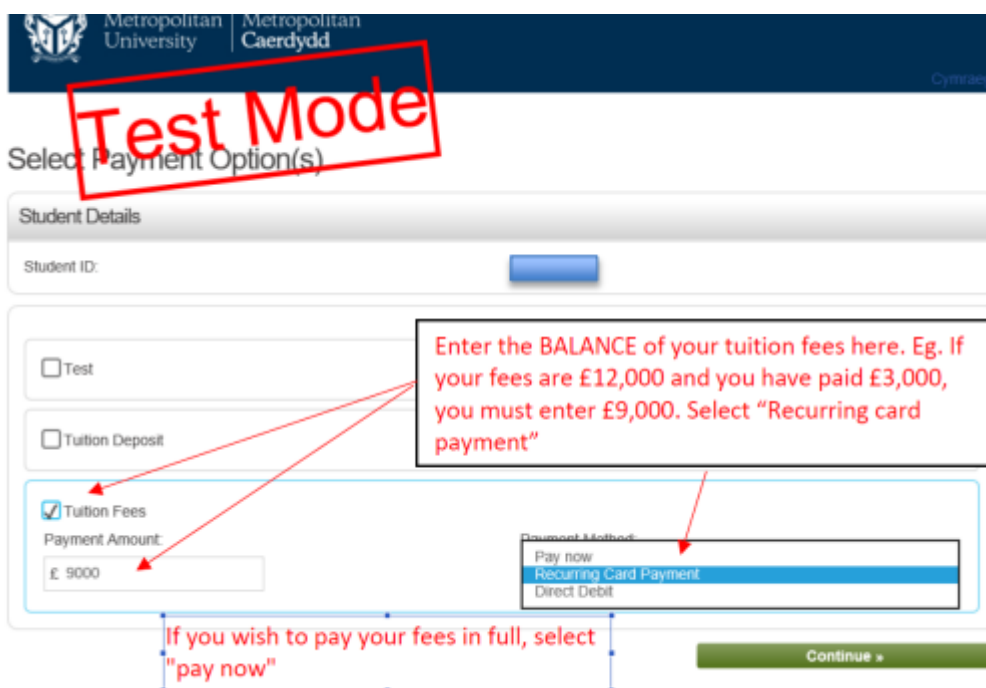


Tuition Fee Payment – Setting up Instalments (Recurring Card Payment)

- We recommend using a computer rather than mobile phone.
- Instalments **must** be set up via this method – we cannot accept ad-hoc or termly payments made by another method.
- Log in to the payment portal (omit 'ST' and just enter 8 digits of student number).
- Select 'Tuition Fees' (not deposit) and enter full amount for the year. If receiving any scholarship/discount please minus it. For example a full time MSc home student with alumni discount should enter £7,687.50 (£10,250.00 – 25%). If you accidentally set up the RCP for the wrong amount, please contact us via email.
- Now, from the 'Payment Method' dropdown select 'Recurring Card Payment':



The screenshot shows the 'Select Payment Option(s)' page of the payment portal. A red box labeled 'Test Mode' is overlaid on the top left. The page includes a 'Student ID' field, a 'Test' checkbox, a 'Tuition Deposit' checkbox, and a 'Tuition Fees' checkbox which is checked. Below the 'Tuition Fees' checkbox is a 'Payment Amount' field containing '£ 9000'. To the right is a 'Payment Method' dropdown menu with options: 'Pay now', 'Recurring Card Payment' (highlighted), and 'Direct Debit'. A green 'Continue' button is at the bottom right. Red annotations include: a box pointing to the 'Payment Amount' field with the text '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"'; a box pointing to the 'Recurring Card Payment' option with the text 'If you wish to pay your fees in full, select "pay now"'; and a 'Continue' button.

- You will see all the options available to you. Select your preferred option.
- Enter your card details as requested.
- Enter the address the card is registered to and the email address you wish to receive the receipts to.
- Press confirm.
- If the first payment is due it will be deducted at the time of set up.
- Within a few days you should receive an email confirmation from the system, showing the dates and amounts we will collect the payments.
- After each instalment is collected you will receive a receipt via email. Occasionally these are diverted to the junk file so if not received please check there.
- If a payment is unsuccessful you will receive an email letting you know the payment will be reattempted in 5 days. If the second attempt fails you will need to make payment via an alternative method immediately.
- If your card details change please update them via the link found under the log in button for the payment portal.
- If you need any help contact us on tuitionfees@cardiffmet.ac.uk