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Financial Registration Guide – Payment by Direct Debit

This guide is for students that wish to set up a Direct Debit during Financial Registration.

Contents

Entering Registration.....	2
Step 1. Introduction	3
Step 2. My Academics.....	5
Step 3. Financial Registration Balance	6
Step 4. Payment Options	8
Step 5. Payment by SAAS	9
Step 6. Payment by SLC.....	10
Step 7. Sponsorship	11
Step 8. Payment by Card	12
Step 9. Payment by Direct Debit	13
Completing Registration	20

Entering Registration

Upon logging in, if you have outstanding Registration you should land on the Welcome to Registration Grid. Click on the Financial Registration button.

0809515 Test Student Two

Welcome to Registration

To become a fully registered student, you must complete both Academic and Financial Registration. You may experience a short delay when launching Registration for the first time, so please be patient.

If you are not a national of the UK or Ireland you must complete an additional stage by presenting your passport and biometric identity card, if you have one, so that your identity and entitlement to study can be confirmed in person. Please note even if you have completed all steps of Academic Registration, your Academic Registration status will not show as completed until you have completed Visa Registration.

[Visa Registration](#)

Please be aware that you will not be able to enrol in classes until you have completed Academic Registration. If you are a Part-Time student you may want to enrol in classes before completing Financial Registration, this will make sure that your tuition balance is as up to date as possible.

When completing Registration, you will need to confirm each step as complete before moving on. You can go back to edit any completed step before confirming your registration. You can leave Registration by clicking Exit or X on a mobile device – you can then return to the last completed step at another time. Please do not use the Back button on your web browser.

You may be asked for the following during Registration, so please be prepared:

- Photograph
- Any SAAS or SLC Reference numbers
- Any Financial Sponsor guarantee letter
- Visa/Passport

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
UG	2022	XL35-2354	Completed	✓	Not Completed	Financial Registration	Not Completed

If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

Student Homepage

Registration
Current Term: Not Complete ✗
Prior Term: Not Complete ✗

Enrollment

Academics

Finances
Outstanding Charges

Additional Preferences

Personal Information

Adviser Information

Help

Your New Student Homepage

Your Student Homepage

SAY HELLO TO YOUR NEW STUDENT HOMEPAGE

Manage Classes

Step 1. Introduction

In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.

The screenshot shows a web application window titled "Financial Registration-82". At the top, there is a navigation bar with "Exit" and a menu icon. Below the title bar, the user ID "0809515" and name "Test Student Two" are displayed. On the left side, there is a vertical "Activity Guide" with 12 steps. Step 1, "Introduction", is highlighted in green and labeled "In Progress". The other steps are "Not Started". The main content area is titled "Step 1 of 12: Introduction" and contains the following text: "During Financial Registration, you tell us how you are planning on paying your Tuition Fees (and Bench Fees in some cases). You can expand any of the sections below for more information." Below this is a section titled "Moving through Registration" with instructions to press "Confirm" and click "Next". There are four expandable sections: "Self-Funded Students", "Funded/Sponsored Students", "Part-Time Students", and "Lifelong Learning Students". A blue "Confirm" button is located in the top right corner of the main content area.

Please read the information on screen. You can expand any sections that are relevant. Then Press Confirm.

This screenshot is similar to the first one, but the "Self-Funded Students" section is expanded. The "Confirm" button in the top right is now highlighted with a purple border. The expanded "Self-Funded Students" section contains the following text: "If you're funding your own studies, getting financial help from family or friends, or if an external funder has paid your sponsorship to you directly, then you are a self-funded student. You can find information on the payment options available to self-funded students here: [Payment Methods](#). If you're a new, International student you won't be able to set up a Direct Debit until you arrive in the UK and have a UK bank account. If you'd still like to pay by Direct Debit then you must confirm that you'll set up a Direct Debit when you arrive in the UK and then pay a minimum of 60% of your Financial Registration Balance to complete Financial Registration. Your Direct Debit will need to be set up before the start of term." The other sections remain collapsed.

Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

The screenshot shows a web application window titled "Financial Registration-82". At the top right, there is a "Next >" button highlighted with a red box. Below the title bar, the user ID "ID: 0809515 Test Student Two" is displayed. On the left side, a vertical progress bar lists 12 steps. Step 1, "Introduction", is highlighted in green and marked as "Complete". Steps 2 through 12 are marked as "Not Started". The main content area is titled "Step 1 of 12: Introduction" and includes a "Confirm" button. The text in the main area explains the registration process, provides instructions on how to move through the steps, and lists various student categories: Self-Funded Students, Funded/Sponsored Students, Part-Time Students, and Lifelong Learning Students. A "Payment Methods" link is also present.

Financial Registration-82

Next >

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Not Started

3 Financial Registration Balance Not Started

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

Step 1 of 12: Introduction

Confirm

During Financial Registration, you tell us how you are planning on paying your Tuition Fees (and Bench Fees in some cases). You can expand any of the sections below for more information.

Moving through Registration
Please press Confirm to mark each step complete and then click Next to move through the Registration steps. Once your Financial Registration Balance is £0, you'll be taken to the Completion step.

Self-Funded Students

If you're funding your own studies, getting financial help from family or friends, or if an external funder has paid your sponsorship to you directly, then you are a self-funded student.

You can find information on the payment options available to self-funded students here: [Payment Methods](#)

If you're a new, International student you won't be able to set up a Direct Debit until you arrive in the UK and have a UK bank account. If you'd still like to pay by Direct Debit then you must confirm that you'll set up a Direct Debit when you arrive in the UK and then pay a minimum of 60% of your Financial Registration Balance to complete Financial Registration. Your Direct Debit will need to be set up before the start of term.

Funded/Sponsored Students

Part-Time Students

Lifelong Learning Students

Step 2. My Academics

Read the information provided. If the information listed is not accurate, you can use the My Adviser of Studies button to contact your adviser.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 **My Academics** In Progress

3 Financial Registration Balance Not Started

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

Step 2 of 12: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details No

Career: Undergraduate
Program: Bachelor of Arts (SocSci(Hons))
Plan : BA Community Development (Hons)
Approved Academic Load: Full-Time
Level: Fourth Year
Form of Study: Class Enrollment
Tuition Residency: Home

Confirm

If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 **My Academics** Complete

3 Financial Registration Balance Not Started

4 Payment Options Not Started

6 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

Step 2 of 12: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details Yes

Career: Undergraduate
Program: Bachelor of Arts (SocSci(Hons))
Plan : BA Community Development (Hons)
Approved Academic Load: Full-Time
Level: Fourth Year
Form of Study: Class Enrollment
Tuition Residency: Home

Confirm

Next

Step 3. Financial Registration Balance

Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.

The screenshot shows the 'Financial Registration-82' interface. On the left is a progress bar with 12 steps. Step 3, 'Financial Registration Balance', is highlighted as 'In Progress'. The main content area displays 'Step 3 of 12: Financial Registration Balance' with a blue information bubble. Below this, it explains that the balance is made up of unpaid charges: Current Year Tuition Fee, Current Year Bench Fee, and Prior Year Charges. It also mentions the University of Glasgow Refund and Withdrawal policy. A 'Financial Registration Balance' of 1820.00 is shown in a box. Below that is a table for 'Current Year Balance' with one row for the 2022-23 academic year showing a balance due of 1820.00. There is also a table for 'Estimated Part Time Tuition Fees' which is currently empty. At the bottom, a 'Summary of Financial Aid / Scholarship' table shows 'No Financial Aid Awarded'. A 'Confirm' button is located in the top right of the main content area.

Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.

This screenshot is identical to the previous one but with a pop-up window open. The pop-up is titled 'Financial Registration Balance Help' and contains the following text: 'Your Financial Registration balance includes: • Tuition Fees for the current academic year • Bench Fees for the current academic year • Any unpaid charges for prior academic years'. It also states: 'Your balance will be reduced by any payments made (including any Financial Aid applied by your School or College). All amounts are in GBP'. The pop-up has a close button (an 'x' in a circle) in its top right corner. The background content is dimmed.

Press Confirm.

The screenshot shows the 'Financial Registration-82' interface. On the left is a navigation menu with 12 steps. Step 3, 'Financial Registration Balance', is highlighted in green and marked 'In Progress'. The main content area is titled 'Step 3 of 12: Financial Registration Balance' and includes a 'Confirm' button highlighted with a red box. The interface displays the following information:

- Financial Registration Balance:** 1820.00
- Current Year Balance Table:**

Academic Year	Description of Charges	Charges	Payments and Credits	Balance Due
2022-23	Fin Reg - Tuition Fees UG	1820.00	0.00	1820.00

- Estimated Part Time Tuition Fees Table:**

Academic Year	No. of Credits to Pay	Value of Credits	Tuition fees already charged	Balance Due
				0.00

- Summary of Financial Aid / Scholarship Table:**

Name of Award	Amount
No Financial Aid Awarded	

The Next button will then be available. Click Next.

The screenshot shows the 'Financial Registration-82' interface. On the left, the navigation menu shows Step 3, 'Financial Registration Balance', as 'Complete'. The main content area is titled 'Step 3 of 12: Financial Registration Balance' and includes a 'Next' button highlighted with a red box. The interface displays the following information:

- Financial Registration Balance:** 1820.00
- Current Year Balance Table:**

Academic Year	Description of Charges	Charges	Payments and Credits	Balance Due
2022-23	Fin Reg - Tuition Fees UG	1820.00	0.00	1820.00

- Estimated Part Time Tuition Fees Table:**

Academic Year	No. of Credits to Pay	Value of Credits	Tuition fees already charged	Balance Due
				0.00

- Summary of Financial Aid / Scholarship Table:**

Name of Award	Amount
No Financial Aid Awarded	

Step 4. Payment Options

Read the information provided. Then press Confirm.

The screenshot shows a web interface titled "Financial Registration-82" with a user ID of "0809515 Test Student Two". On the left, a progress bar lists 12 steps: 1 Introduction (Complete), 2 My Academics (Complete), 3 Financial Registration Balance (Complete), 4 Payment Options (In Progress), 5 Payment by SAAS (Not Started), 6 Payment by SLC (Not Started), 7 Sponsorship (Not Started), 8 Payment by Card (Not Started), 9 Direct Debit (Not Started), 10 Manual Instalment (Not Started), 11 Payment by Cheque (Not Started), and 12 Completion (Not Started). Step 4 is highlighted in green. The main content area is titled "Step 4 of 12: Payment Options" and contains the following text:

To complete Financial Registration, your Financial Registration balance must be £0.

Your balance can be cleared by:

- Providing your SAAS or SLC information,
- Paying in full by Credit or Debit Card,
- Providing your sponsor guarantee letter,
- Your School or College applying Sponsorship (Financial Aid),
- Setting up a Direct Debit or Manual Instalment plan, or
- Paying by cheque or bank transfer.

You can choose more than one payment option if needed. Some payment options will need additional information, or input from our Finance Team before you can complete Registration. You will be able to see what's needed on the relevant step.

A blue "Confirm" button is highlighted with a red box in the top right corner of the main content area.

The Next button will then be available. Click Next.

The screenshot shows the same "Financial Registration-82" interface. The progress bar on the left is identical, but Step 4 "Payment Options" is now marked as "Complete" and highlighted in green. The main content area is the same as in the previous screenshot. In the top right corner, the "Next" button is now visible and highlighted with a red box, while the "Confirm" button is now greyed out.

Step 5. Payment by SAAS

Leave the *Would you like to select this payment option* slider at No and click Confirm.

The screenshot shows the 'Financial Registration-82' interface. At the top, there is an 'Exit' button and a 'Previous' button. The user ID is '0809515 Test Student Two'. A progress bar on the left shows steps 1 through 8, with 'Payment by SAAS' (Step 5) highlighted in green and marked 'In Progress'. The main content area is titled 'Step 5 of 12: Payment by SAAS'. It contains the question 'Would you like to select this Payment Option?' with a 'No' slider. Below this is the text 'SAAS funding is available to most Scottish students as well as certain EU students.' and a 'Financial Registration Balance' of 1820.00. At the bottom, there is a confirmation question 'I confirm that SAAS is paying my fees' with a 'No' slider. A red box highlights the 'Confirm' button in the top right corner.

The Next button will then be available. Click Next.

The screenshot shows the 'Financial Registration-82' interface after the 'Confirm' button has been clicked. The 'Next' button is now highlighted with a red box. The progress bar on the left shows 'Payment by SAAS' (Step 5) as 'Complete'. The main content area is the same as in the previous screenshot, but the 'Confirm' button is now disabled. The 'Next' button is now active and highlighted.

Step 6. Payment by SLC

Leave the *Would you like to select this Payment Option* slider at No and click Confirm.

The screenshot shows the 'Financial Registration' window for 'Test Student Two' (ID: 0809515). The left sidebar contains a progress list with 9 steps. Step 6, 'Payment by SLC', is currently 'In Progress' and is highlighted with a green background. The main content area displays 'Step 6 of 12: Payment by SLC' with an information icon. Below this, there are two questions, each with a 'No' toggle switch:

- Question 1: 'Would you like to select this Payment Option?' with a 'No' toggle.
- Text: 'SLC funding may be available to students from England, Northern Ireland and Wales'
- Section: 'Financial Registration Balance' with an information icon.
- Text: '1820.00' (displayed in a text box).
- Question 2: 'I confirm that SLC is paying my fees' with a 'No' toggle.

A blue 'Confirm' button is located in the top right corner of the main content area, highlighted with a red box.

The Next button will then be available. Click Next.

This screenshot shows the same 'Financial Registration' window, but now Step 6, 'Payment by SLC', is marked as 'Complete' in the sidebar and the main content area. The 'Confirm' button is now greyed out. The 'Next >' button in the top right corner is highlighted with a red box, indicating it is now available for clicking.

Step 7. Sponsorship

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The screenshot shows the 'Financial Registration' interface for a student with ID 0809515. The progress bar on the left indicates that steps 1 through 6 are complete, and step 7, 'Sponsorship', is currently in progress. The main content area displays the title 'Step 7 of 12: Sponsorship' and a question: 'Would you like to select this Payment Option?' with a slider set to 'No'. Below this, the 'Financial Registration Balance' is shown as 1820.00. A note states 'No details recorded' and provides instructions on how to add details. An 'ADD NEW DETAILS' button is visible. In the top right corner, a 'Confirm' button is highlighted with a red rectangular box.

The Next button will then be available. Click Next.

This screenshot shows the same 'Financial Registration' interface as the previous one, but with the 'Next' button highlighted by a red rectangular box. The 'Confirm' button is now greyed out and disabled. The rest of the interface, including the progress bar, the question about the payment option, the balance of 1820.00, and the 'ADD NEW DETAILS' button, remains the same.

Step 8. Payment by Card

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The screenshot shows the 'Financial Registration' interface for 'Test Student Two' (ID: 0809515). The left sidebar lists 10 steps, with 'Payment by Card' (Step 8) highlighted in green and marked 'In Progress'. The main content area displays 'Step 8 of 12: Payment by Card' with a question: 'Would you like to select this Payment Option?' and a slider set to 'No'. Below this, the 'Financial Registration Balance' is shown as 1820.00. Under 'Immediate Payment', there is a 'Select' button for 'Payment by Debit Card or Credit Card'. A blue 'Confirm' button is highlighted with a red box in the top right corner.

The Next button will then be available. Click Next.

This screenshot shows the same 'Financial Registration' interface, but now 'Payment by Card' (Step 8) is marked as 'Complete' in the sidebar. The 'Confirm' button is now greyed out. A blue 'Next' button with a right-pointing arrow is highlighted with a red box in the top right corner, indicating the next step in the process.

Step 9. Payment by Direct Debit

Update the *Would you like to select this Payment Option* slider to Yes. You will see any Direct Debits that you're eligible to enrol in detailed on the page. To set up a Direct Debit, click Select alongside *I wish to pay the remainder of the balance by Direct Debit*.

Financial Registration

ID: 0809515 Test Student Two

Step 9 of 12: Direct Debit

Would you like to select this Payment Option? Yes

Financial Registration Balance 1820.00

Commitment to Pay

I wish to pay the remainder of the balance by Direct Debit Select

These are the Direct Debits you are currently active in:

You are not currently active in any Direct Debits.

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

These are the Direct Debits you are eligible for in current term:

Term	Description	Number of Instalments	First Due Month
2023	DD Accommodation Charges Only Direct Debit for Accommodation Charges 7 Instalments from October 2023 until April 2024	7	October
2023	DD Tuition Fees Only (test) 8 Instalments from October 2023 until May 2024 Direct Debit for Tuition Fees	8	September

You will be taken to the first step of the Direct Debit set-up process, which is to select the account you'd like your Direct Debit to be taken from. You can choose an existing account by pressing the Account Reference button. Alternatively, you can use the Add an Account option to add a new bank account for your Direct Debit.

Financial Registration

ID: 0809515 Test Student Two

Direct Debit SignUp

1 Select Account 2 Review Account 3 Notification 4 Guarantee 5 Select Plan 6 Agreement 7 Confirmation

Select Account

Direct Debits can now be set up on-line or over the telephone in addition to the original postal method.

All the normal Direct Debit safeguards and guarantees apply. No changes in the amount, date or frequency to be debited can be made without notifying you at least 10 working days in advance of your account being debited.

In the event of any error, you are entitled to an immediate refund from your bank or building society.

You have the right to cancel a Direct Debit instruction at any time simply by writing to your bank or building society with a copy to us.

These are the Bank Accounts that we have on record for you. Please select the account you wish to use for this Direct Debit or add a new account

You must select one account before continuing with the Direct Debit set up.

Account Reference	Account Name	Bank/Building Society Name	Account Number	Sort Code	DD
tuition	Test Student Two	co-operative bank	66374958	08-99-99	No

Please ensure that the account selected can be used to set up Direct Debits. If you are unsure, please confirm direct with your bank before continuing.

To Continue, please select a Bank Account. To exit the Direct Debit setup, please press Exit/Back.

Add an Account

If you've opted to add a new account, read the information provided and update the details accordingly. To set up a Direct Debit online, you must be the account holder and be the only person required to authorise Direct Debits. Update the *Authorise Direct Debit* slider to Yes if relevant and then press Save.

If you've selected an Existing Bank Account, you must be the account holder and be the only person required to authorise Direct Debits. Update the *Authorise Direct Debit* slider to Yes if relevant and then press Save.

If you are not the account holder, you must print the Direct Debit form and send it into the Finance Office. You can do so using the Print Direct Debit button.

Cancel
Save

New Bank Account

If you are setting up a bank account to be used for Direct Debit you will need to provide the following information (your cheque book contains all the bank details that you require).

Alternatively you can print a Direct Debit Instruction by selecting Print Direct Debit Form and post it to us. If you are unable to print, please contact 0141 330 2801 and we will post you a paper Direct Debit Instruction.

*Account Reference i

*Account Name i

*Bank/Building Society Name i

*Sort Code i

*Account Number i

International Bank Account Nbr i

In order to set up a Direct Debit you must confirm that you are the account holder for this account and that you are the only person required to authorise debits from this account.

Yes

Print direct debit form

Cancel
Save

Existing Bank Account

If you are setting up a bank account to be used for Direct Debit you will need to provide the following information (your cheque book contains all the bank details that you require).

Alternatively you can print a Direct Debit Instruction by selecting Print Direct Debit Form and post it to us. If you are unable to print, please contact 0141 330 2801 and we will post you a paper Direct Debit Instruction.

To see how we will use your account, please refer to the following codes:

FA - The account we will use to deposit any monies due to you as a result of a Financial Aid Award.

Refund - The account we will use to deposit any monies due to you as a result of an overpayment.

DD - Any accounts which currently have a Direct debit Instruction. Please note - You are not permitted to make a Direct Debit Account inactive. You must cancel any Direct debits in writing to your bank with a copy to the University.

FA Yes

Refund Yes

DD No

*Account Reference i

*Account Name i

*Bank/Building Society Name i

*Sort Code i

*Account Number i

International Bank Account Nbr i

Please select to confirm that you are the account holder and that you are the only person required to authorise Debits on this account.

If you are not the account holder or if this is a business account and more than one person is required to authorise debits on this account, a paper Direct Debit Instruction will need to be completed and sent to the Accounts Receivable team in the Finance Office. Please select Print Direct Debit Form.

Yes

Print direct debit form

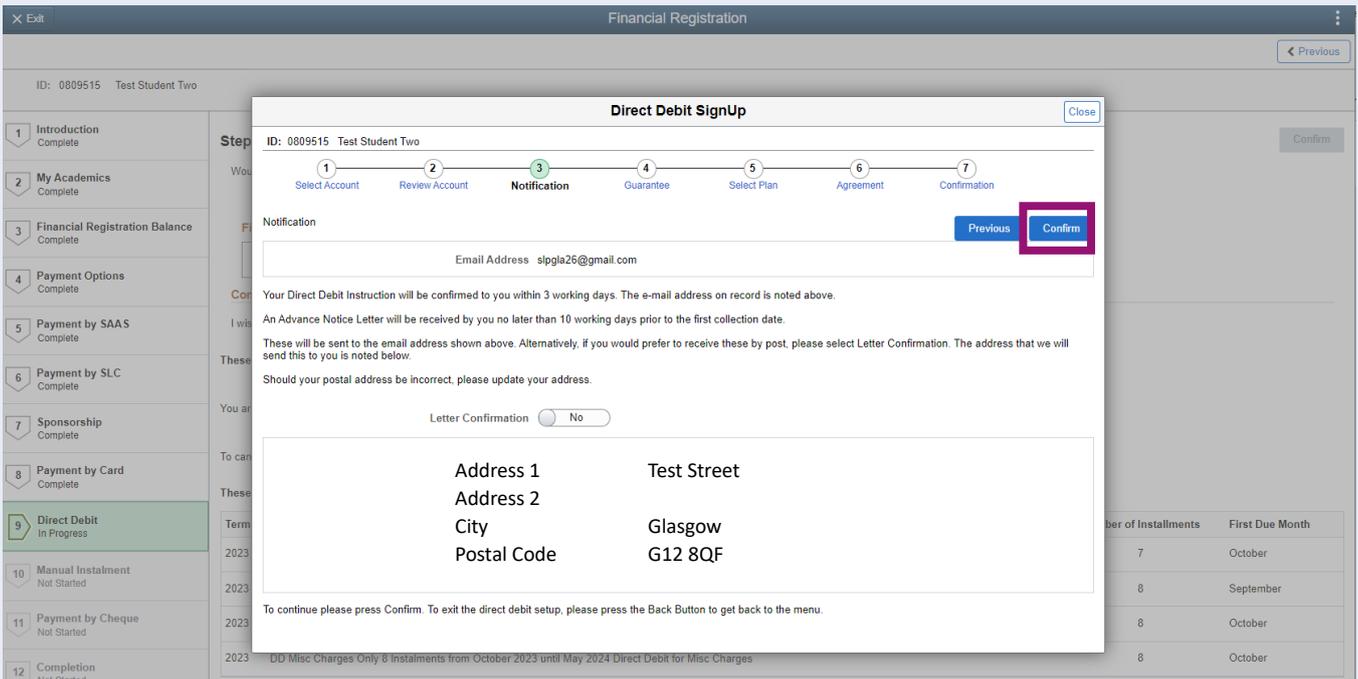
Then press Select alongside your desired account.

The screenshot shows the 'Direct Debit SignUp' dialog box in the 'Financial Registration' system. The dialog is titled 'Direct Debit SignUp' and has a 'Close' button in the top right corner. It displays a progress bar with seven steps: 1. Select Account (highlighted in green), 2. Review Account, 3. Notification, 4. Guarantee, 5. Select Plan, 6. Agreement, and 7. Confirmation. Below the progress bar, there is a 'Select Account' section with the following text: 'Direct Debits can now be set up on-line or over the telephone in addition to the original postal method. All the normal Direct Debit safeguards and guarantees apply. No changes in the amount, date or frequency to be debited can be made without notifying you at least 10 working days in advance of your account being debited. In the event of any error, you are entitled to an immediate refund from your bank or building society. You have the right to cancel a Direct Debit instruction at any time simply by writing to your bank or building society with a copy to us. These are the Bank Accounts that we have on record for you. Please select the account you wish to use for this Direct Debit or add a new account. You must select one account before continuing with the Direct Debit set up.' Below this text is a table with the following columns: 'Account Reference', 'Account Name', 'Bank/Building Society Name', 'Account Number', 'Sort Code', 'Select account for Direct Debit', and 'DD'. The table contains one row with the following data: 'tuition', 'Test Student Two', 'co-operative bank', '66374958', '08-99-99', a blue 'Select' button (highlighted with a red box), and 'No'. Below the table, there is a 'Please ensure that the account selected can be used to set up Direct Debits. If you are unsure, please confirm direct with your bank before continuing.' section with the text: 'To Continue, please select a Bank Account. To exit the Direct Debit setup, please press Exit/Back.' and an 'Add an Account' button. The background shows a sidebar with 11 steps, where step 9 'Direct Debit In Progress' is highlighted. A table on the right shows 'Number of Installments' and 'First Due Month' with values: 7 October, 8 September, 8 October.

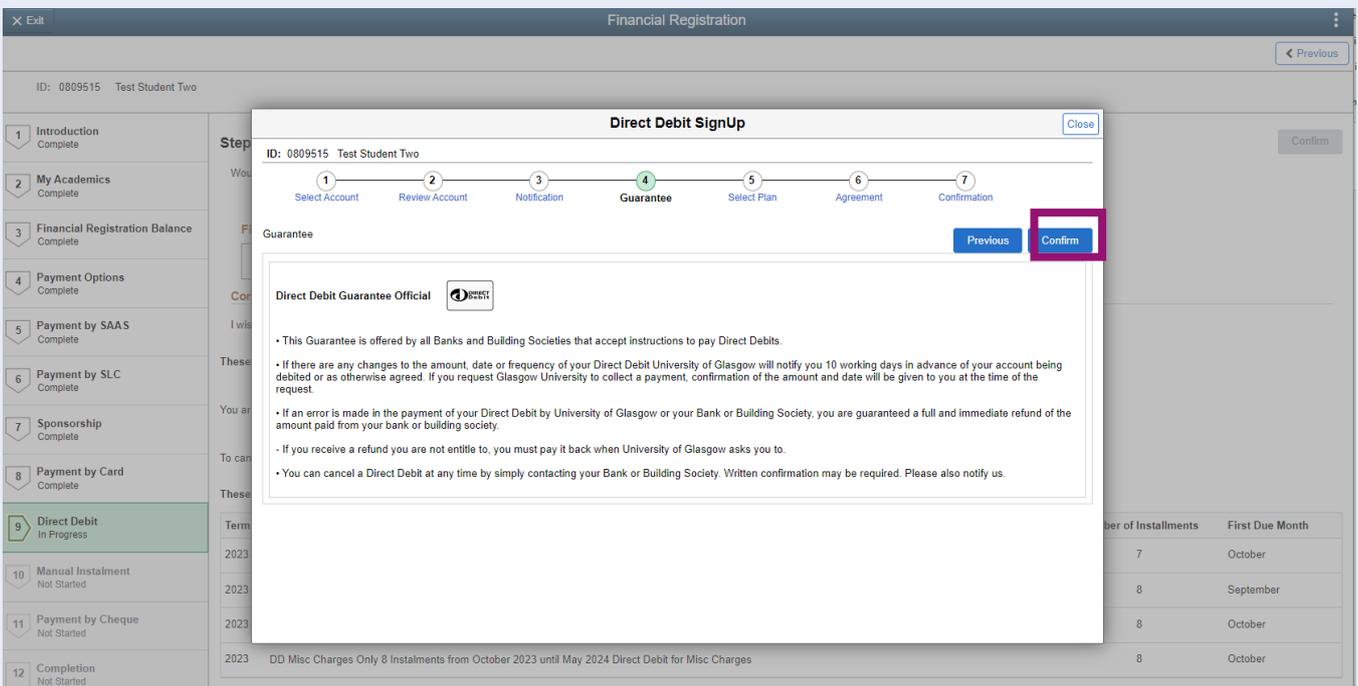
Step 2 of Direct Debit set-up is to review your account. Please read the information provided and press Confirm.

The screenshot shows the 'Direct Debit SignUp' dialog box in the 'Financial Registration' system, now at Step 2: Review Account. The progress bar shows step 2 'Review Account' highlighted in green. The 'Review Account' section contains the following text: 'These are the details that you have entered to set up the Direct Debit instruction. Please verify these details and review the details of the instalment plans in the box below and confirm your agreement before proceeding.' Below this text is a box with the following details: 'Account Reference: tuition', 'Account Name: Test Student Two', 'Bank/Building Society Name: co-operative bank', 'Sort Code: 08-99-99', and 'Account Number: 66374958'. Below the box, there is text: 'The date each month for collection is on or around the 15th of each month. The company name which will appear on your bank statement against the Direct Debit will be University of Glasgow. Please confirm that this is the Bank Account you have chosen for this Direct Debit'. At the bottom of the dialog, there is a 'DD Misc Charges Only 8 instalments from October 2023 until May 2024 Direct Debit for Misc Charges' section. The background shows the sidebar with 12 steps, where step 9 'Direct Debit In Progress' is highlighted. A table on the right shows 'Number of Installments' and 'First Due Month' with values: 7 October, 8 September, 8 October, 8 October.

You will then see the Notification step, where you can choose to have a letter confirmation sent to your postal address. To do so, update the *Letter Confirmation* slider to Yes, then click Confirm. If you don't want a letter confirmation, leave the slider at No, and click Confirm.



The Direct Debit guarantee will be displayed. Please read the information provided and click Confirm.



You will then see the Direct Debit plans in which you can enrol. Select the relevant plan. Please note that to pay off Tuition, you should select a Tuition plan. To pay off Bench Fees, you should select a Misc plan.

Selected	Payment Plans	Term	Number Of Instalments
<input type="radio"/> No	Accom 7 Months DD Accommodation Charges Only Direct Debit for Accommodation Charges 7 Instalments from October 2023 until April 2024	2023	7
<input type="radio"/> No	Tuition 8 Months (Test) DD Tuition Fees Only (test) 8 Instalments from October 2023 until May 2024 Direct Debit for Tuition Fees	2023	8

Number of Instalments	First Due Month
7	October
8	September
8	October
8	October

Update the Slider alongside your desired plan to Yes. You will then see your instalment schedule.

Due Date	Instalment
16/10/2023	227.50
15/11/2023	227.50
15/12/2023	227.50
17/01/2024	227.50
15/02/2024	227.50
15/03/2024	227.50
16/04/2024	227.50
16/05/2024	227.50
Total	1,820.00

Number of Instalments	First Due Month
7	October
8	September
8	October
8	October

Scroll up to the top of the window, and then press Confirm.

Direct Debit SignUp [Close]

ID: 0809515 Test Student Two

1 Select Account 2 Review Account 3 Notification 4 Guarantee 5 **Select Plan** 6 Agreement 7 Confirmation

Select Plan [Previous] **Confirm**

To view charges due on other payment plans you are enrolled in, access [Charges Due](#)

You are eligible to enrol in the following payment plans.
If you do not see the plan that you want to enrol in please contact the Student Services Enquiry Team.

Selected	Payment Plans	Term	Number Of Instalments
<input type="checkbox"/>	Accom 7 Months DD Accommodation Charges Only Direct Debit for Accommodation Charges 7 Instalments from October 2023 until April 2024	2023	7
<input checked="" type="checkbox"/>	Tuition 8 Months (Test) DD Tuition Fees Only (test) 8 Instalments from October 2023 until May 2024 Direct Debit for Tuition Fees	2023	8
<input type="checkbox"/>	Tuition 8 Months DD Tuition Fees Only 8 Instalments from October 2023 until May 2024 Direct Debit for Tuition Fees	2023	8
<input type="checkbox"/>	Misc 8 Months DD Misc Charges Only 8 Instalments from October 2023 until May 2024 Direct Debit for Misc Charges	2023	8

Due Date	Instalment
16/10/2023	227.50
15/11/2023	227.50

Eligible Charges 1,820.00
Number of Instalments 8

Number of Instalments	First Due Month
7	October
8	September
8	October
8	October

The Agreement screen will be displayed. Read the information provided and confirm that you have read the Agreement by updating the slider to Yes. Then click Enrol.

Direct Debit SignUp [Close]

ID: 0809515 Test Student Two

1 Select Account 2 Review Account 3 Notification 4 Guarantee 5 Select Plan 6 **Agreement** 7 Confirmation

Agreement [Previous] **Enroll**

Please examine the terms of the payment plan carefully before enrolling in the plan.

Tuition 8 Months (Test)
Tuition 8 Months (Test)
DD Tuition Fees Only (test)
8 Instalments from October 2023 until May 2024
Direct Debit for Tuition Fees

Plan Amount 1,820.00
Number of Instalments 8

Direct Debit Instruction will be collected on the following dates:

Due Date	Instalment
16/10/2023	227.50
15/11/2023	227.50
15/12/2023	227.50
17/01/2024	227.50
15/02/2024	227.50
15/03/2024	227.50
16/04/2024	227.50
16/05/2024	227.50
Total	1,820.00

Currency used is Pound Sterling

Important: The instalment Schedule is based on your current eligible charges of 1,820.00. If charges that are placed in this plan are reversed or reduced, your instalment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this instalment schedule automatically, up to the amount of 5,000,000.00.

I agree to the instalment schedule listed above. If I default on any instalments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated: 02/08/2023 Yes, I have read the agreement

You will then be presented with the Confirmation page. Read the instalment schedule provided and then press Close.

Due Date	Installment
16/10/2023	227.50
15/11/2023	227.50
15/12/2023	227.50
17/01/2024	227.50
15/02/2024	227.50
15/03/2024	227.50
16/04/2024	227.50
16/05/2024	227.50
Total	1,820.00

Your Financial Registration Balance will then update accordingly, i.e., if your balance was made up of solely current year tuition fees, your Tuition Direct Debit will satisfy this in full. If your balance included bench fees as well as tuition, your Tuition Direct Debit will satisfy the tuition amount only. You can then choose to set up an additional Direct Debit to pay the Bench fee if you wish. If your Financial Registration Balance is 0, you can complete Registration by pressing Confirm.

Term	Description	Number of Installments	First Due Month
2023	DD Accommodation Charges Only Direct Debit for Accommodation Charges 7 Instalments from October 2023 until April 2024	7	October
2023	DD Tuition Fees Only (test) 8 Instalments from October 2023 until May 2024 Direct Debit for Tuition Fees	8	September

Completing Registration

You will then be taken directly to step 12 to Complete Registration. Click the Complete Registration button.

The screenshot shows a web application window titled "Financial Registration-82". At the top left, there is an "Exit" button. At the top right, there is a "Previous" button. Below the title bar, the user ID "ID: 0809515" and the name "Test Student Two" are displayed. On the left side, there is a vertical navigation menu with 12 steps, each with a numbered icon and a status: "Complete" or "In Progress". Step 12, "Completion", is highlighted in green and marked as "In Progress". The main content area is titled "Step 12 of 12: Completion" and contains a blue "Complete Registration" button. Below the title, there is a paragraph of text: "If for any reason you do not want to complete Financial Registration at this point, you can click 'Exit' but you must then return to complete Financial Registration at a later time." Below this text, there is a section titled "Financial Registration Balance" with a value of "0.00" displayed in a text box.

Financial Registration-82

Exit Previous

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 Financial Registration Balance Complete

4 Payment Options Complete

5 Payment by SAAS Complete

6 Payment by SLC Complete

7 Sponsorship Complete

8 Payment by Card Complete

9 Direct Debit Complete

10 Manual Instalment Complete

11 Payment by Cheque Complete

12 Completion In Progress

Step 12 of 12: Completion

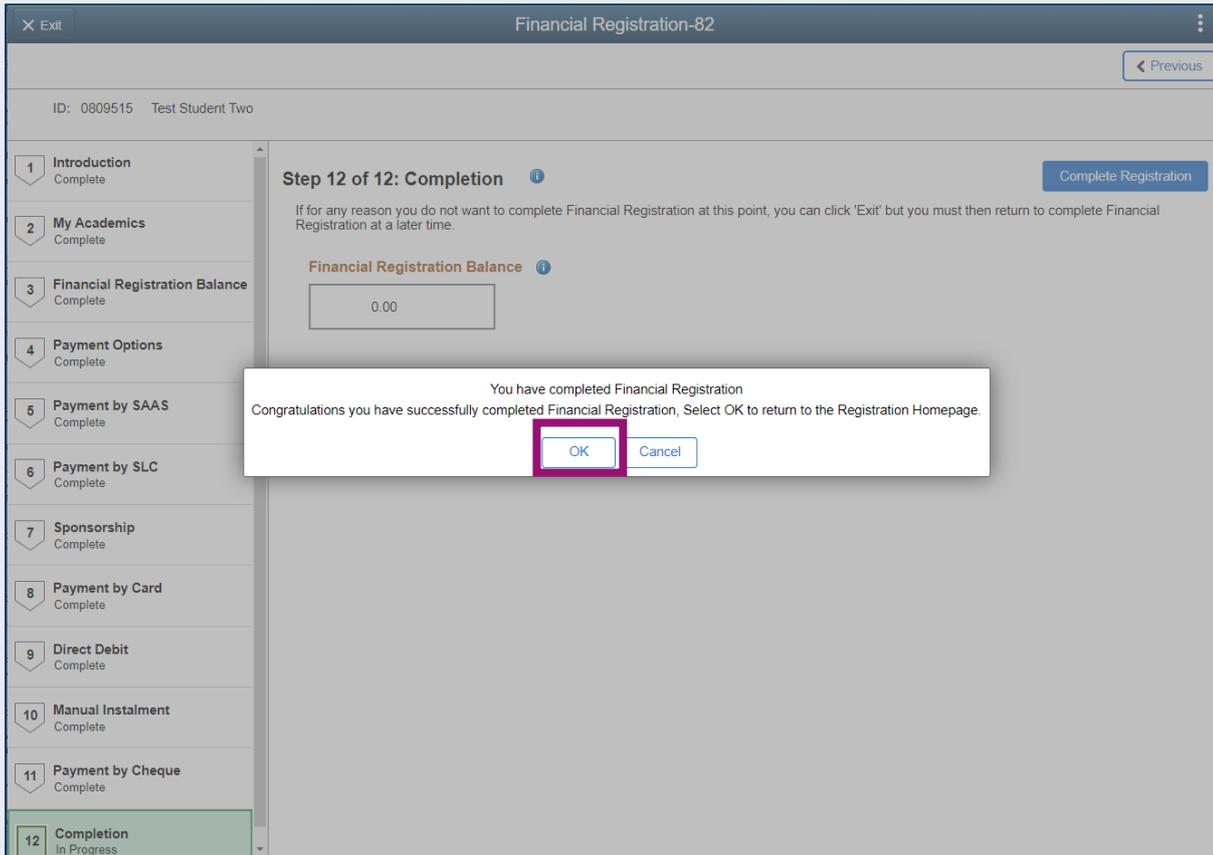
If for any reason you do not want to complete Financial Registration at this point, you can click 'Exit' but you must then return to complete Financial Registration at a later time.

Financial Registration Balance

0.00

Complete Registration

You will see a message confirming that Financial Registration is complete. Press OK to clear this message.



Once your Registration is complete, you will be taken to the Welcome to Registration Grid where your status will be updated. If you want to return to your Student Homepage, press the Home icon.

