



Tuition Fee Payment – Setting up Instalments

IMPORTANT: instalments CANNOT be paid by individual bank transfers. Instead, an instalment plan **MUST** be set up to allow instalments to be automatically deducted from your bank account and paid to the university. Please ensure the required funds are available in your bank account on the instalment dates.

Please note, if any instalment fails, you will no longer be able to pay your outstanding fees by instalment and we will expect full and immediate settlement of any balance owing. Failure to do so will result in access to IT facilities being immediately withdrawn.

Please direct any queries to tuitionfees@cardiffmet.ac.uk

How to set-up a payment plan

We recommend that you set up your payment plan on a computer rather than a mobile phone. Please follow the instructions in the following example.

University | Caerdydd

Test Mode

Payment Login Details

Your Student ID number is printed on the front of your student card or on any personalised document sent from us. If you have any queries about making payments, you can contact us in the following ways:
Email: tuitionfees@cardiffmet.ac.uk
Phone: 029 2041 6083 - Monday to Friday between the hours of 9.00am and 4.30pm.

Student Details

Student ID *

Date of Birth *

Insert your student reference number here You will find this on your offer letter.

Terms & Conditions

Please tick the following box to confirm that you have read and accept the University's Terms and Conditions

I accept the Terms and Conditions *

Continue »



Test Mode

Select Payment Option(s)

Student Details

Student ID:

Test

Tuition Deposit

Tuition Fees

Payment Amount:

Payment Method:

- Pay now
- Recurring Card Payment**
- Direct Debit

If you wish to pay your fees in full, select "pay now"

Continue »

Enter the BALANCE of your tuition fees here. Eg. If your fees are £12,000 and you have paid £3,000, you must enter £9,000. Select "Recurring card payment"

Tuition Fee Payments

Test Mode

Select Instalment Plan(s)

Recurring Card Payment - Tuition Fees

Plan Tuition Fees Option 3 Total Value 9000.00

Instalment Plan Details

Date	Amount
02 Oct 2019	1575.00
25 Nov 2019	1575.00
25 Dec 2019	1575.00
25 Jan 2020	1575.00
25 Feb 2020	1350.00
25 Mar 2020	1350.00

Here you will see the dates and amounts that will be deducted from your card. Click "plan" and "continue"

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Test Mode

Payment Summary

Student Details

Student ID:

Payment Item Summary

Description of item(s) to pay	Total Cost
Tuition Fees	
Hide instalments ▲	
Date Amount	
02/10/2019 £1575.00	
25/11/2019 £1575.00	
25/12/2019 £1575.00	
25/01/2020 £1575.00	
25/02/2020 £1350.00	
25/03/2020 £1350.00	
Total to pay later	£9000.00

« Back Continue »

Test Mode

Enter Payment Details

Selected Payment Method

Debit/Credit Card « Edit

Enter Credit / Debit Card Details

Card Type *
 Visa
 Visa Debit
 MasterCard

Card Holder Name *

Card Number *

Card Security Code *

Expiry Date *

Start Date

Enter your card details and the address that the card is registered to. Eg. An overseas card would be registered to your overseas address. If preferred, your family member's card details can be entered here if they are responsible for paying your fees.



Billing Address

Q Find address by using your postcode

Address 1 *

Address 2

Town / City *

County / State

Postcode / Zipcode *

Country *

Email Address *

Confirm Email Address *



Contact Telephone Number

Enter YOUR email address
here

« Back

Continue »

Payment Information « Edit

Debit/Credit Card Details

Name on Card: Joe Bloggs
Last 4 Digits of Card Number: 1111
Card Type: Visa
Card Expiry Date: 02/2028

Billing Address Details

6 Great Street
Cardiff
CF5 2YB
United Kingdom

Email confirmation will be sent to **JBloggs@cardiffmet.ac.uk**

3D-Secure Information



To increase the security of Internet transactions Visa and MasterCard have introduced 3D-Secure (like an online version of Chip and PIN).

Depending on the card you have chosen to use and the retailer from whom you are purchasing, when you click 'Confirm your payment' you may be asked by your card issuer for further authentication.

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Confirm »



Payment Successful

Transaction Details



Transaction reference: OPN4060
Transaction date/time: 23 Jul 2019
Email confirmation: JBloggs@cardiffmet.ac.uk

Your Payment Details

Billing Address Details

6 Great Street
Cardiff
CF5 2YB
United Kingdom

Debit/Credit Card Details

Name on Card: Joe Bloggs
Last 4 Digits of Card Number: 1111
Card Type: Visa
Card Expiry Date: 02/2028

Payment Item Summary

Description of item(s) paid	Total Cost
Tuition Fees - Your instalment plan reference is 5837-5950	
Show instalments ▾	
Total to pay later	£9000.00

Continue»

Once all steps are completed, we will validate and then e-mail confirmation that the agreement has been set up successfully. The specified amounts in this e-mail **will be taken automatically from the card account** on the indicated dates. If declined, we will automatically re-try in 5 days.