

# 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".



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 \*

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 3 Instalments (PGT students only)
- Tuition fees, October 6 Instalments

### Important Information

From this screen, you can choose to make a one-off payment or create a monthly instalment plan.

**Pay Now**

Immediate payment for the value that you enter.

This is a one-off payment and can be used when notified that the automated instalment payment has failed on the second attempt.

**Monthly instalment plan**

Only one instalment plan per academic year is permitted.

Please enter the total fee you are wishing to pay by instalments . This amount should be the total annual tuition fee minus any payments already made or tuition fee scholarship.

The payment will automatically be taken from your credit/ debit card on the due date. The payment due dates and amounts will be confirmed by email.

For guidance on how to set up a monthly instalment plan, please see our [step-by-step instructions](#).

Please select only one payment option. Either pay now or select a monthly instalment plan option.

If you already have a monthly instalment plan in place but would like to make an amendment, please do not continue here, but raise an enquiry with the [student information desk](#).

### 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 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														
<input checked="" type="radio"/>	Tuition October 6 Instalments	9250.00	<a href="#">Hide instalments</a> <table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Due Immediately</td> <td>1535.50</td> </tr> <tr> <td>Due Immediately</td> <td>1541.05</td> </tr> <tr> <td>Due Immediately</td> <td>1541.05</td> </tr> <tr> <td>Due Immediately</td> <td>1541.05</td> </tr> <tr> <td>Due Immediately</td> <td>1541.05</td> </tr> <tr> <td>Due Immediately</td> <td>1550.30</td> </tr> </tbody> </table>	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
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Due Immediately	1550.30																

Back

Continue

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



## Payment Summary

Student Details	
Student ID:	<input type="text" value="XXXXXXXXXX"/>

  

Payment Item Summary	
Description of item(s) to pay	Total Cost
Oct 6 Instalments	£9250.00
<b>Total to pay today</b>	<b>£9250.00</b>

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



## Enter Payer Details

Payer Address

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

Country or Region \*

Please enter Postcode \*

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](#).