



University of
Nottingham

UK | CHINA | MALAYSIA

Checking Charges and Due Dates in MyNottingham

mynottingham.nottingham.ac.uk

Introduction

This is a technical user guide designed to show you how to check charges and due dates in MyNottingham (mynottingham.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

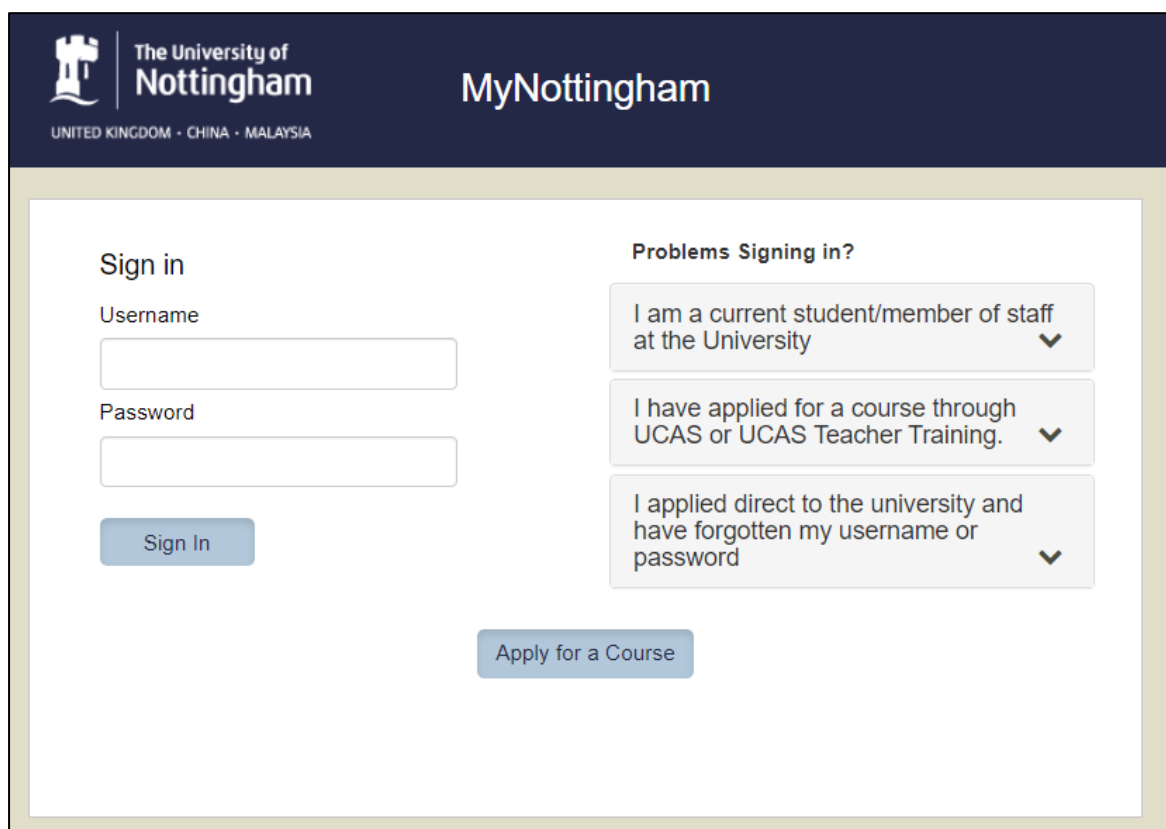
Information about paying accommodation fees, due dates, and amounts: nottingham.ac.uk/go/accommodation-fees

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

Checking the amount due and due dates

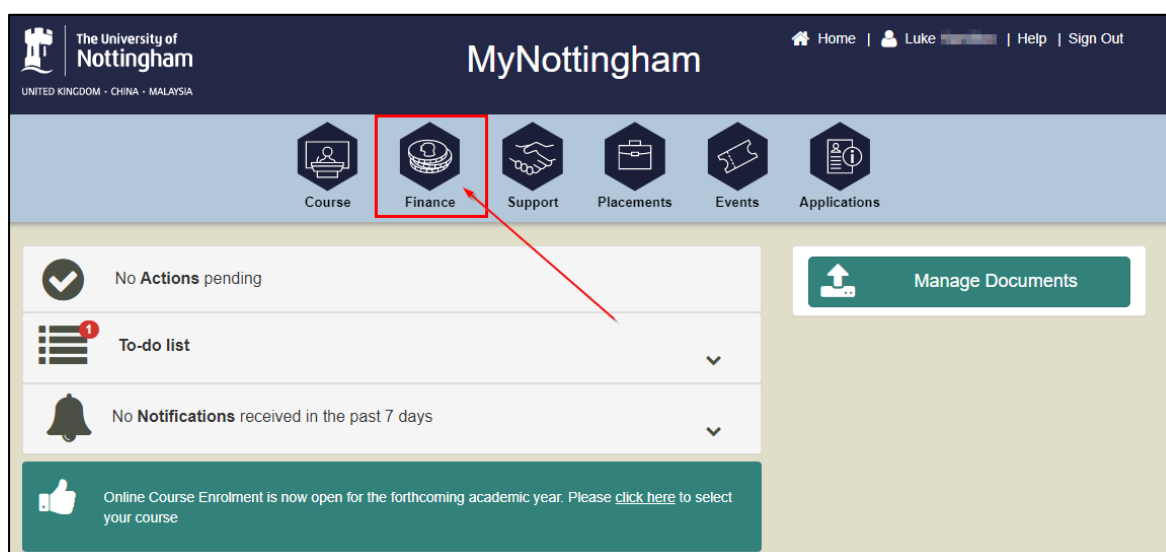
1. This section of the user guide details how to look up the amount due and due dates for a charge on your account.

Log in to MyNottingham (mynottingham.nottingham.ac.uk):



The screenshot shows the MyNottingham login interface. At the top left is the University of Nottingham logo and name, with 'MyNottingham' in large text to the right. Below the logo, it says 'UNITED KINGDOM · CHINA · MALAYSIA'. The main content area is divided into two sections. On the left, under 'Sign in', there are input fields for 'Username' and 'Password', a 'Sign In' button, and an 'Apply for a Course' button at the bottom. On the right, under 'Problems Signing in?', there are three dropdown menus: 'I am a current student/member of staff at the University', 'I have applied for a course through UCAS or UCAS Teacher Training.', and 'I applied direct to the university and have forgotten my username or password'.

2. Once logged in, click on the 'Finance' hexagon:



The screenshot shows the MyNottingham dashboard after login. At the top, there's a navigation bar with the University of Nottingham logo, 'MyNottingham' text, and user information: 'Home | Luke [profile icon] | Help | Sign Out'. Below this is a horizontal menu with six hexagonal icons: 'Course', 'Finance', 'Support', 'Placements', 'Events', and 'Applications'. The 'Finance' icon is highlighted with a red box and a red arrow pointing to it. Below the menu, there's a dashboard area with three main sections: 'No Actions pending' with a checkmark icon, 'To-do list' with a list icon and a red notification badge showing '1', and 'No Notifications received in the past 7 days' with a bell icon. On the right side, there's a 'Manage Documents' button with an upload icon. At the bottom, there's a green banner with a thumbs-up icon and text: 'Online Course Enrolment is now open for the forthcoming academic year. Please [click here](#) to select your course'.

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

The screenshot shows the MyNottingham Finance Information page. The header includes 'The University of Nottingham' and 'MyNottingham'. The main content area is titled 'Finance' and contains a 'Finance Information' section with a notice for UK students and a 'Funding' table. A red box highlights the 'Pay amount due' button in the 'Account history' section, with a red arrow pointing to it.

Funding Source	Disbursement Date	Amount
Student Loans Company	04 May 2020	£ 4625.00
Student Loans Company	13 Jan 2020	£ 2312.50
Student Loans Company	23 Sep 2019	£ 2312.50

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

The screenshot shows the navigation menu for the Account Inquiry section. The 'Account Inquiry' tab is highlighted with a red box. Below it, the 'charges due' sub-tab is also highlighted with a red box.

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

The screenshot shows the 'Details by Charge' table with the following data:

Charge	Due Date	Term	Amount
Southwell Hall	20/01/2020	2019 Academic Year	3,061.22
Southwell Hall	11/05/2020	2019 Academic Year	1,504.32
Total due for this view			4,565.54
Total due			4,565.54

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

Details by Charge			
Charge	Due Date	Term	Amount
UG INT Tuition Fee	multiple	2019 Academic Year	19,550.00
Total due for this view			19,550.00
Total due			19,550.00

- This will open up the instalment dates.

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

Detail By Charge

UG INT Tuition Fee

Details by Due Date	
Due Date	Due Amount
21/10/2019	6647.00
20/01/2020	6451.50
18/05/2020	6451.50

[Return to Charges Due](#)

- Click 'Make a Payment' at the bottom of the page to make a payment:

Invoices Due				
Invoice Date	Invoice Number	Invoice Amount	Due Amount	Due Date
05/02/2020	U S ACC INV 0000003272	7658.10	4,565.54	05/03/2020

MAKE A PAYMENT