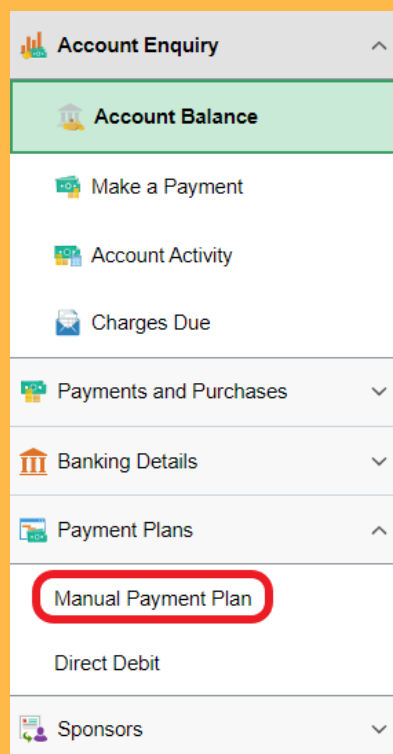


How to set up a Manual Payment Plan



1. Log in to MyCampus and select the Finances tile from the Student Homepage.



2. Select Manual Payment Plan from the Payment Plans dropdown list on the left.

Student Financials

ID: 2889777 FullTime HomeSAAS

1 Select Payment Plan
 2 Review Installments
 3 Agreement
 4 Result

Manual Payment Plan

To cancel a Manual Payment Plan please notify us in writing by sending your request to finance-student@glasgow.ac.uk

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you select to enroll in.

Selected	Payment Plans	Number of Installments	First Due Month
<input type="radio"/> No	Accom: 2 months from Feb - March '23	2	March
<input type="radio"/> No	Tuition: 3 months from Feb - April '23	3	March
<input type="radio"/> No	Misc: 3 months from Feb - April '23	3	March

Currency used is Pound Sterling

3. Select the relevant payment plan(s) from the list available and follow the onscreen instructions to complete the set up process.

Please note:

- You are responsible for ensuring the payments are received by their due dates each month.
- You can pay by any method – card, bank transfer, cheque.
- If you want to pay more than one charge via payment plan, you **must** set up separate plans (e.g. one for tuition fees and one for accommodation fees).