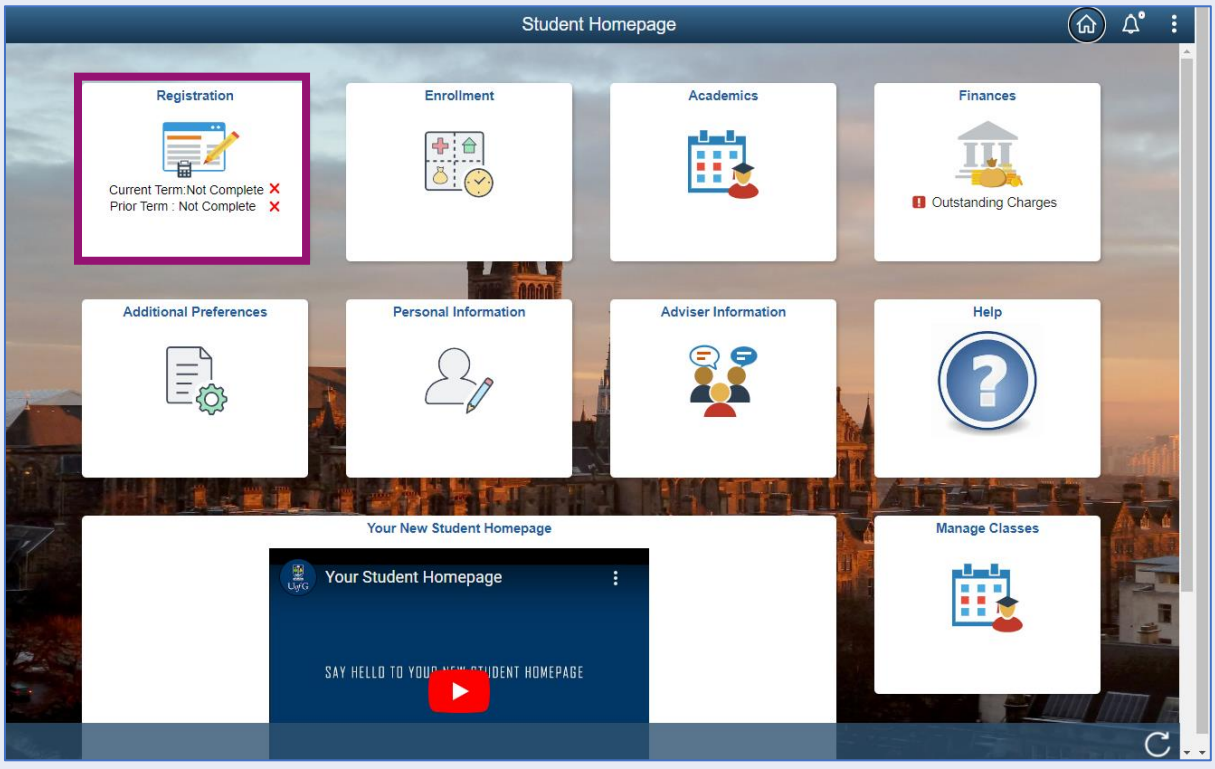
Entering Registration

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

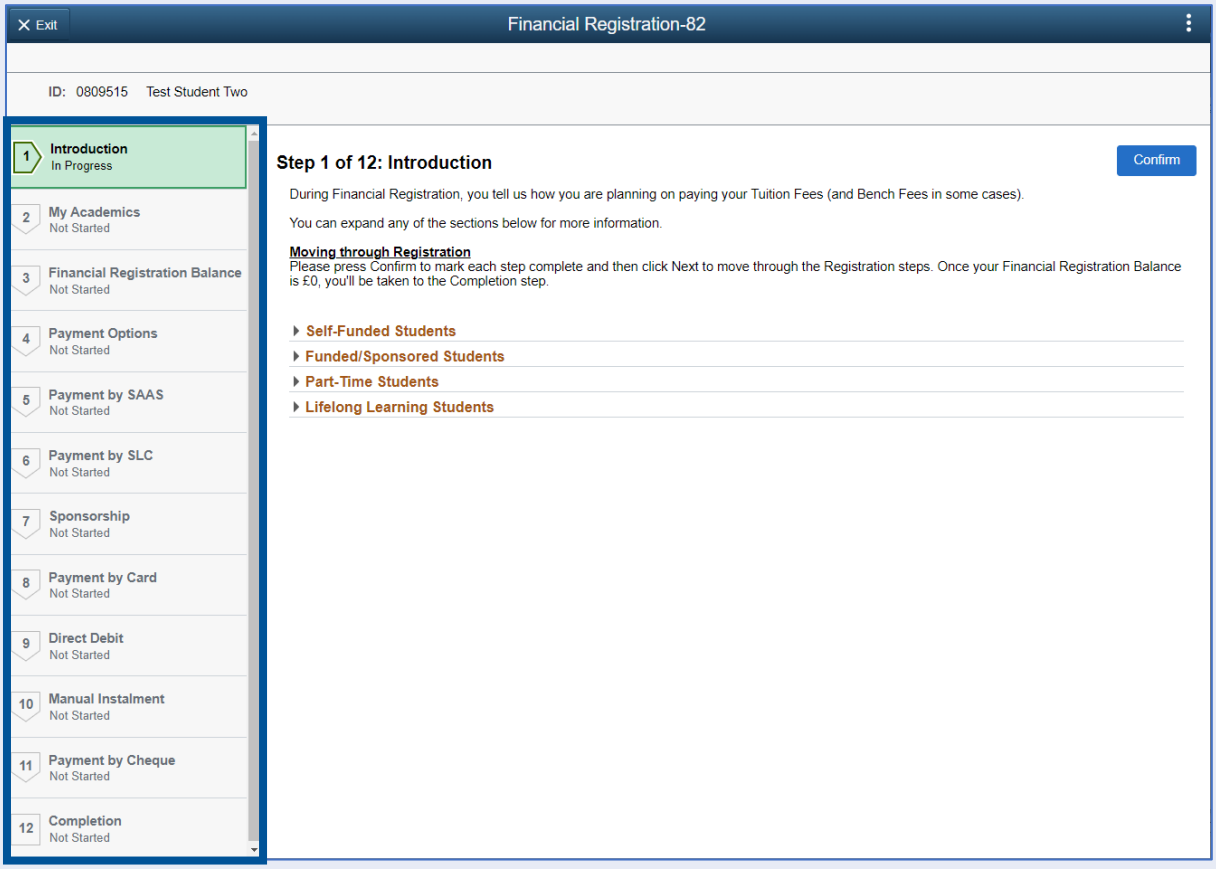


If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

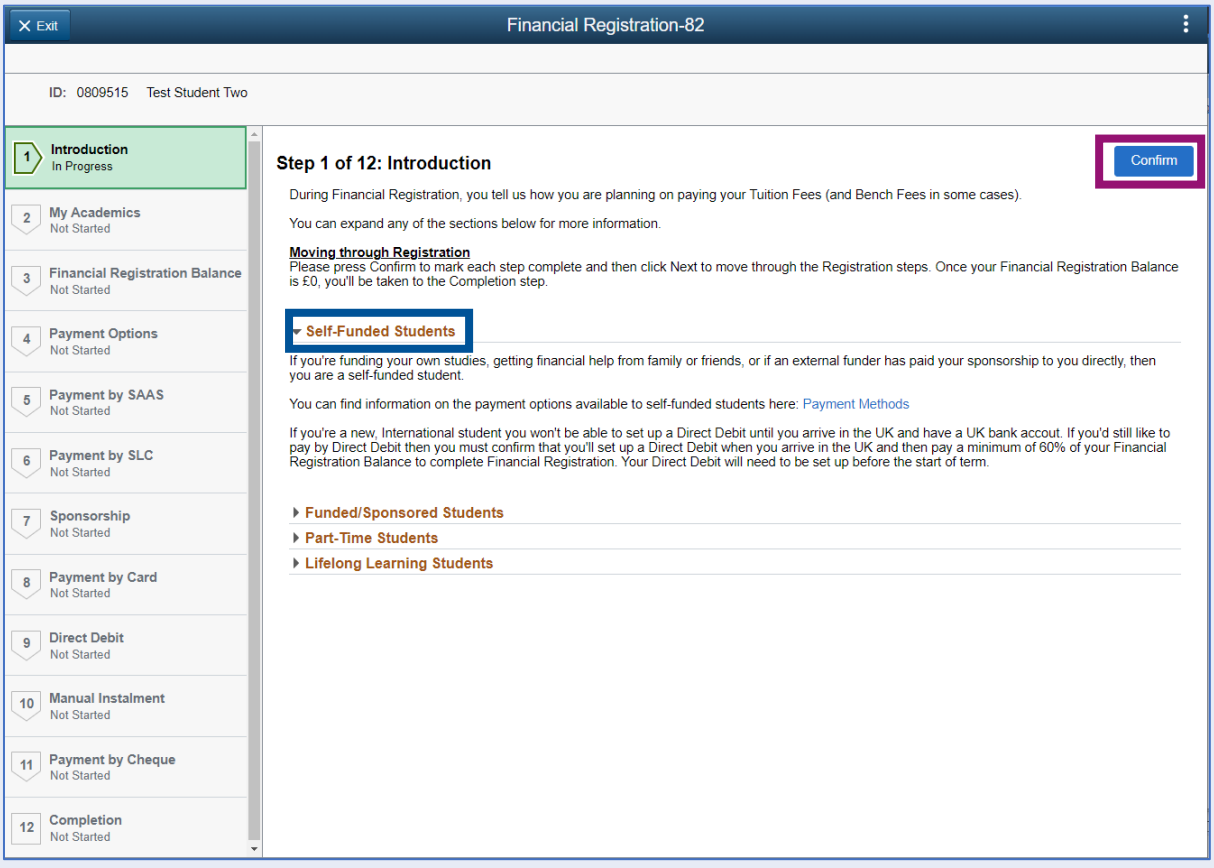


Step 1. Introduction

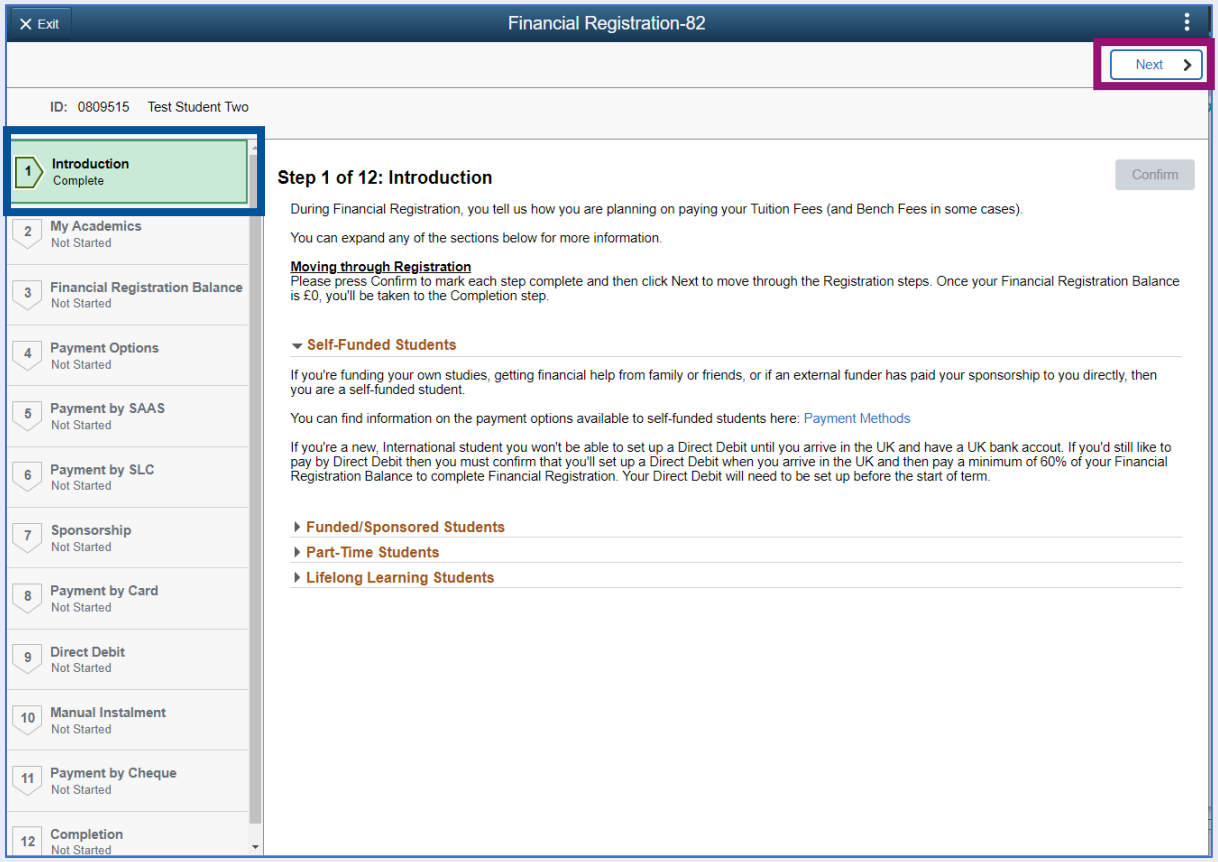
In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.



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

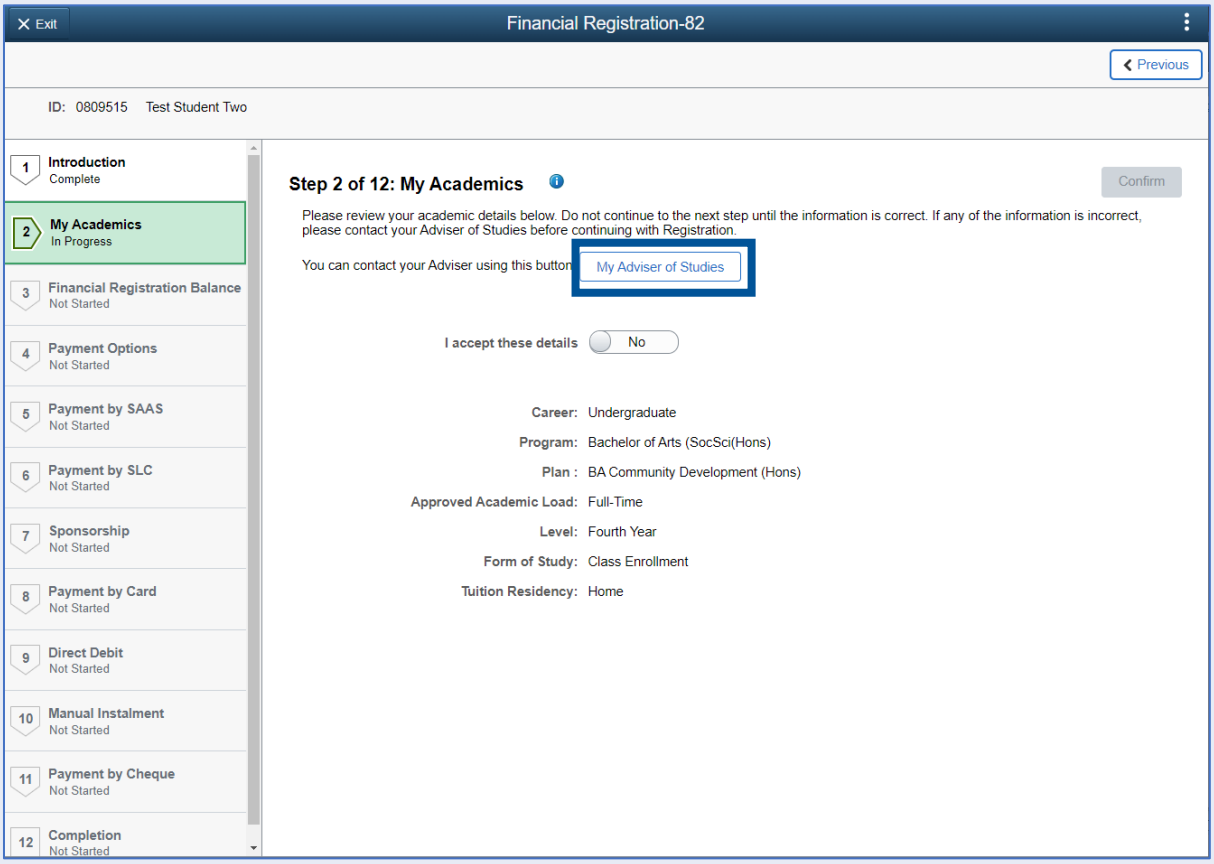


Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

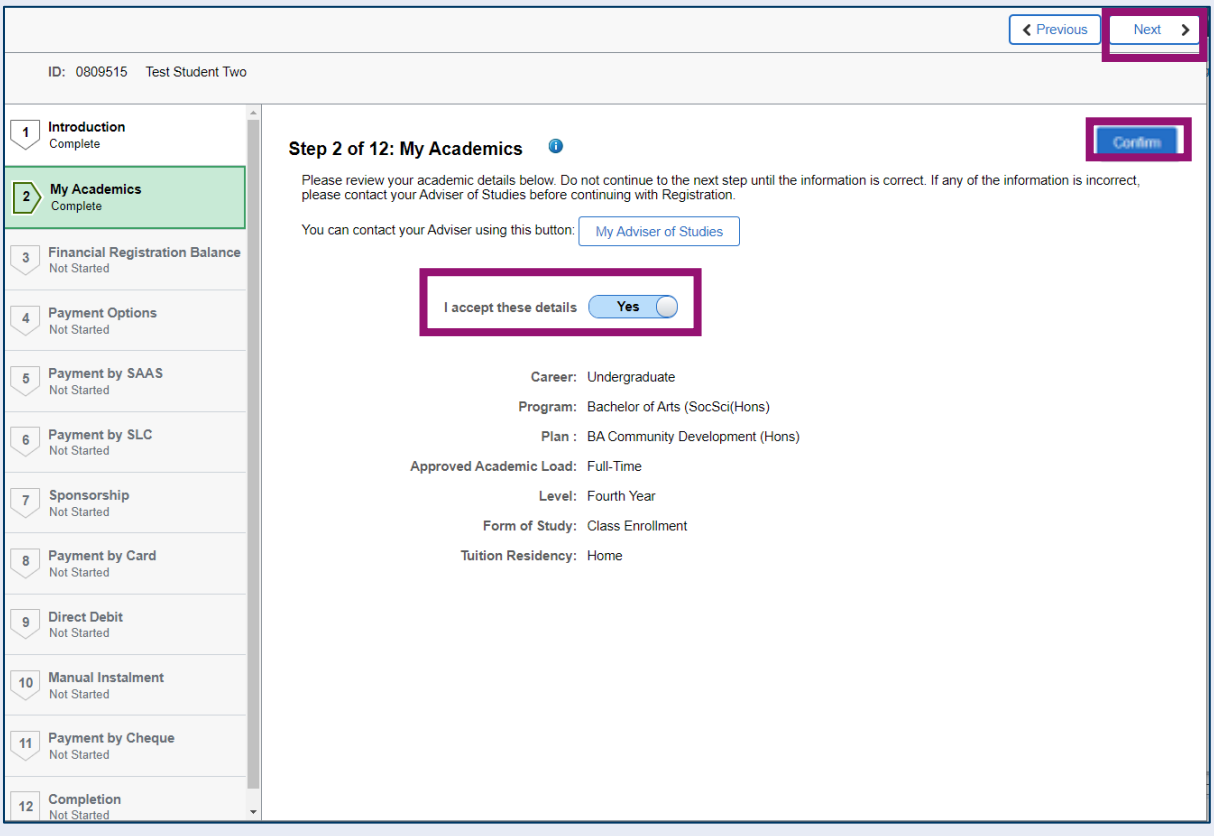


Step 2. My Academics

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

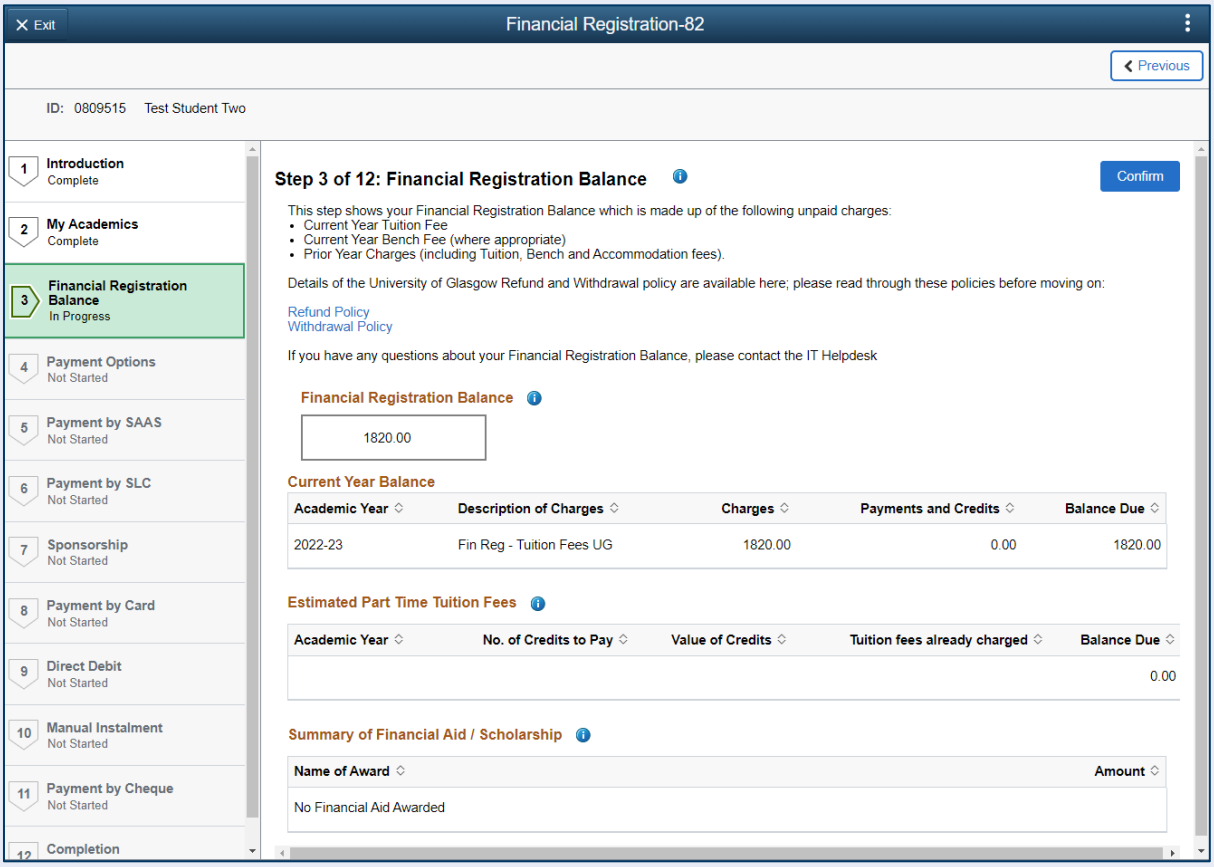


If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

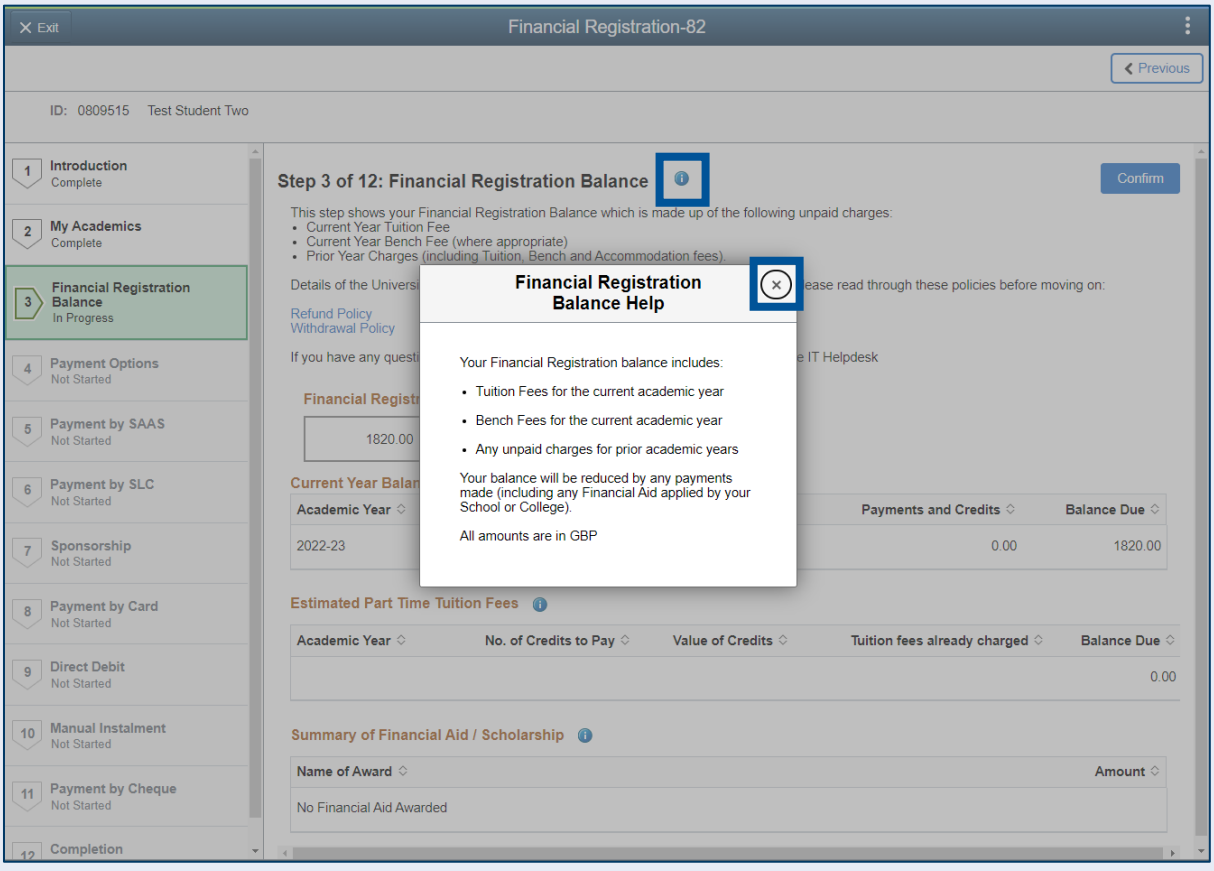


Step 3. Financial Registration Balance

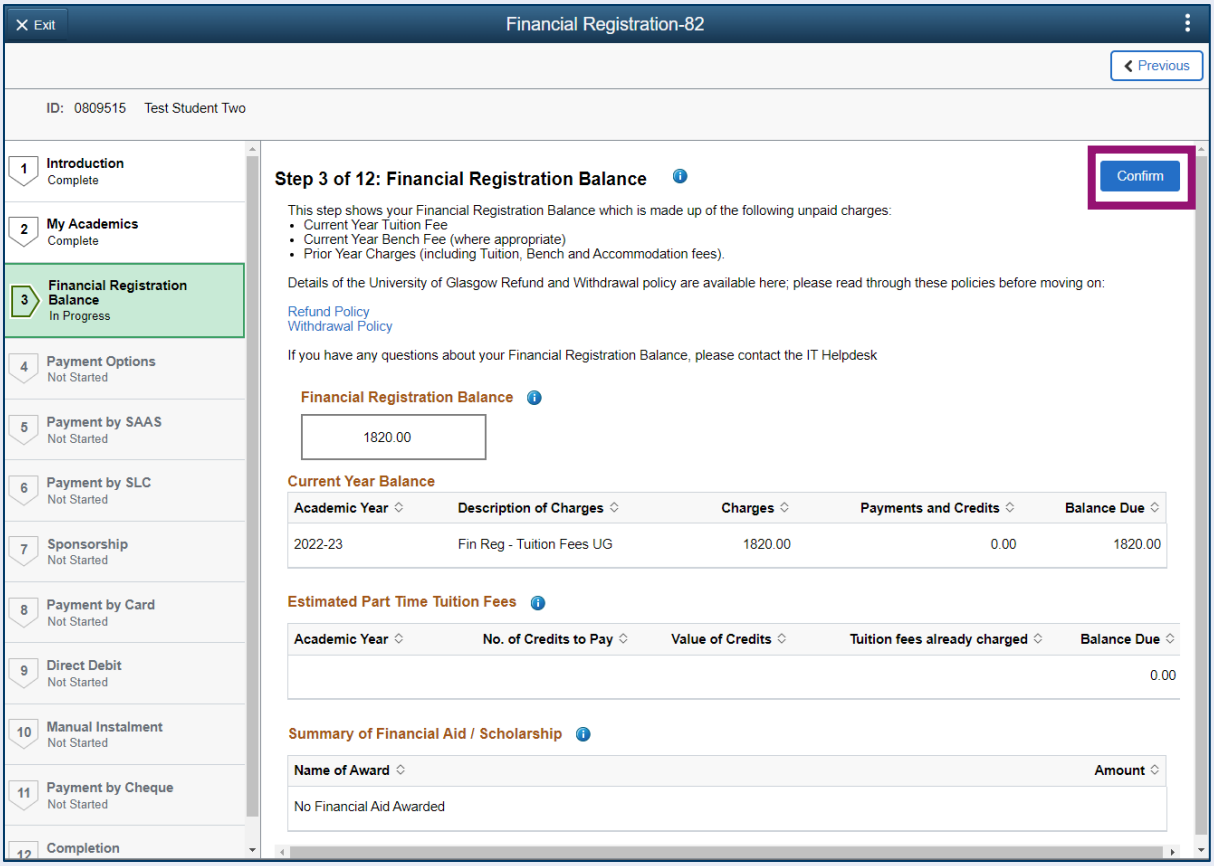
Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.



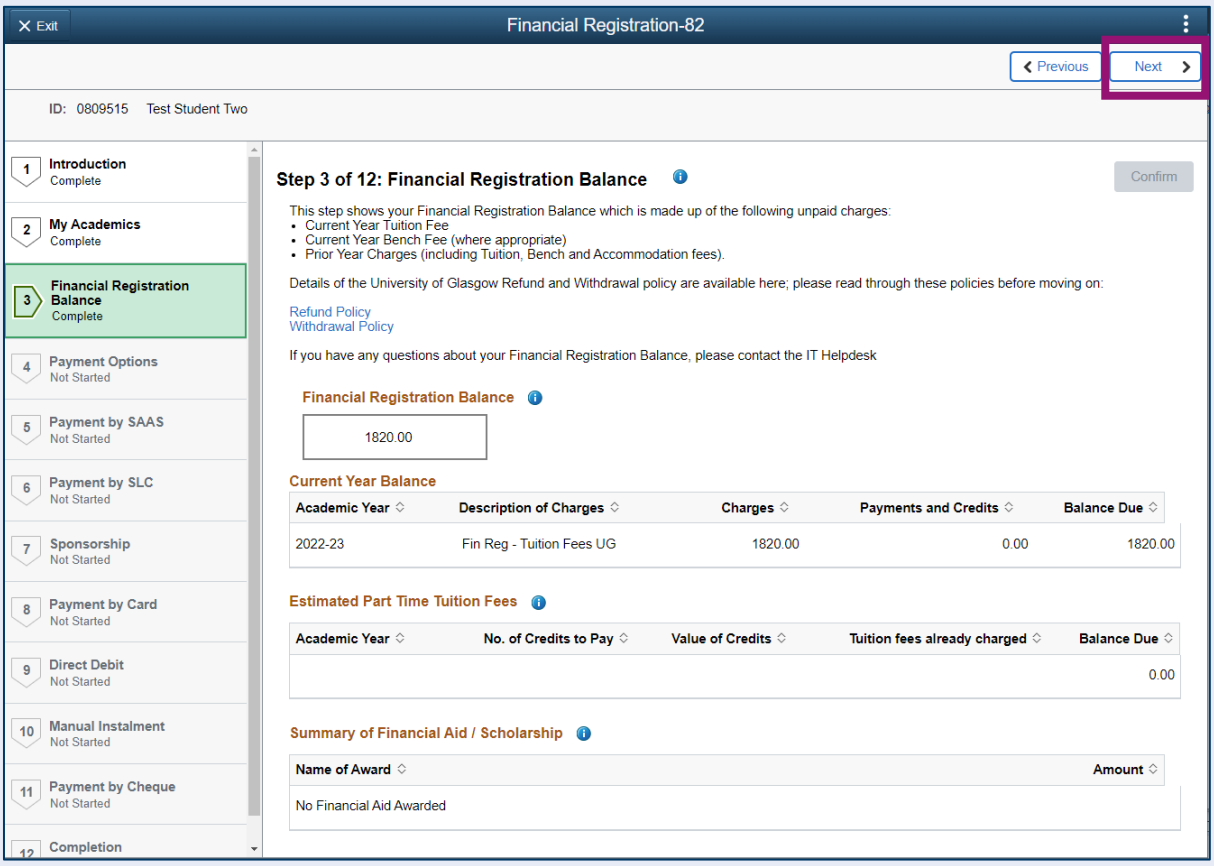
Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.



Press Confirm.

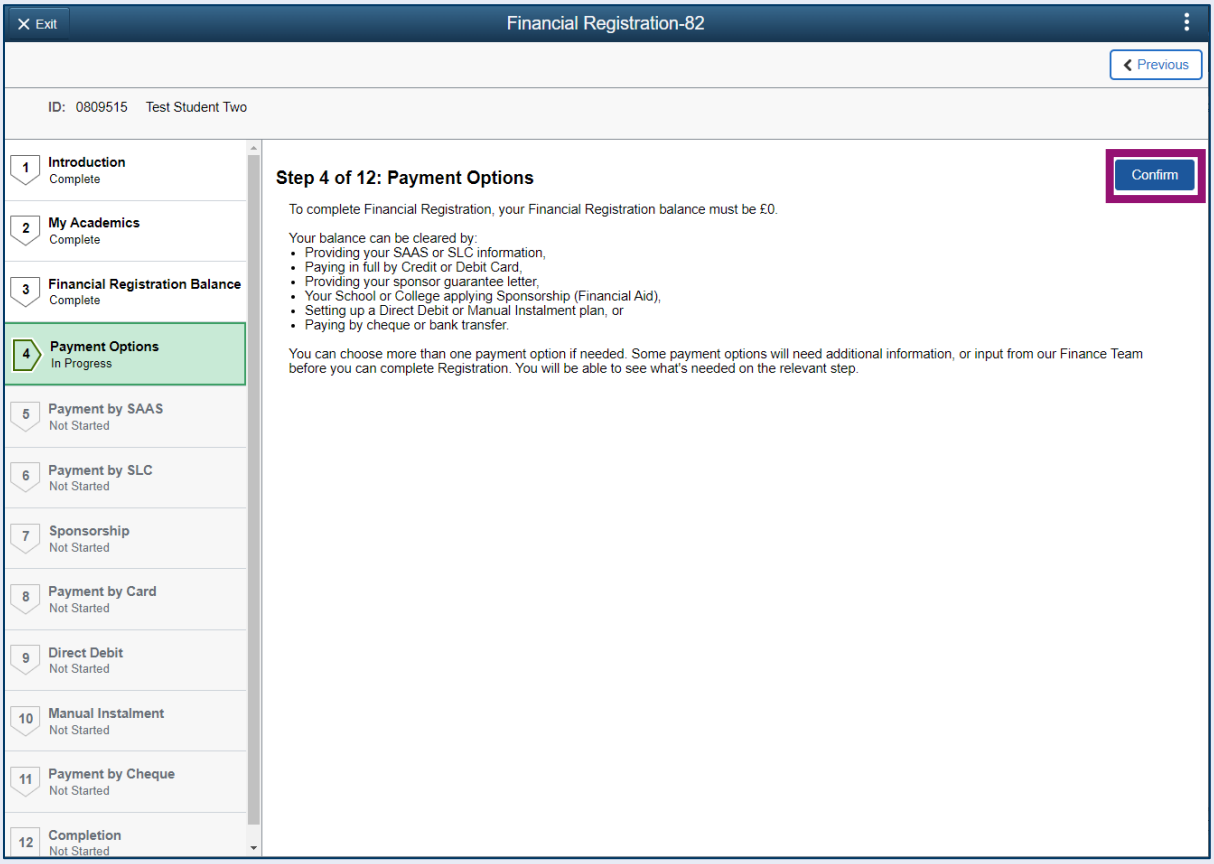


The Next button will then be available. Click Next.

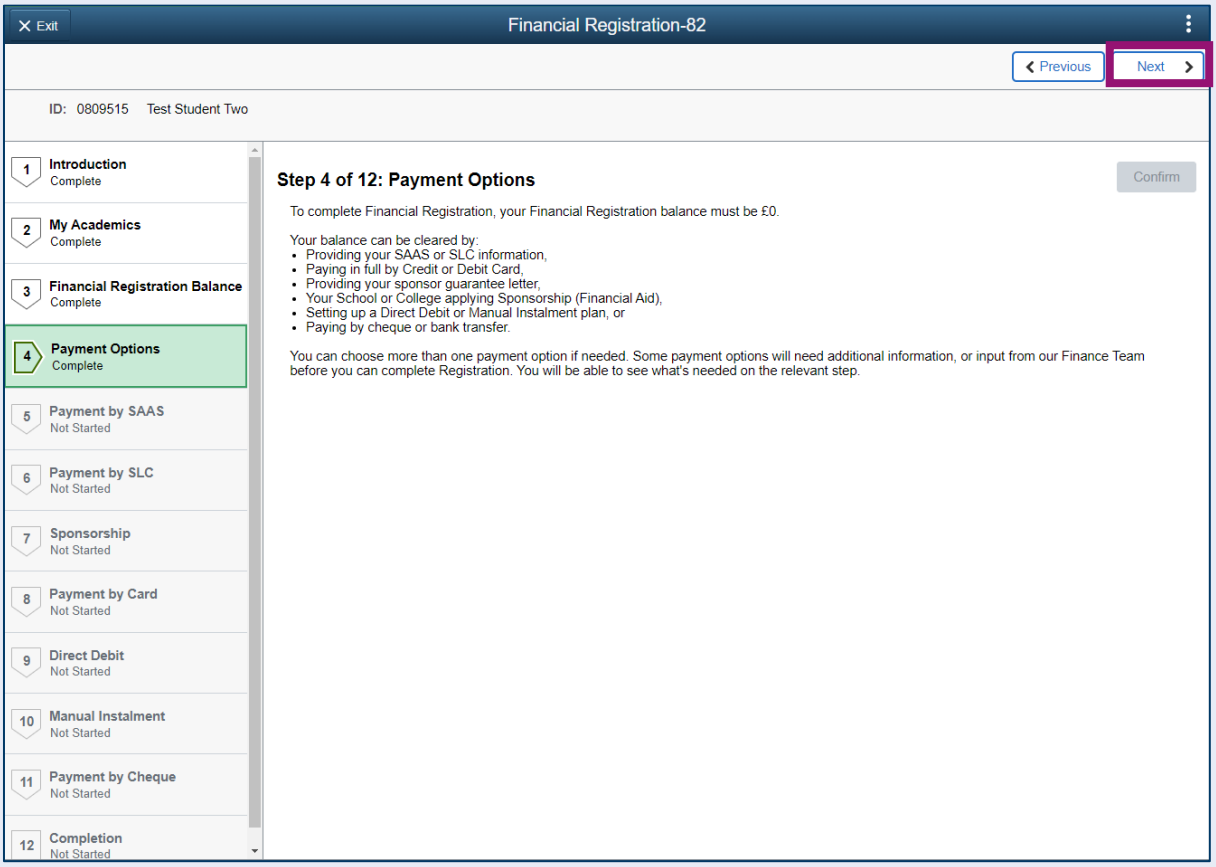


Step 4. Payment Options

Read the information provided. Then press Confirm.

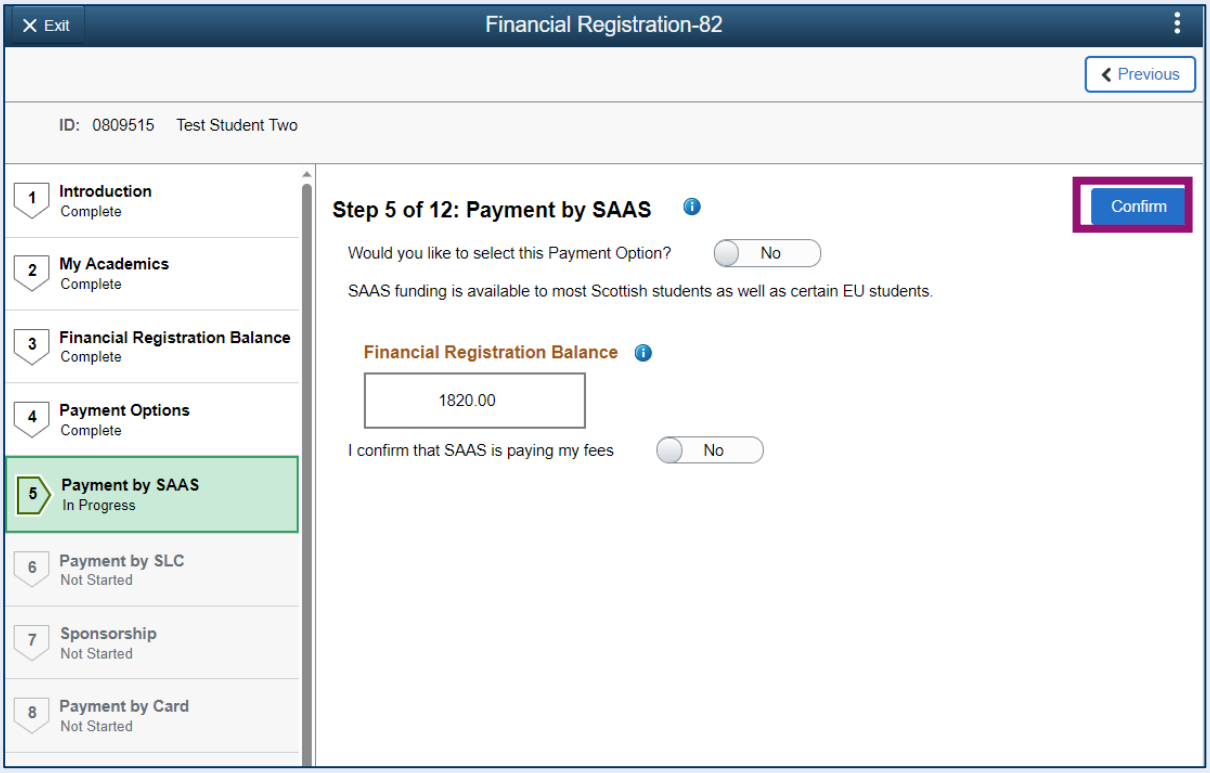


The Next button will then be available. Click Next.

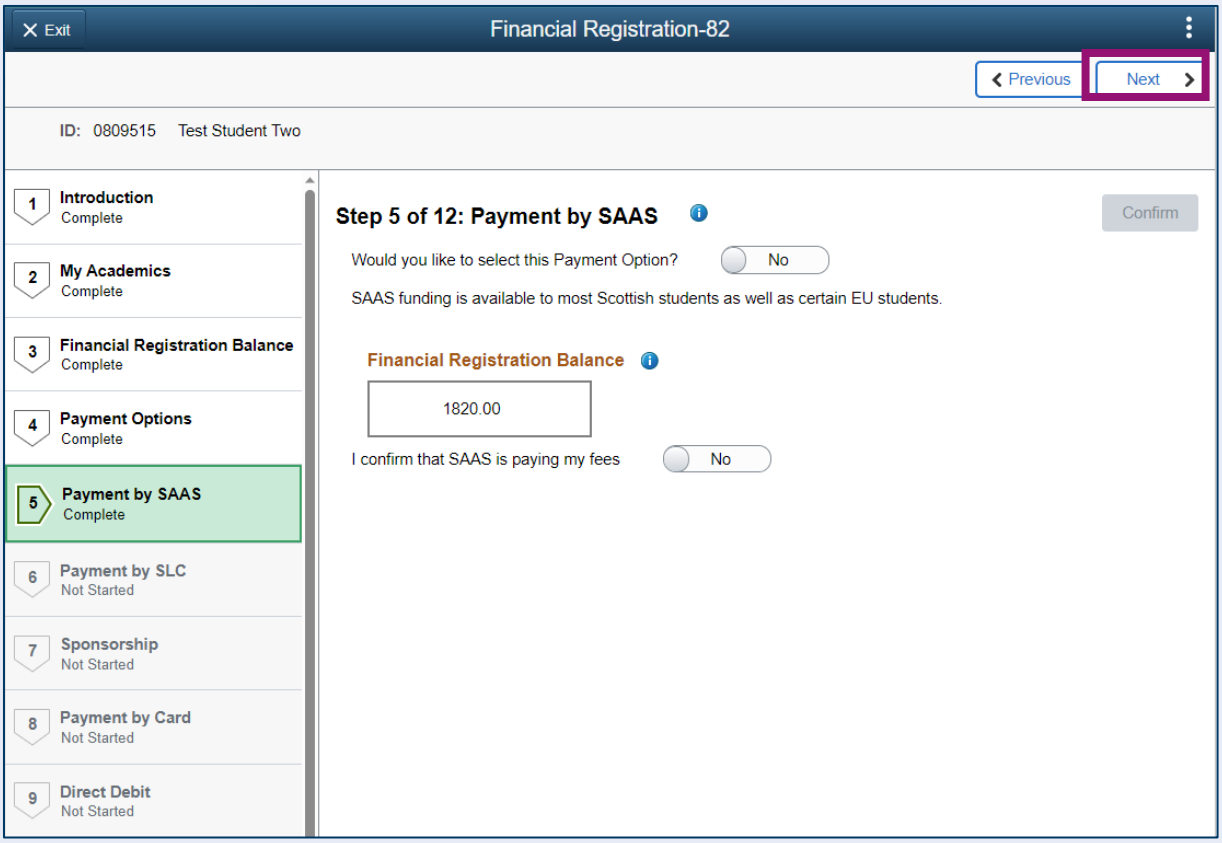


Step 5. Payment by SAAS

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

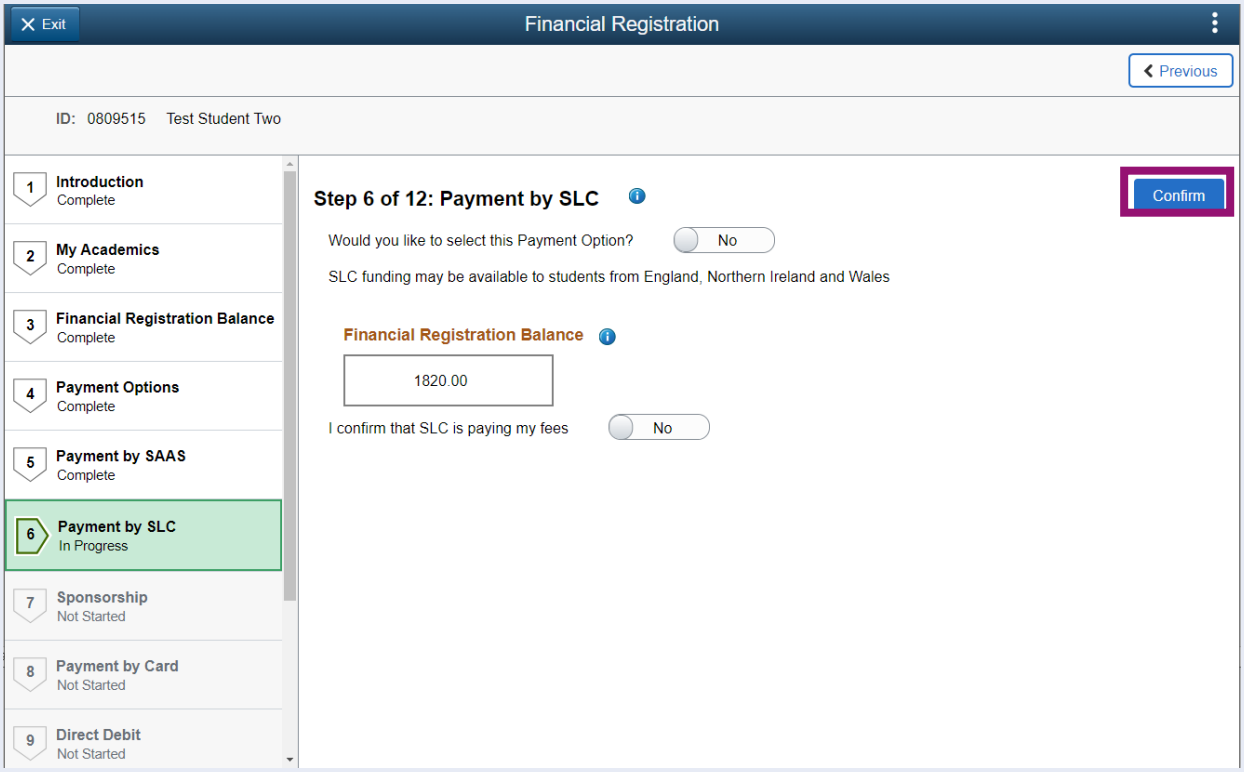


The Next button will then be available. Click Next.

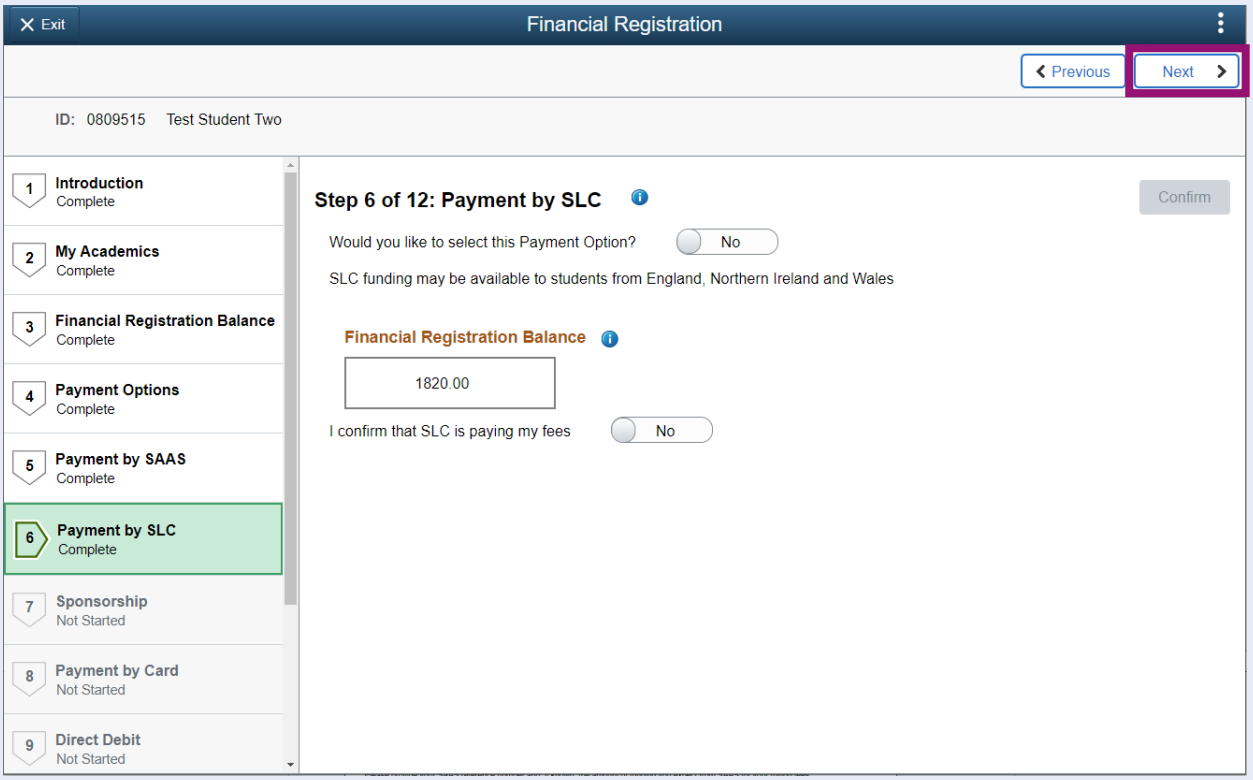


Step 6. Payment by SLC

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

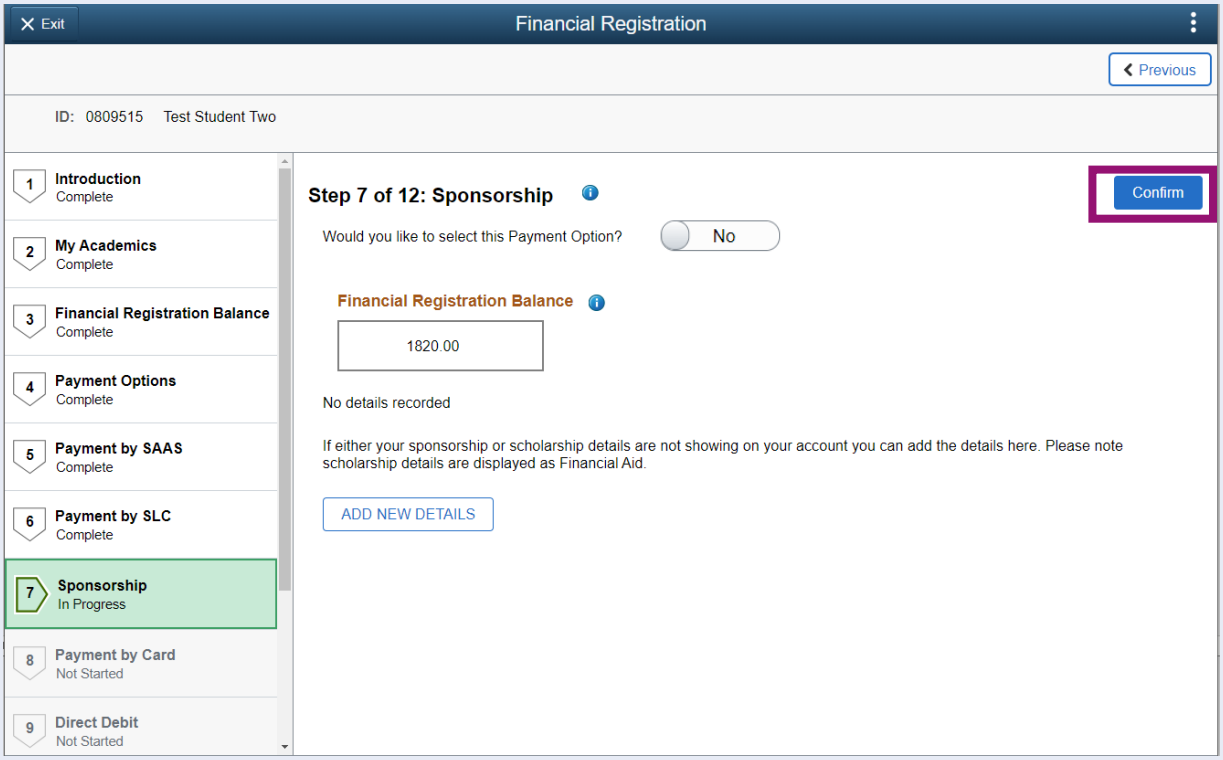


The Next button will then be available. Click Next.

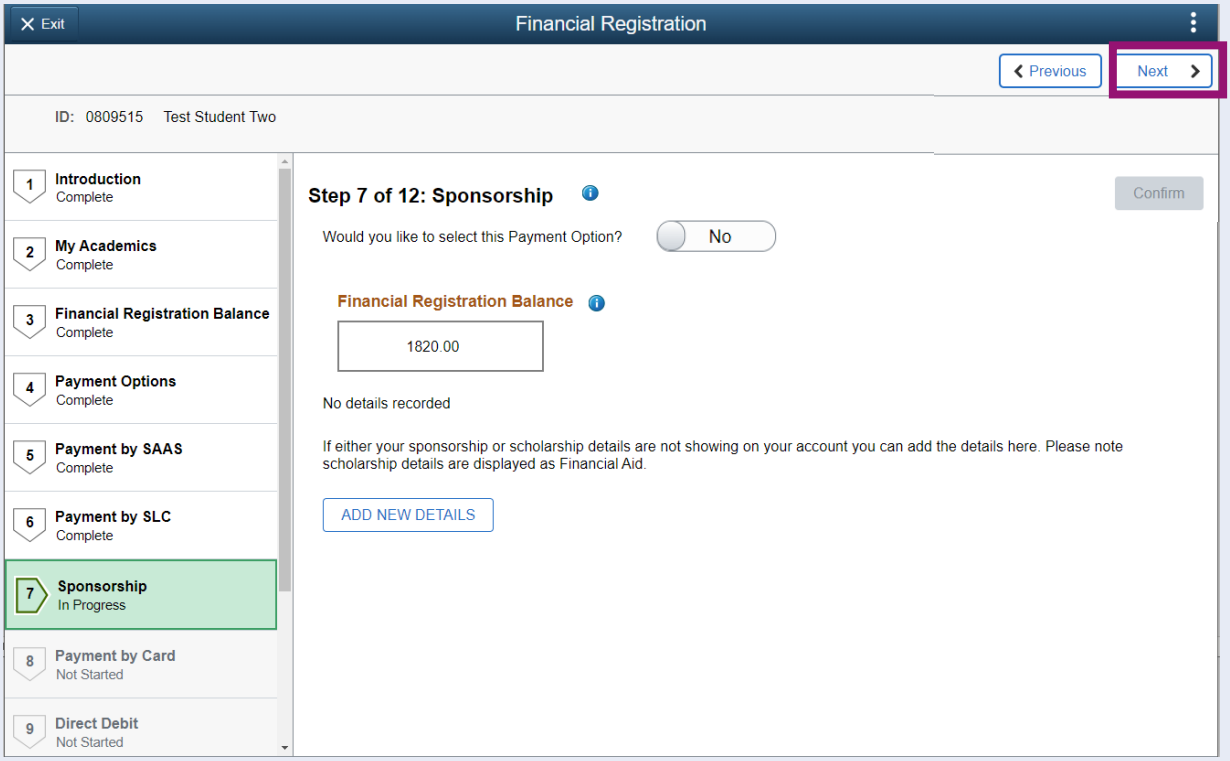


Step 7. Sponsorship

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

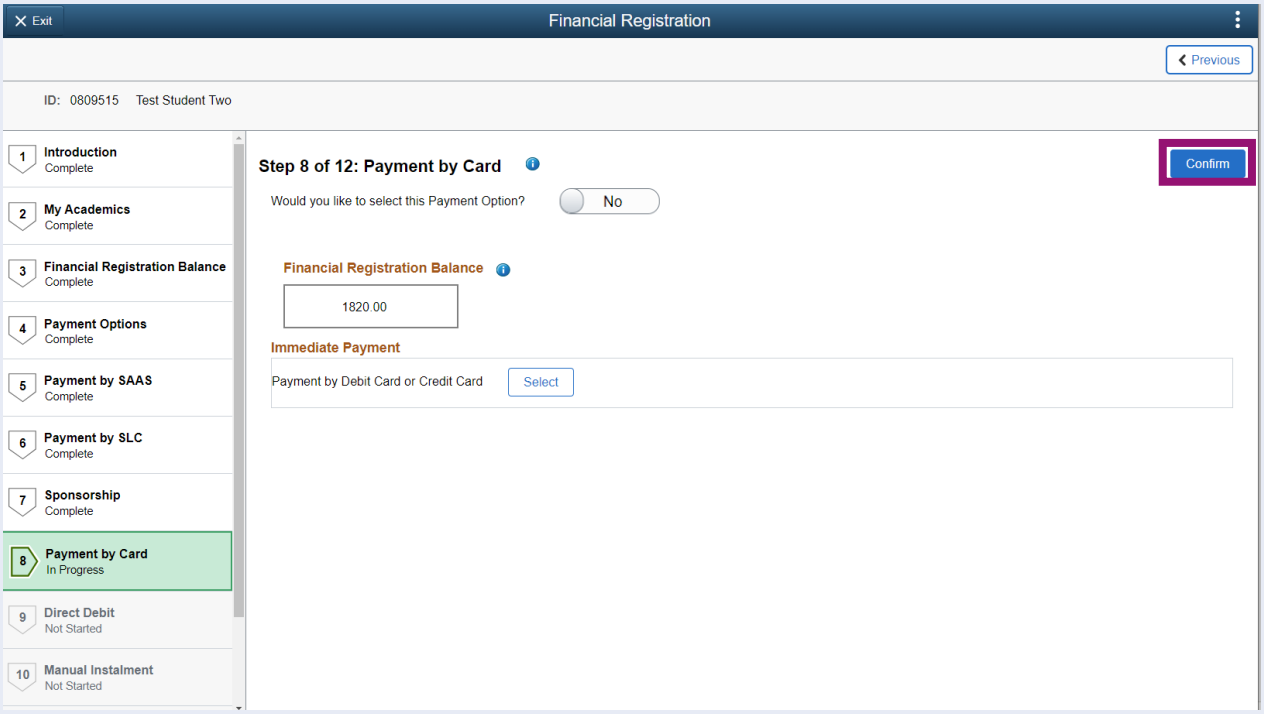


The Next button will then be available. Click Next.

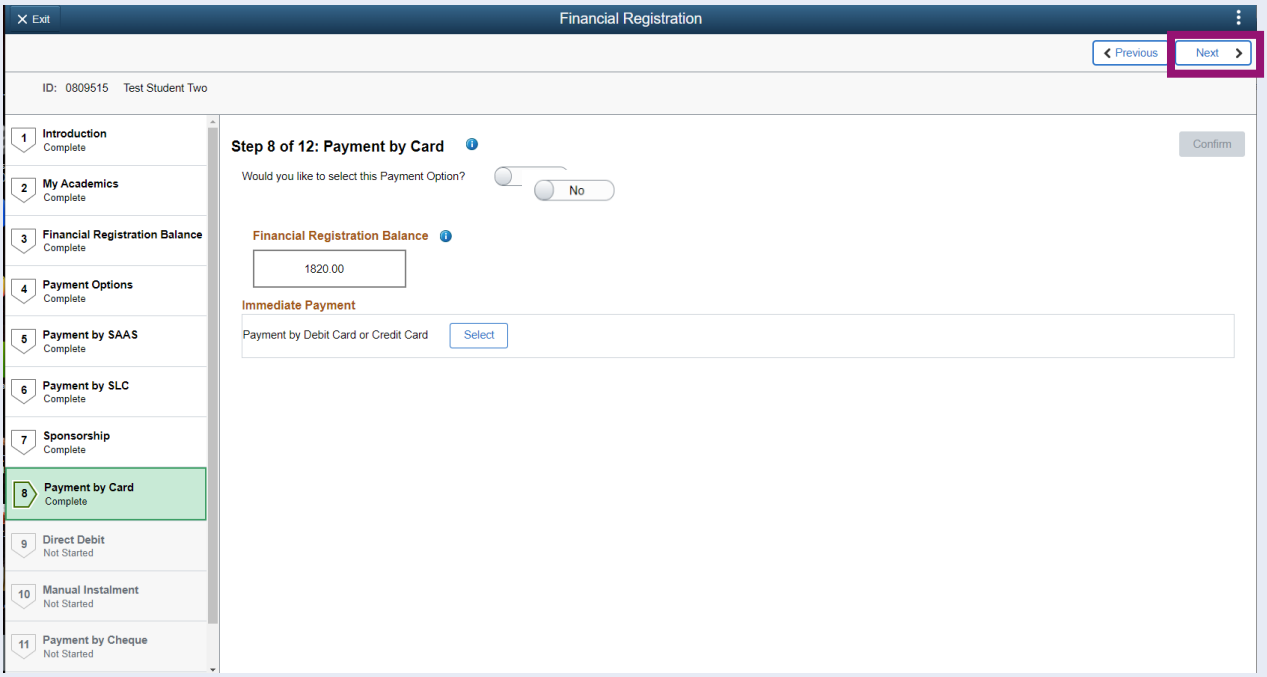


Step 8. Payment by Card

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

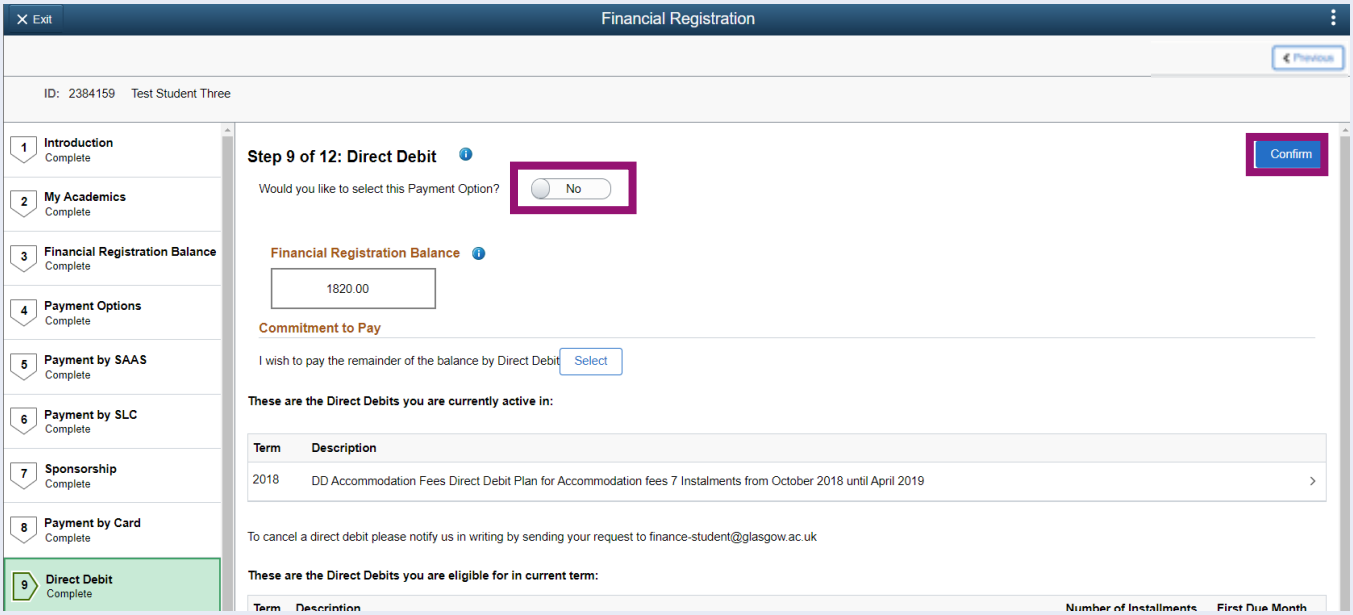


The Next button will then be available. Click Next.

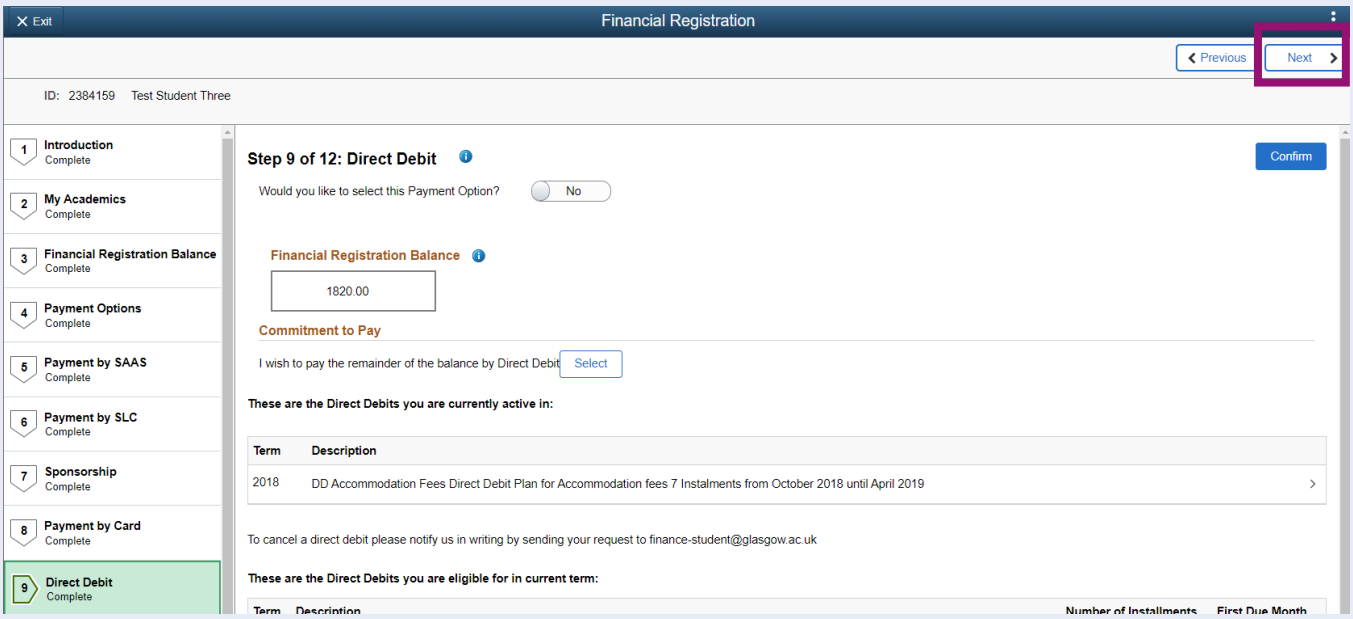


Step 9. Payment by Direct Debit

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

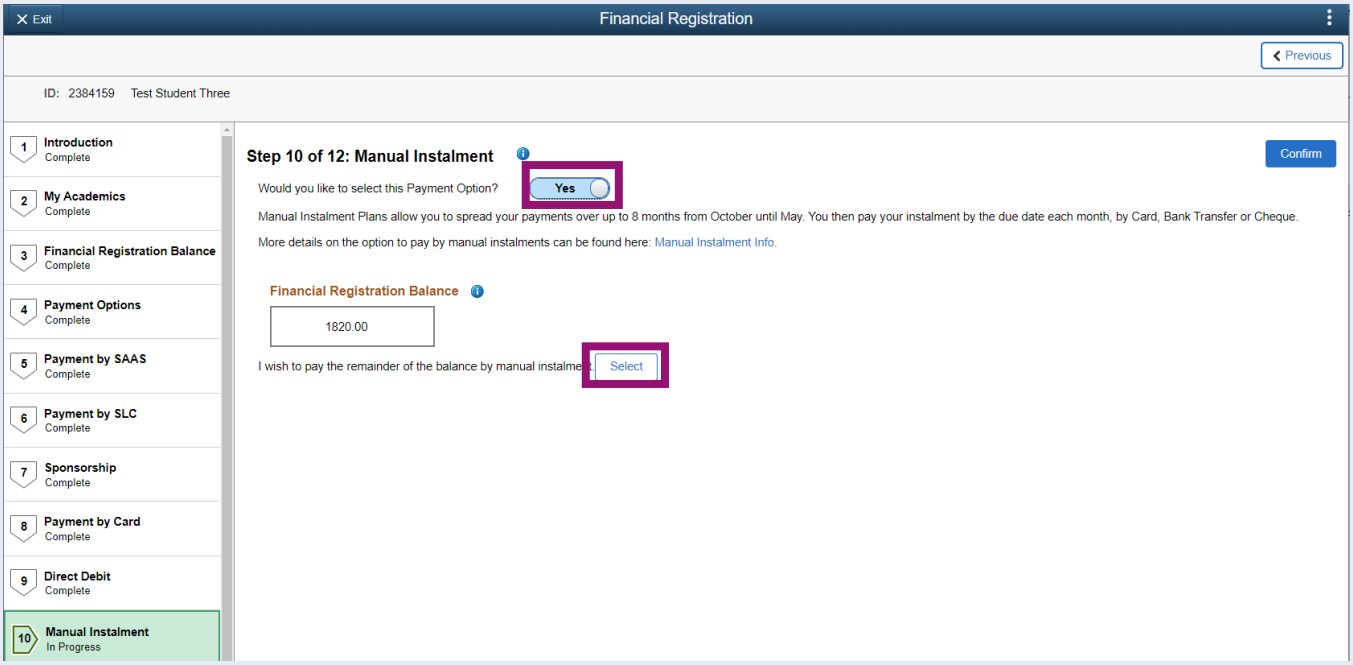


The Next button will then be available. Click Next.

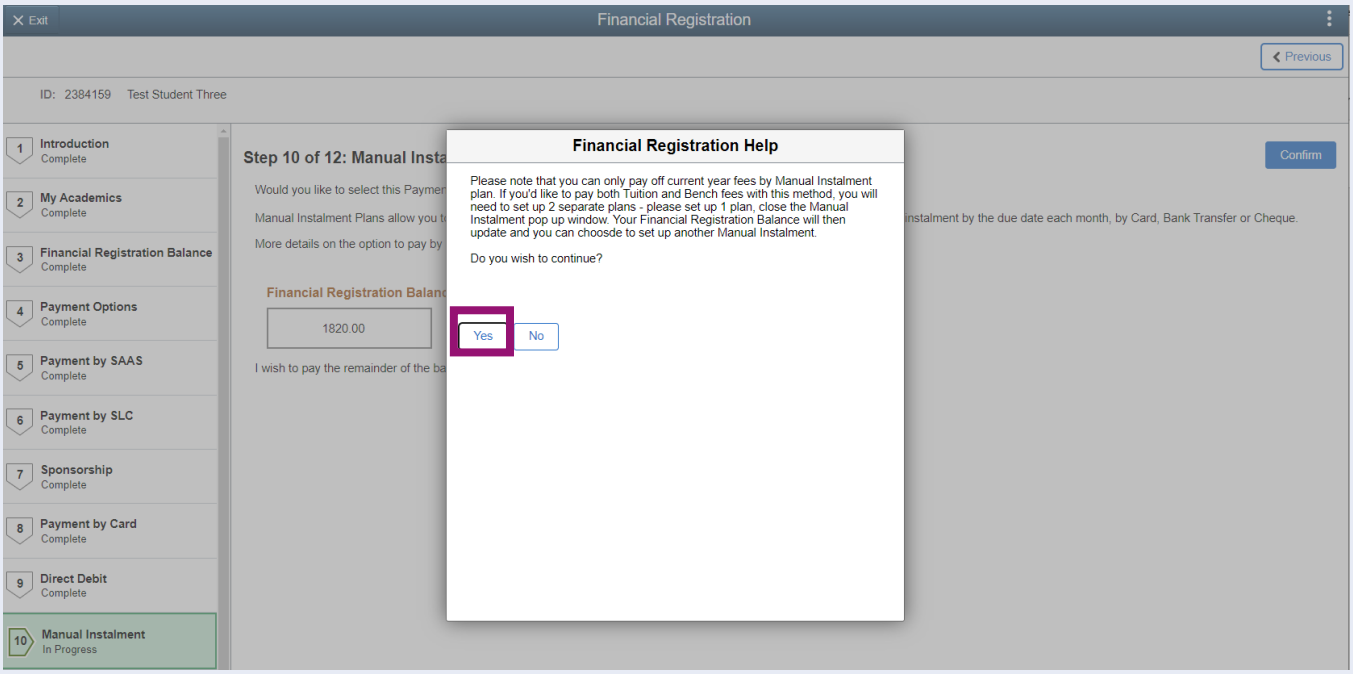


Step 10. Payment by Manual Instalment

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.

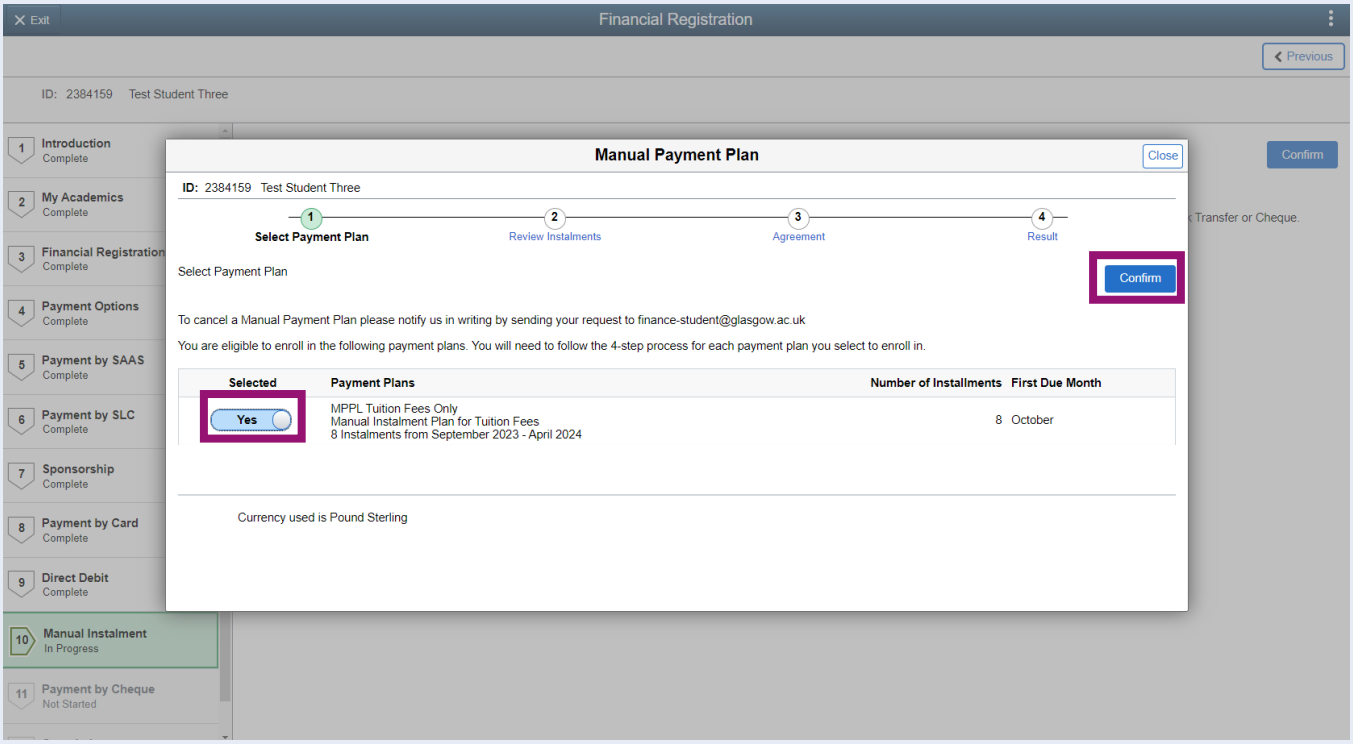


Read the information on the pop up provided and press Yes to continue.

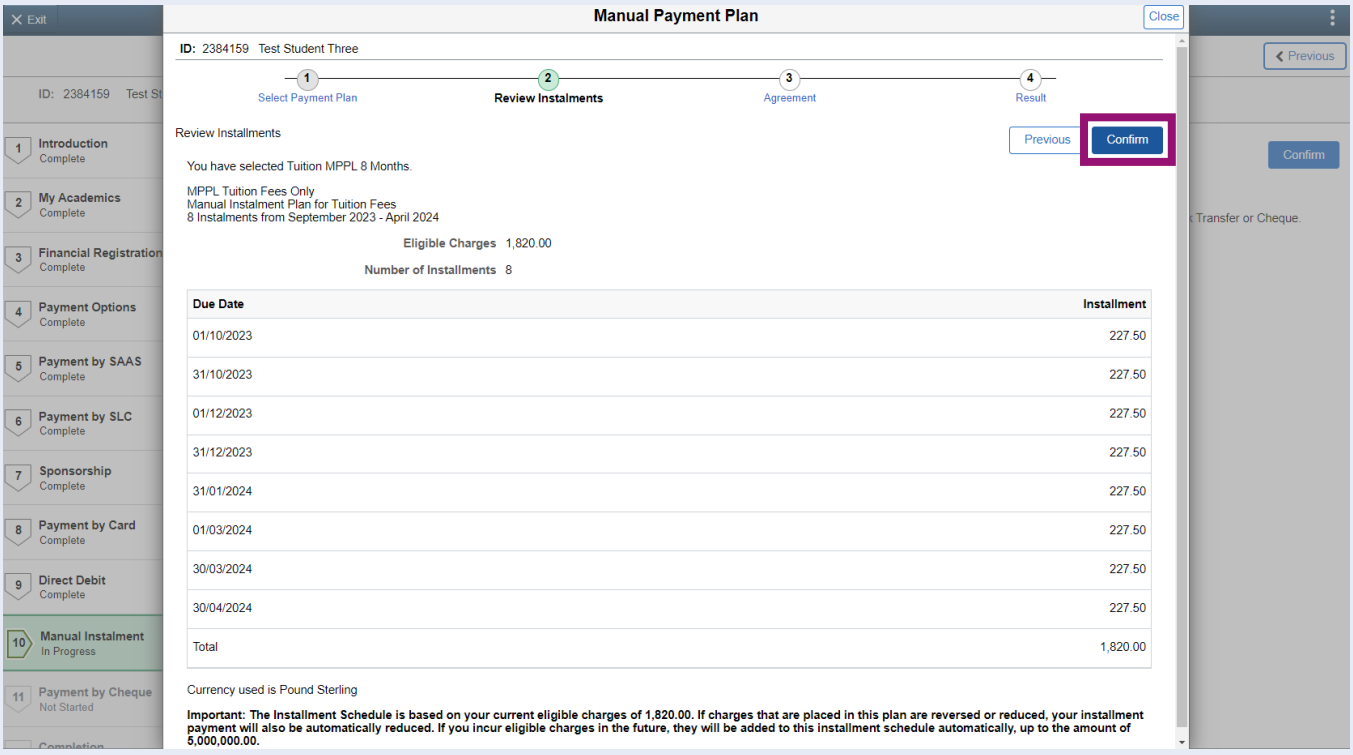


You will then see the Manual Instalment plans for which you are eligible. Select the relevant option by updating the slider to Yes. Please note that to pay off Tuition, you should select a Tuition plan. To pay off Bench Fees, you should select a Misc plan.

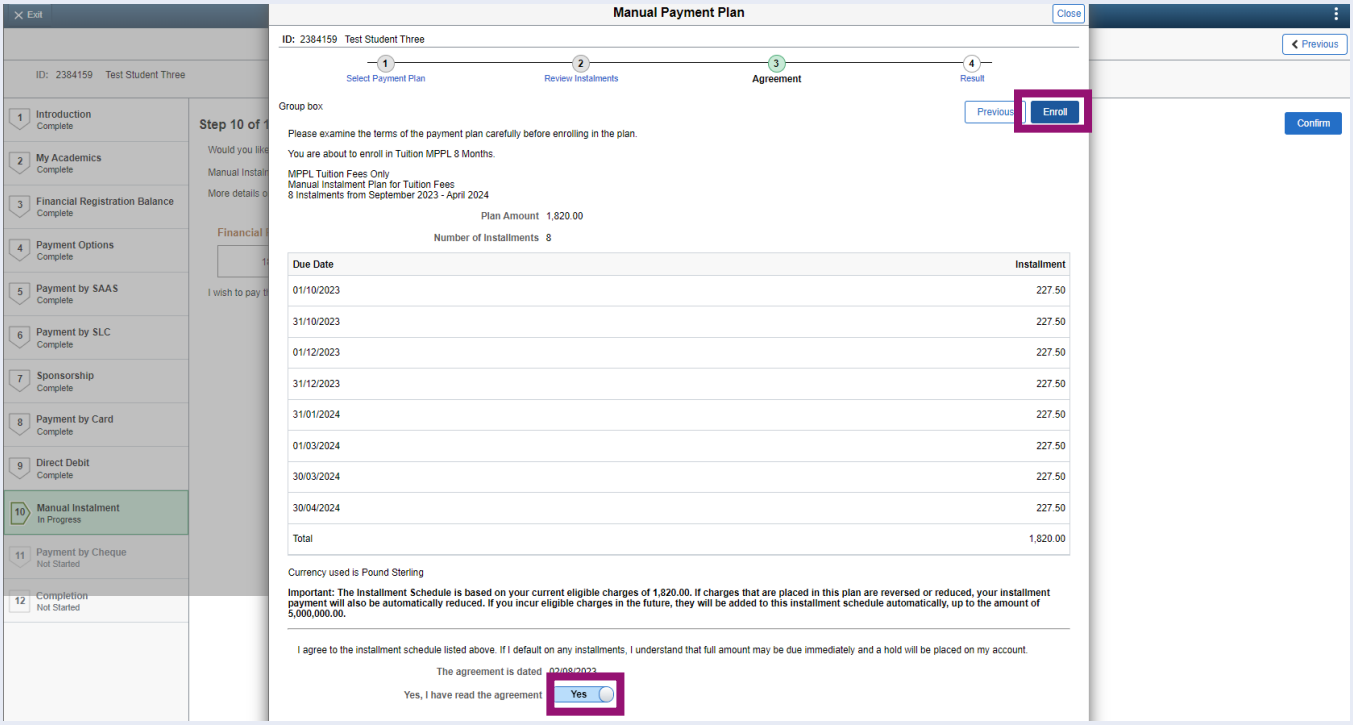
Once you have selected your desired plan, click Confirm.



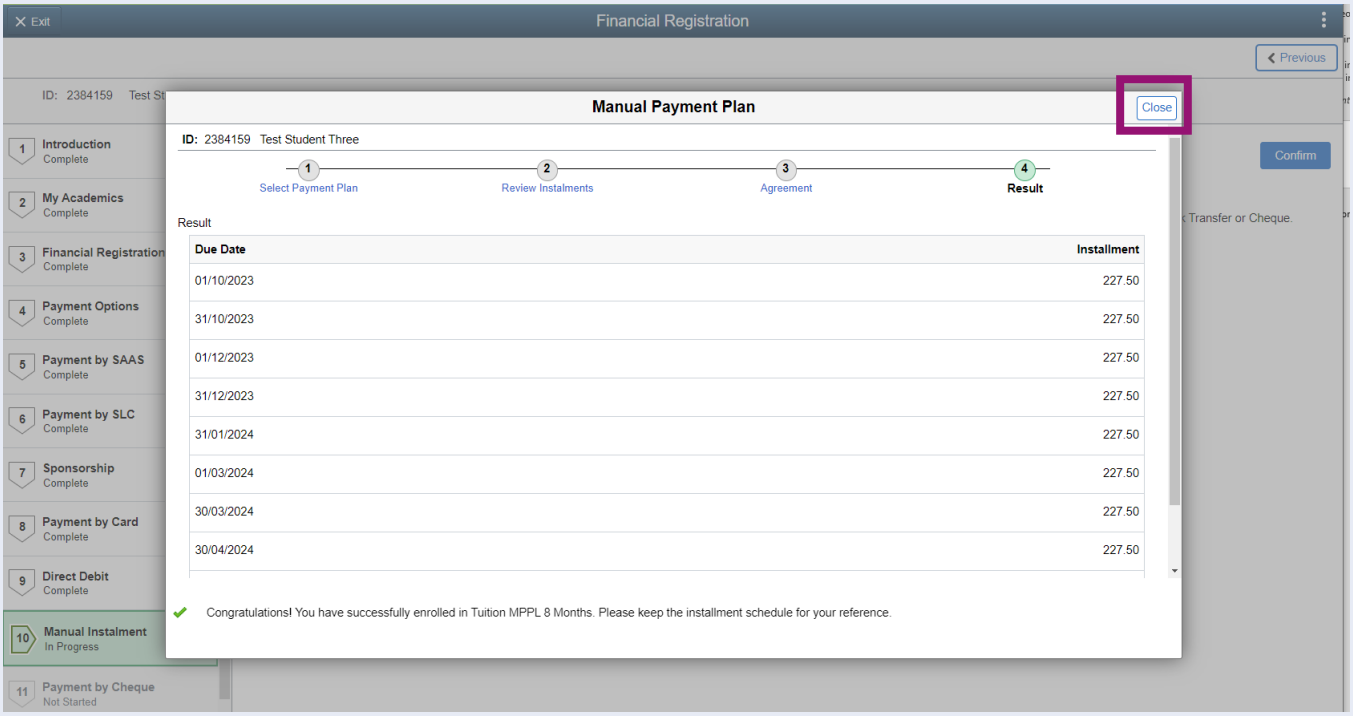
Your instalment plan will then be displayed. These are the dates by which each instalment is due for payment. Read the information provided and press Confirm.



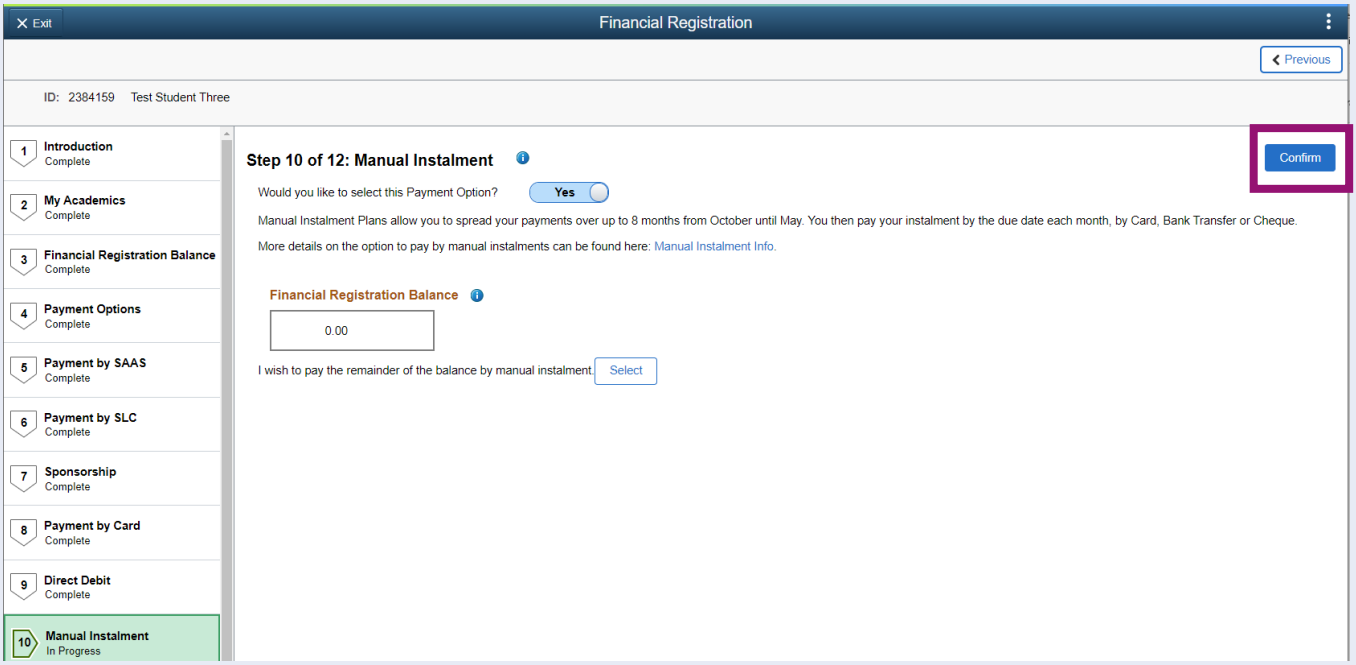
The Agreement screen will be displayed. Read the information provided and confirm that you have read the Agreement by updating the slider to Yes. Then click Enrol.



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

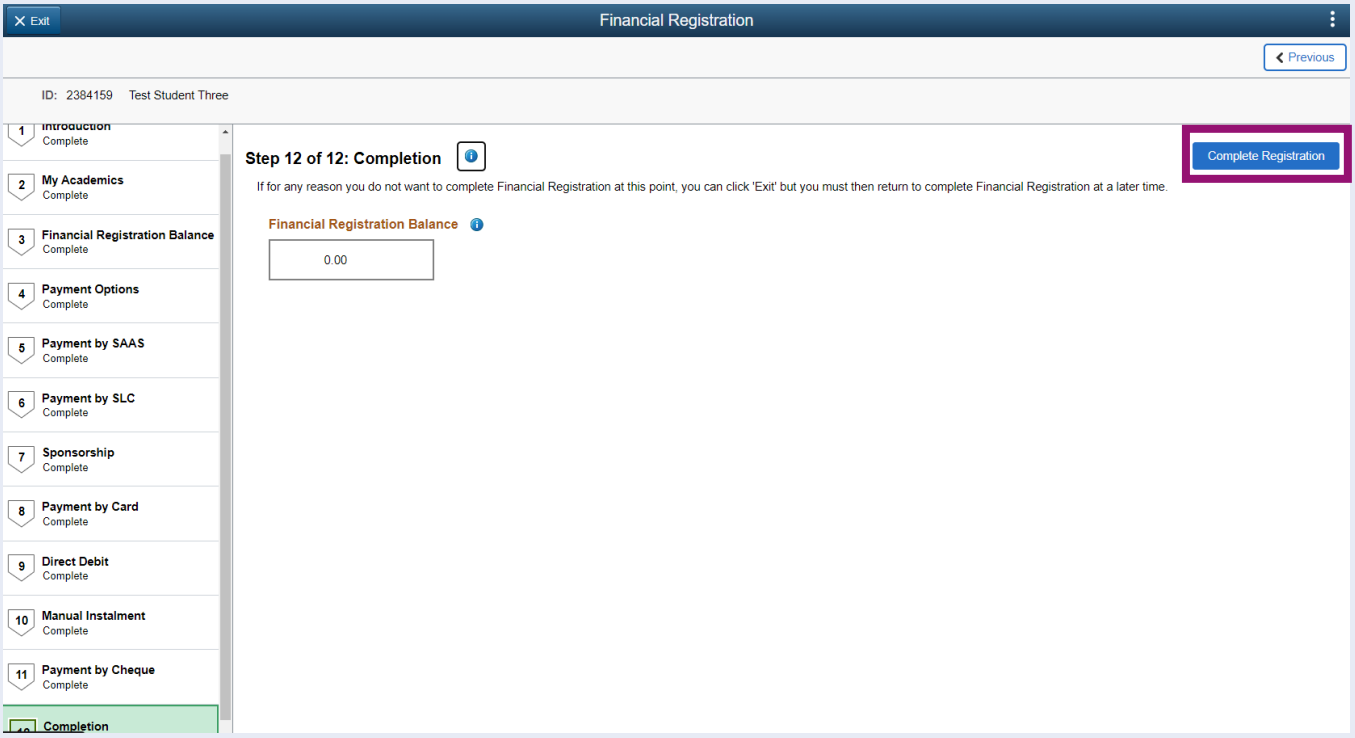


Your Financial Registration Balance will then update accordingly, i.e., if your balance comprised of current year tuition fees, your Tuition Manual Instalment plan will satisfy this in full. If your balance included bench fees as well as tuition, your Tuition Manual Instalment plan will satisfy the tuition 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.

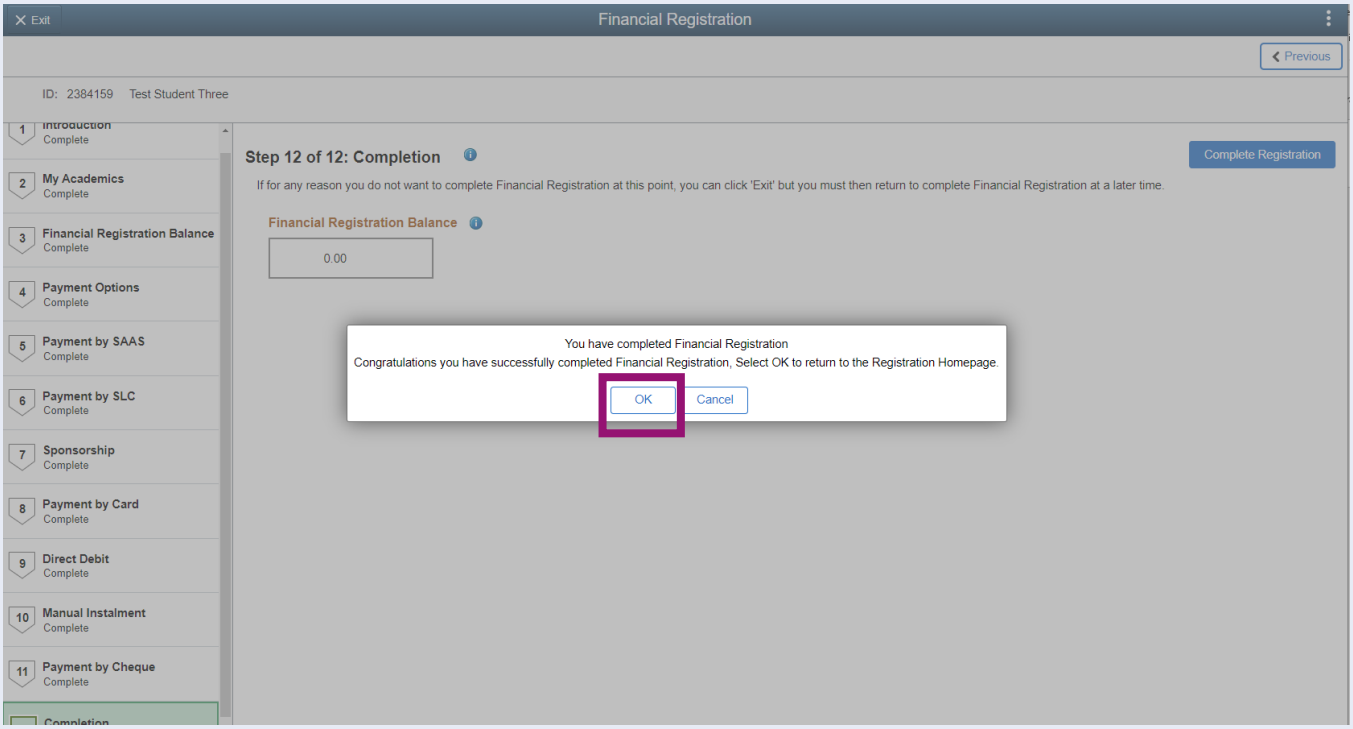
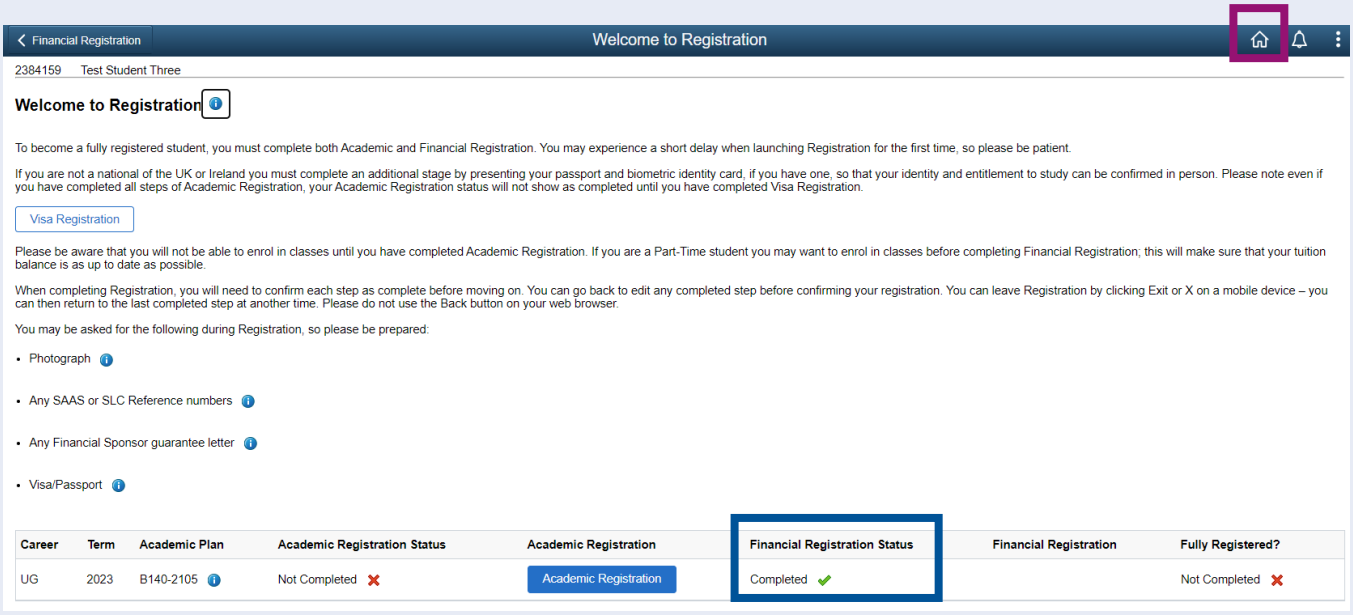


Completing Registration

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.