How to set up Automated Payments
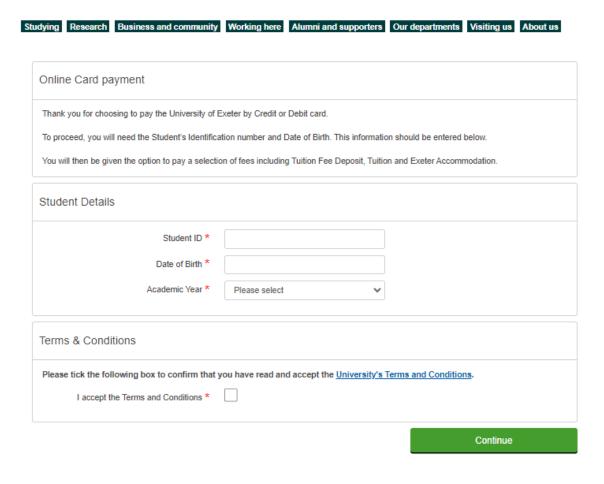
1. Visit University of Exeter webpages, and search for 'Make a payment'.

2. Enter required information (red asterisk), accept terms and conditions and Click "Continue".

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Online Card payment

Thank you for choosing to pay the University of Exeter by Credit or Debit card.

To proceed, you will need the Student's Identification number and Date of Birth. This information should be entered below.

You will then be given the option to pay a selection of fees including Tuition Fee Deposit, Tuition and Exeter Accommodation.

Student Details

Student ID *

Date of Birth *

Academic Year * Please select

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

3. Choose the instalment plan you wish to set up from the options. Enter the total amount you wish to pay in "Payment Amount" and click "Continue".
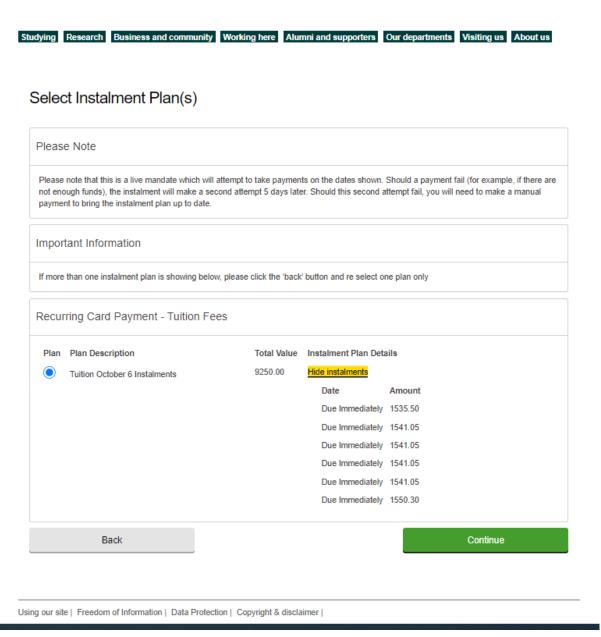
Options available:
- Tuition fees, October 2 Instalments
- Tuition fees, October 3 Instalments (PGT students only)
- Tuition fees, October 6 Instalments

Important Information

Tuition Fees - Immediate payments and instalment plans (Recurrent card payments)

Tuition fees can be paid in full (total amount) or by instalments. These options are presented below.

Pay Now – Immediate payment for the value that you enter.

Instalments – An instalment plan will be set up to the value you enter. We will take a card payment using the details you provide on the dates shown. You will receive email confirmation of the amounts and dates.

Please **DO NOT** choose and proceed with more than one Tuition fee payment option.

Student Details

Student ID: [□]

☐ Accommodation (Exeter Based)

☐ Referred Assessment and/or Sit Abroad Fee

☐ Other

☐ Tuition Fee Deposit

☐ Tuition Fees, Pay Now

☐ Tuition Fees, Oct 2 Instalments

☐ Tuition Fees, Oct 3 Instalments

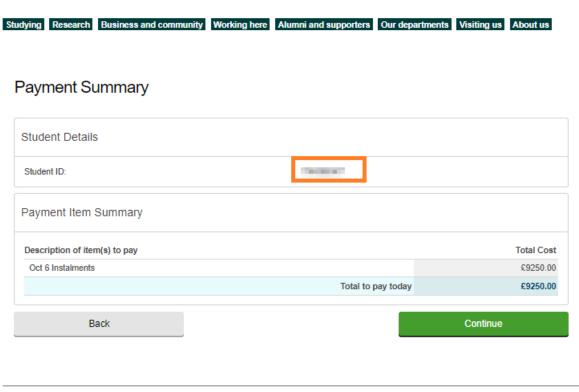☐ Tuition Fees, Oct 6 Instalments

[Continue]

4. The instalment details will be displayed (an example below is Tuition Fees, Oct 6 Instalments for a total payment of £9,250.00). Please note, you will need to type the total amount you wish to pay over the instalment period (this should be your tuition fees minus any deposit payments, scholarships and/or discounts on your account):

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Select Instalment Plan(s)

Please Note

Please note that this is a live mandate which will attempt to take payments on the dates shown. Should a payment fail (for example, if there are not enough funds), the instalment will make a second attempt 5 days later. Should this second attempt fail, you will need to make a manual payment to bring the instalment plan up to date.

Important Information

If more than one instalment plan is showing below, please click the 'back' button and re select one plan only

Recurring Card Payment - Tuition Fees

Plan	Plan Description	Total Value	Instalment Plan Details
●	Tuition October 6 Instalments	9250.00	Hide instalments

Date	Amount
Due Immediately	1535.50
Due Immediately	1541.05
Due Immediately	1541.05
Due Immediately	1541.05
Due Immediately	1541.05
Due Immediately	1550.30

Back   Continue

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5. Payment summary will be displayed outlining payments taken today and in the future.

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Payment Summary

Student Details

Student ID:	

Payment Item Summary

Description of item(s) to pay	Total Cost
Oct 6 Instalments	£9250.00
Total to pay today	£9250.00

Back	Continue

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6. You will be asked to enter payer details and card details to complete the automated payment plan:

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Enter Payer Details

Payer Address

Select the country or region where the payment will come from.

Country or Region *	United Kingdom ▾
Please enter Postcode *	
House / Flat No.	

Find Address

? Enter your address manually

Back   Continue

7. Your automated payment plan will be reviewed by a member of staff in Accounts Receivable Team and you will receive confirmation email (sent to the email used by the payer) shortly afterwards.

8. If you wish to update card details after the plan is set up, please visit here.