

## **Tuition Fee Payment – Setting up Instalments**

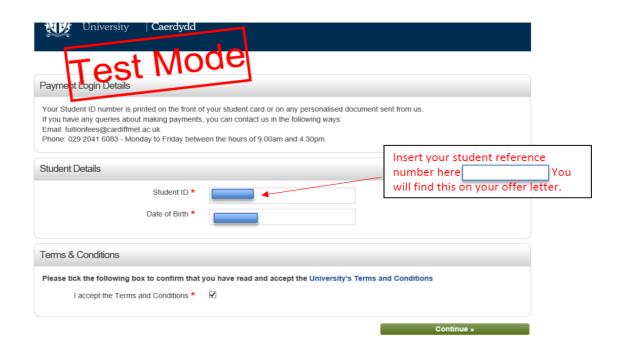
**IMPORTANT:** instalments <u>CANNOT</u> be paid by individual bank transfers. Instead, an instalment plan MUST be set up to allow instalments to be automatically deducted from your bank account and paid to the university. <u>Please ensure the required funds are available in your bank account on the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

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 Failure to do so will result in access to IT facilities being immediately withdrawn.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 <u>tuitionfees@cardiffmet.ac.uk</u>

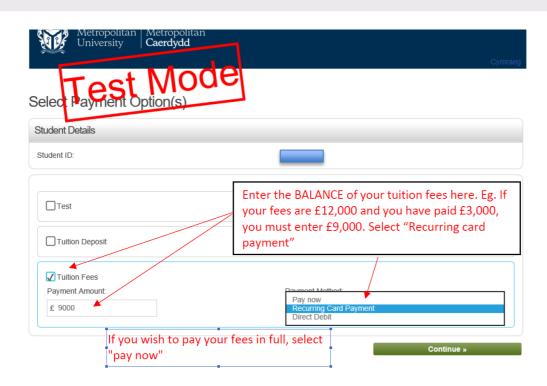
## How to set-up a payment plan

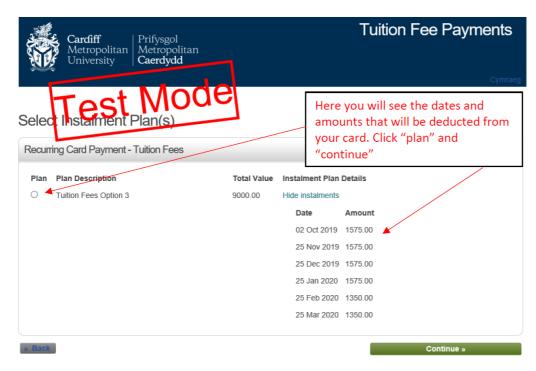
We recommend that you set up your payment plan on a computer rather than a mobile phone. Please follow the instructions in the following example.





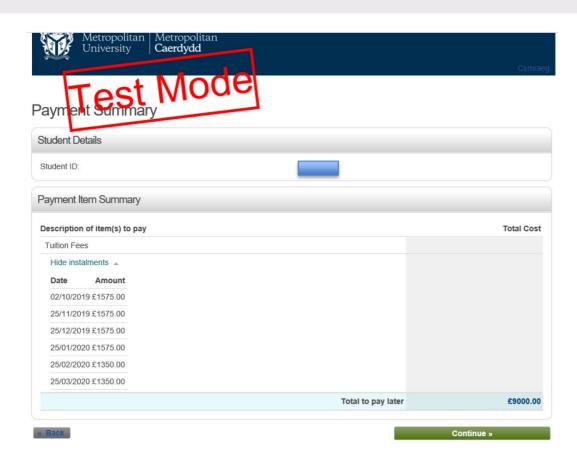


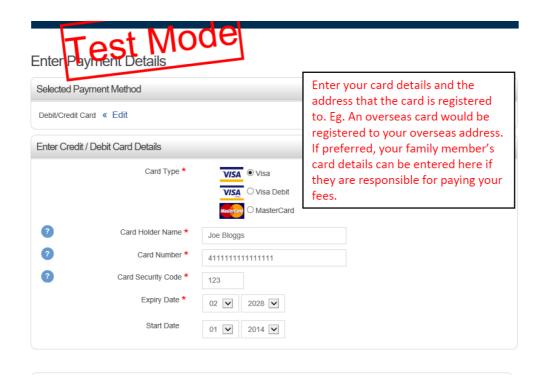








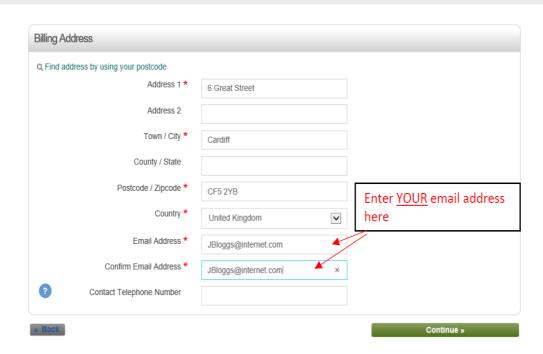








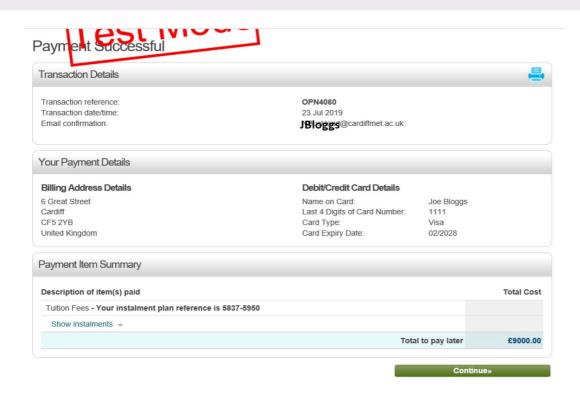












Once all steps are completed, we will validate and then e-mail confirmation that the agreement has been set up successfully. The specified amounts in this e-mail <u>will be taken automatically from the card account</u> on the indicated dates. If declined, we will automatically re-try in 5 days.