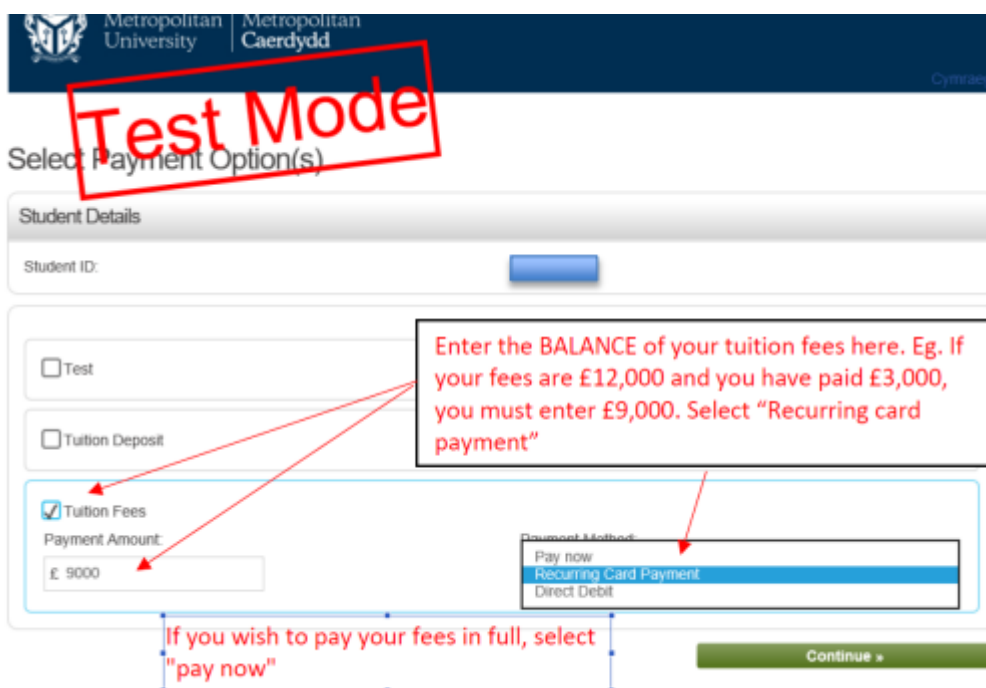# <u>Tuition Fee Payment – Setting up Instalments (Recurring Card Payment)</u>

- 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' dropbox select 'Recurring Card Payment':

- 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