Checking Charges and Due Dates in NottinghamHub

(**hub.nottingham.ac.uk**)

Introduction

This is a technical user guide designed to show you how to check charges and due dates in NottinghamHub (hub.nottingham.ac.uk).

This guide does not detail how much you should pay, this information can be found on the University of Nottingham website; links to this are included below.

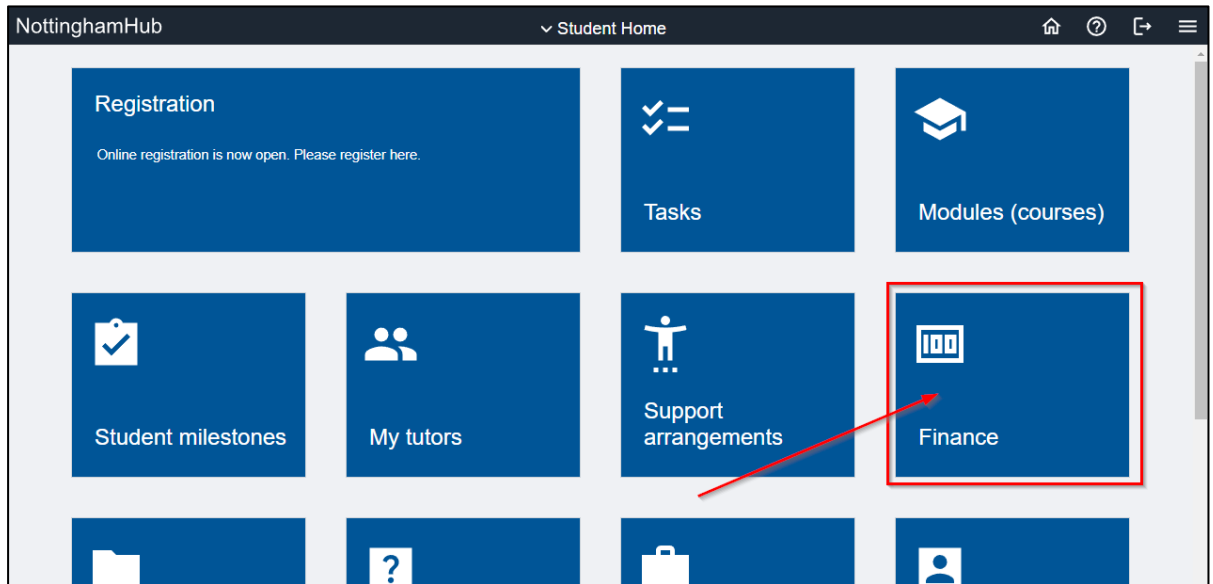**Information about accommodation:** nottingham.ac.uk/accommodation

Information about paying accommodation fees, due dates, and amounts: nottingham.ac.uk/go/accommodation-fees

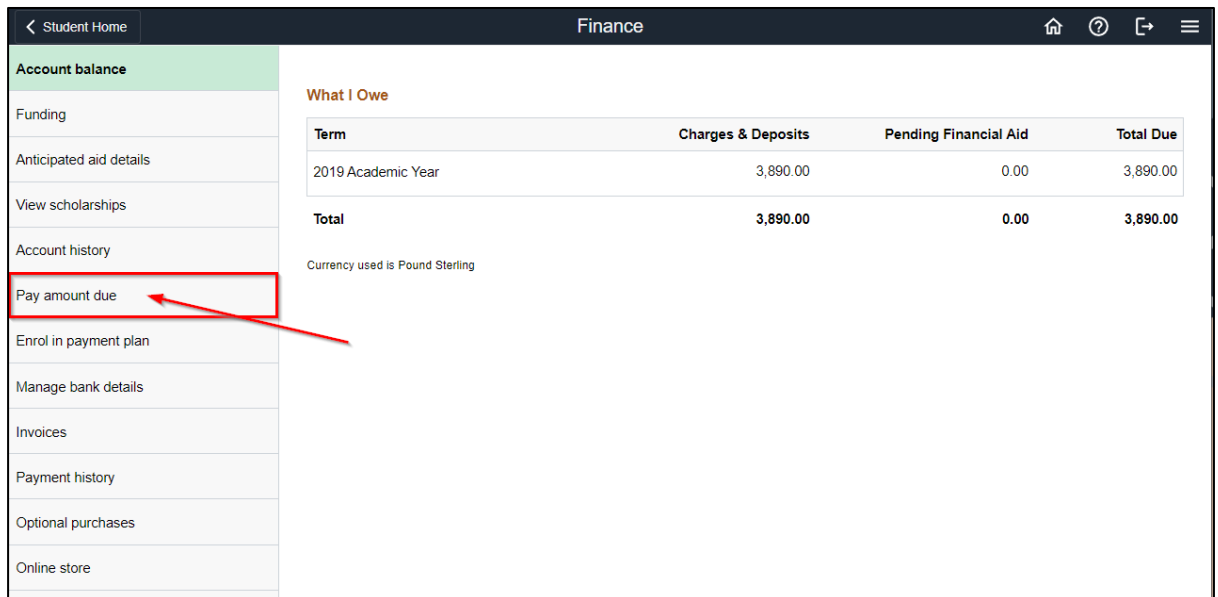**Information about tuition fees:** nottingham.ac.uk/fees

Checking the amount due and due dates

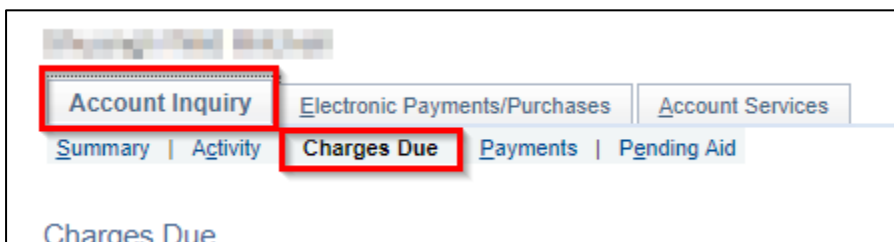This user guide describes how to look up the amount due and due dates for a charge on your account.

1. Once logged in, click on the '**Finance**' button:

2. The **Finance Information** page is displayed. Click '**Pay amount due**':

3. To view deadline dates for payments, click on the '**Account Inquiry**' tab and then the '**Charges Due**' tab:

4. Scroll down to **Details by Charge**. The due dates and amounts due are displayed:

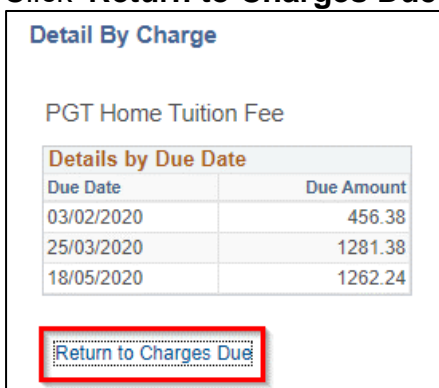| Details by Charge		Personalise | Find | View All | ⊡ First ◀ 1-5 of 5 ▶ Last	
Charge	Due Date	Term	Amount
PGT Home Tuition Fee	multiple	2019 Academic Year	3,000.00
Derby Hall	multiple	2021 Academic Year	3,000.00
Disciplinary Fine	23/11/2021	2021 Academic Year	200.00
Total due for this view			6,200.00
Total due			6,200.00

Currency used is Pound Sterling

5. Instalment dates may be listed separately or listed under 'multiple' depending on the charge. If listed as 'multiple', click the '**multiple' hyperlink** to view the dates:

Details by Charge		Personalise | Find | View All | ⊡ First ◀ 1-5 of 5 ▶ Last	
Charge	Due Date	Term	Amount
PGT Home Tuition Fee	multiple	2019 Academic Year	3,000.00
Derby Hall	multiple	2021 Academic Year	3,000.00
Disciplinary Fine	23/11/2021	2021 Academic Year	200.00
Total due for this view			6,200.00
Total due			6,200.00

Currency used is Pound Sterling

6. This will open up the instalment dates.

Click '**Return to Charges Due**' to return to the previous page:

Detail By Charge

PGT Home Tuition Fee

Details by Due Date

Due Date	Due Amount
03/02/2020	456.38
25/03/2020	1281.38
18/05/2020	1262.24

Return to Charges Due

7. Click '**Make a Payment**' at the bottom of the page to make a payment:

Details by Charge			Personalise | Find | View All | 🗗 First ◀ 1-5 of 5 ▶ Last
Charge	**Due Date**	**Term**	**Amount**
PGT Home Tuition Fee	multiple	2019 Academic Year	3,000.00
Derby Hall	multiple	2021 Academic Year	3,000.00
Disciplinary Fine	23/11/2021	2021 Academic Year	200.00
Total due for this view			**6,200.00**
Total due			**6,200.00**

Currency used is Pound Sterling

Invoices Due				Personalise | Find | 🗗 | 🏢 First ◀ 1 of 1 ▶ Last
Invoice Date	**Invoice Number**	**Invoice Amount**	**Due Amount**	**Due Date**
	Invoice Number	0.00	0.00	

Make a Payment