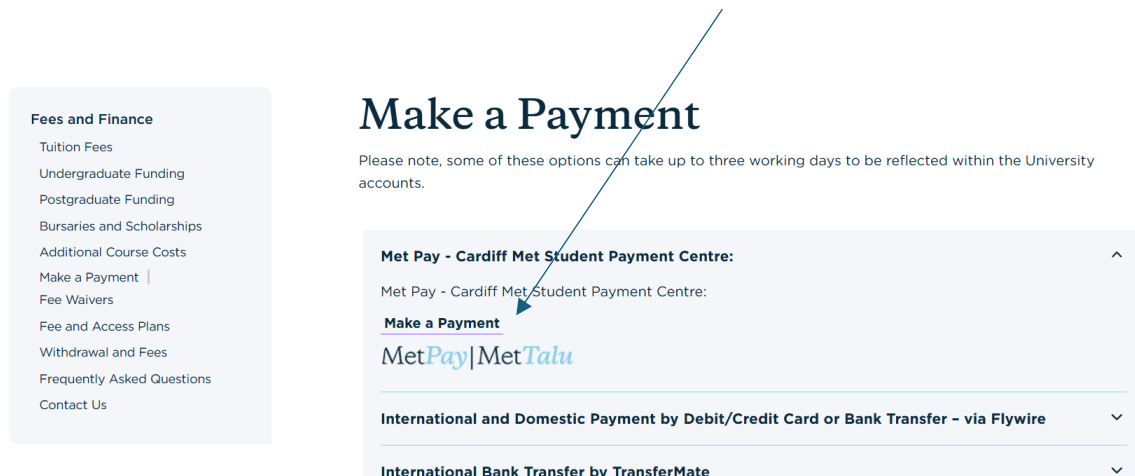


# A Guide to MetPay: Cardiff Met's portal for Tuition Fees and Accommodation Fees

1. Log on to MetPay – you can do this [here](#) (click here), or via MetHub, or via <https://metpay.cardiffmet.ac.uk/>



**Fees and Finance**

- Tuition Fees
- Undergraduate Funding
- Postgraduate Funding
- Bursaries and Scholarships
- Additional Course Costs
- Make a Payment |
- Fee Waivers
- Fee and Access Plans
- Withdrawal and Fees
- Frequently Asked Questions
- Contact Us

## Make a Payment

Please note, some of these options can take up to three working days to be reflected within the University accounts.

**Met Pay - Cardiff Met Student Payment Centre:** ^

Met Pay - Cardiff Met Student Payment Centre:

**Make a Payment**

MetPay|MetTalu

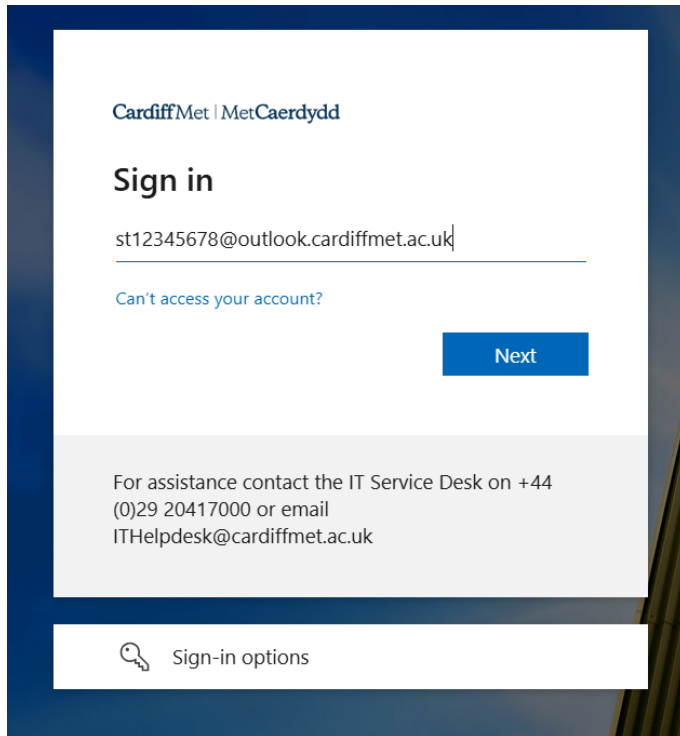
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**International and Domestic Payment by Debit/Credit Card or Bank Transfer – via Flywire** v

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**International Bank Transfer by TransferMate** v

2. Enter your Cardiff Met email address in format shown below:

A screenshot of the Cardiff Met sign-in page. The page has a dark blue header with the text 'CardiffMet | MetCaerdydd'. Below the header, the title 'Sign in' is displayed. A text input field contains the email address 'st12345678@outlook.cardiffmet.ac.uk'. Below the input field is a link that says 'Can't access your account?'. To the right of the input field is a blue button labeled 'Next'. Below the 'Next' button is a light gray box containing contact information for the IT Service Desk. At the bottom of the page is a white box with a key icon and the text 'Sign-in options'.

CardiffMet | MetCaerdydd


## Sign in

st12345678@outlook.cardiffmet.ac.uk

[Can't access your account?](#)

Next

For assistance contact the IT Service Desk on +44 (0)29 20417000 or email [ITHelpdesk@cardiffmet.ac.uk](mailto:ITHelpdesk@cardiffmet.ac.uk)

 Sign-in options

3. Enter your password here:



Sign in with your Cardiff Metropolitan University account

st12345678@outlook.cardiffmet.ac.uk

Password


☐ Keep me signed in

Sign in

4. Set up multi-factor authentication as instructed. Do not select to stay signed in if using a shared device.

5. The landing page should display your name and student ID:

MetPay|MetTalu



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

[Home](#) [Make Payment](#) [View Activity](#) [Payment plan](#) [Logout](#)

English | Welsh

Hi,  **Last login date:** 29/08/2025 14:18:28

Welcome to MetPay – the student payment portal for Cardiff Metropolitan University. Here you can make a payment on account for Tuition and Accommodation Fees by payment card or bank transfer (see button below).

Later releases, over the coming months, will include the capacity to download statements, the option to add an authorised user (e.g. parent/guardian) and the ability to sign up to pre-defined instalment agreements.


Select Account: ▾

Student Account

ID:

6. Click on the 'Payment plan' tab

MetPay|MetTalu



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

HomeMake PaymentView ActivitPayment planLogout

English | Welsh

Hi, 

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Select Account: ▾

Student AccountID:

7. Click on the 'Set up Payment Plan' button

## Payment Plan Dashboard

Set up Payment Plan

### Current Payment Plans

Plan Name	Set up Date	Total Amount	Status	Details
-----------	-------------	--------------	--------	---------

8. The payment plan available to you will be displayed, click select

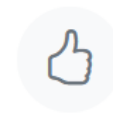
## Payment Plan Set Up



Select



schedule



agreement

Plan Name	Instalments	action
Tuition Fees May 2024 Intake	1	<a href="#">Details</a> <a href="#">Select</a>

9. Check the details of the payment plan (such as dates, amounts and amount paid) are as expected, then click continue

Please review your payment schedule carefully before setting up your payment plan. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received.

#### Plan Description

Full payment in September 2025

#### Payment Schedule

Instalments	Due Date	Amount (£)	Amount Paid (£)
Instalment 1	02/09/2025	2,000.00	300.00
Total of instalments:		2000.00	
Total Paid:			300.00
Total:			1700.00
Total due now::			0.00

Back

Cancel

Continue



10. Enter your card details and click continue

## Payment Method

**Card Details**

Cardholder Name

Cardholder Name

Card Number

Card Number

Expiry Month

MM

Expiry Year

YY

CVV

Security Code

Back

Continue

11. Read the terms and conditions, and if satisfied click continue

## Payment Plan Agreement



Select



schedule



agreement

**PROMISE TO PAY:** I, Mr TEST1 GoLiveTest, promise to pay Cardiff Metropolitan University the balance owed according to the payment [REDACTED] the previous page. I understand these payments will be automatically processed on the dates specified. I understand that instalment amounts may change, for example to allow for additional module charges.

**PREPAYMENT:** Prepayments may be made at any time and will reduce the amount to be taken at next instalment.

**DEFAULT:** If payment attempt is unsuccessful, a reattempt will be made automatically three days later. If the second attempt is unsuccessful, the fee will be subject to Credit Control action. Possible actions include termination of the agreement with the full amount becoming due immediately, sanctions on Graduation and HEAR, and referral to external collection agencies who may place further charges.

This agreement was dated 09/01/2025 03:47:40 pm BST.

For fraud detection purposes, your internet address has been logged:  
at 01/09/2025 15:47:40.

To revoke this payment plan agreement you must contact [tuitionfees@cardiffmet.ac.uk](mailto:tuitionfees@cardiffmet.ac.uk).

Print and retain a copy of this agreement.

Change payment method

Cancel

Continue

12. You will be shown a summary of the agreement. From this page you can also update your card details or make a payment (which will come off your next instalment)

English | Welsh

Payment plan set up successfully. You have successfully setup the payment plan.

### Full payment in September 2025

Set up Date: 01/09/2025

Total Amount: £2,000.00

#### Payment Method



Card ending in [REDACTED]

Update Card

#### Instalments

Instalment	Due Date	Amount	Amount Paid	Status
1	02/09/2025	£2,000.00	£300.00	Upcoming

Make a Payment

Back

13. You will receive an email confirmation of the plan set up

14. If you navigate back to the payment plan tab, your payment plan will now be displayed

MetPay | MetTalu



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

Home

Make Payment

View Activity

Payment plan

Logout

English | Welsh

## Payment Plan Dashboard

Set up Payment Plan

### Current Payment Plans

Plan Name	Set up Date	Total Amount	Status	Details
Tuition Fees May 2024 Intake	01/09/2025	£2,000.00	Active	<a href="#">View Details</a>

15. After an instalment is deducted successfully, you will receive a receipt via email

16. If any instalment is unsuccessful, you will receive notification via email. The system will attempt to collect the instalment again three days later. If the second attempt is unsuccessful, there will be no further attempts and you will be required to make manual payment urgently.

Should you have any questions or problems, please contact the relevant team on:

Tuition Fees: [tuitionfees@cardiffmet.ac.uk](mailto:tuitionfees@cardiffmet.ac.uk)

Accommodation: [accomm@cardiffmet.ac.uk](mailto:accomm@cardiffmet.ac.uk)

*\*\*Thank you for setting up your payment plan\*\**