



University of
Nottingham

UK | CHINA | MALAYSIA

Paying for Accommodation in MyNottingham

mynottingham.nottingham.ac.uk

Introduction

This is a technical user guide designed to show you how to make a payment for accommodation 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

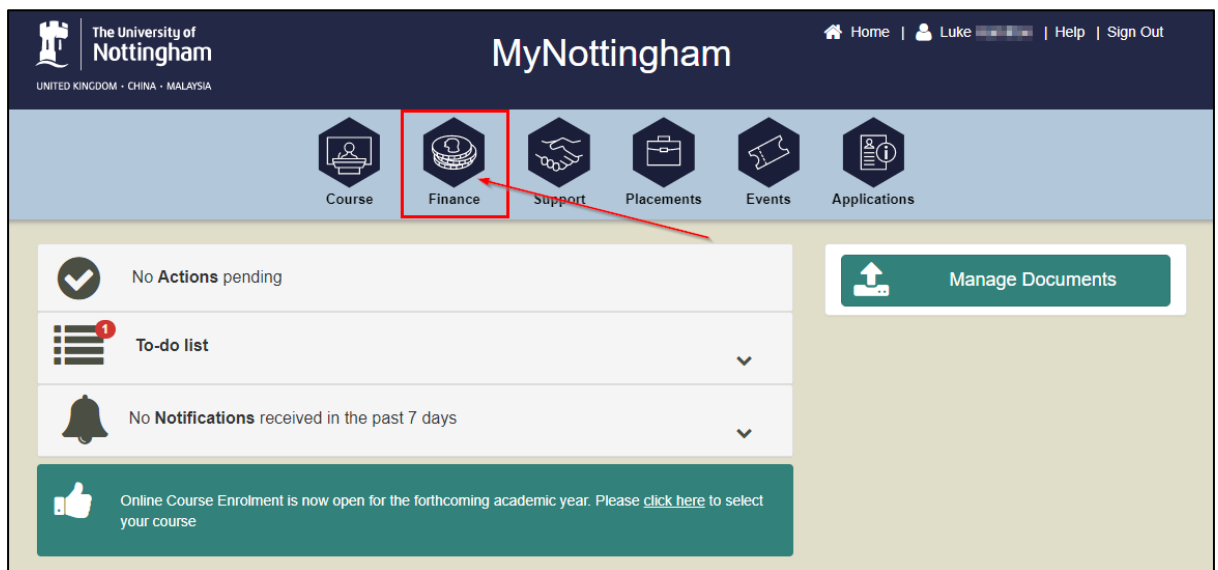
Information about tuition fees: nottingham.ac.uk/fees

Paying for accommodation (including deposits)

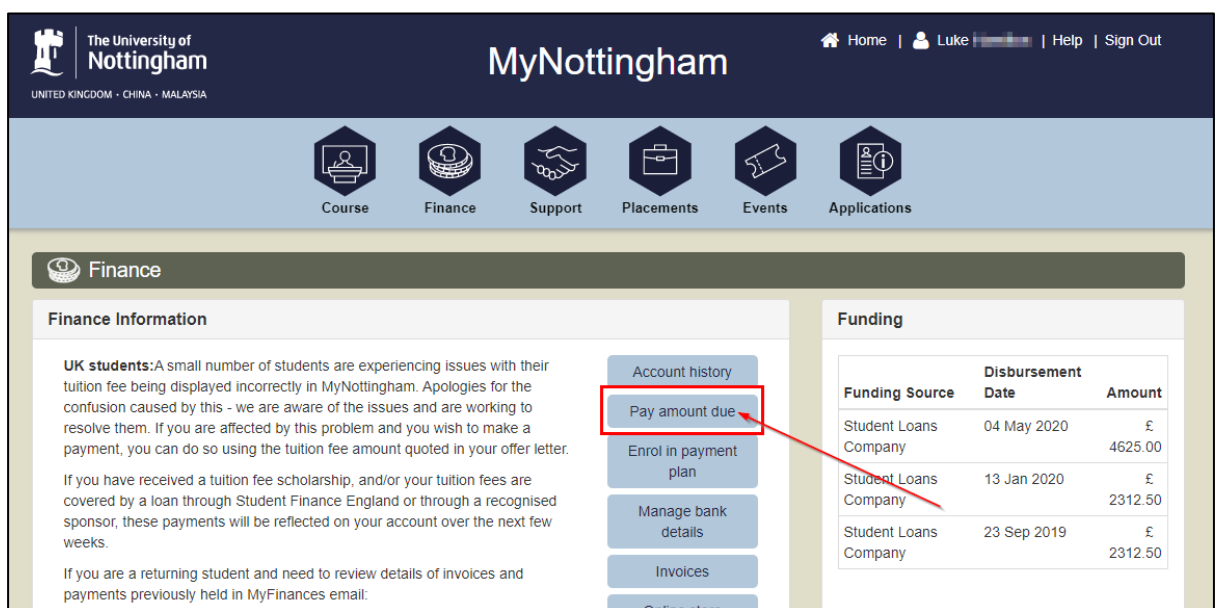
This section of the guide details how to pay for accommodation, including any deposits that may be due.

Please note this is only relevant for University of Nottingham on-campus student accommodation and Broadgate Park student accommodation. For any other accommodation, please contact your accommodation provider if you are unsure on how to pay for your accommodation.

1. Once logged in, click on the 'Finance' hexagon



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



3. If there are charges on your account, the total amount owed will be displayed here:

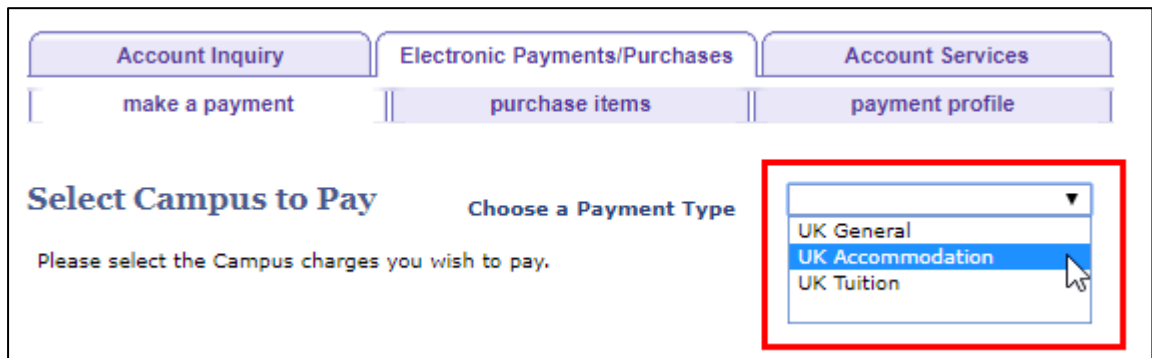
The screenshot shows a web interface for selecting a campus to pay. At the top, there is a heading "Select Campus to Pay" and a dropdown menu labeled "Choose a Payment Type". Below this, a message reads "Please select the Campus charges you wish to pay." A red arrow points from the text "General Online Payments: Payments will settle any type of charge" to a table. The table has a green "select" button on the left and a grey row containing "UNUK1", "University of Nottingham, UK", and "£ 4,565.54". The amount "£ 4,565.54" is enclosed in a red box.

4. If you click the 'Select' button at this point, without selecting a **Payment Type**, the payment type will default to **General**. This will settle any outstanding charges, targeting those due soonest first. If there are multiple charges with the same due date, it will settle charges in the hierarchy of tuition, accommodation, then miscellaneous charges.

If you want to pay for a specific type of charge, click on the 'Choose a Payment Type' dropdown:

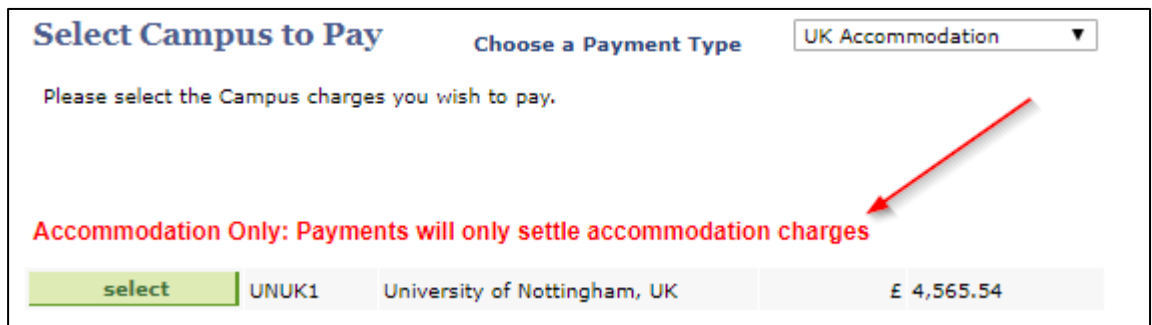
This screenshot shows the same "Select Campus to Pay" interface as above, but with additional navigation tabs at the top: "Account Inquiry" (with "make a payment" below it), "Electronic Payments/Purchases" (with "purchase items" below it), and "Account Services" (with "payment profile" below it). The "Choose a Payment Type" dropdown menu is highlighted with a red box and a red arrow pointing to it. The table below still shows the "select" button and the row with "UNUK1", "University of Nottingham, UK", and "£ 4,565.54".

5. On the dropdown, select the payment type (in this example, we select 'UK Accommodation'):



The screenshot shows a web interface with three main sections: 'Account Inquiry' (with a 'make a payment' button), 'Electronic Payments/Purchases' (with a 'purchase items' button), and 'Account Services' (with a 'payment profile' button). Below these is the 'Select Campus to Pay' section, which includes the instruction 'Please select the Campus charges you wish to pay.' and a 'Choose a Payment Type' dropdown menu. The dropdown menu is open, showing three options: 'UK General', 'UK Accommodation' (highlighted in blue), and 'UK Tuition'. A red box highlights the dropdown menu.

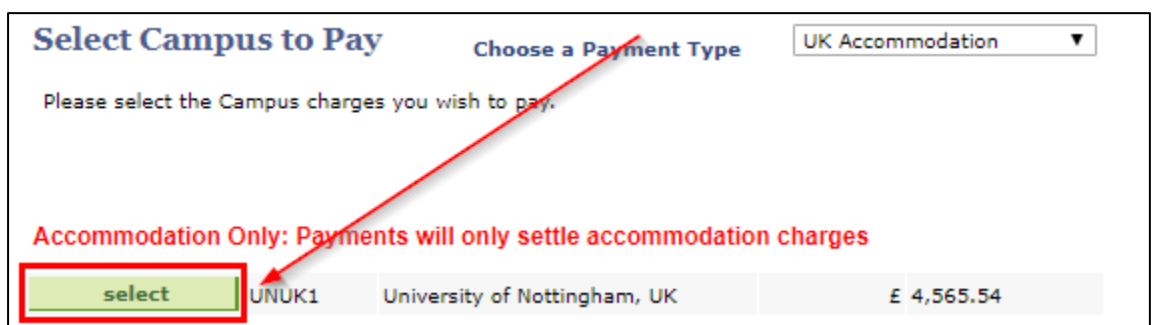
6. Once selected, the **red text** will update to confirm the payment type you have selected and will describe the payment:



The screenshot shows the 'Select Campus to Pay' form with the 'Choose a Payment Type' dropdown menu set to 'UK Accommodation'. Below the instruction 'Please select the Campus charges you wish to pay.', there is a line of red text: 'Accommodation Only: Payments will only settle accommodation charges'. A red arrow points from the dropdown menu to this text. At the bottom, there is a table with a 'select' button, the campus code 'UNUK1', the name 'University of Nottingham, UK', and the amount '£ 4,565.54'.

'Accommodation Only: Payments will only settle accommodation charges'

7. Click the 'Select' button to move on to the next page:



The screenshot shows the 'Select Campus to Pay' form with the 'select' button highlighted by a red box. A red arrow points from the 'select' button to the red text 'Accommodation Only: Payments will only settle accommodation charges'. The rest of the form, including the dropdown menu set to 'UK Accommodation' and the table with 'UNUK1', 'University of Nottingham, UK', and '£ 4,565.54', is visible.

8. This screen may look different dependent on whether you have charges on your account or not. If you have accommodation charges on your account, they will be listed in the payment table:

Pay online

You can make online payments using a credit/debit card or via online banking. To pay online:

1. Select the charges you wish to pay from those listed below; enter the amount you wish to pay against charges raised, or against the blank row to pay in advance or settle charges due soonest first
2. Click 'calculate grand total'
3. Click 'Next' to proceed to the online banking portal where you will be able to choose a payment method

Accommodation Only: Payments will only settle accommodation charges

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Southwell Hall		2019 Academic Year	1,504.32	<input type="text"/>
Southwell Hall		2019 Academic Year	3,061.22	<input type="text"/>
			0.00	<input type="text"/>
Total			4,565.54	

9. If you do not have accommodation charges on your account, you can still make a payment using this screen, but there won't be a fee listed:

Accommodation Only: Payments will only settle accommodation charges

Item Description	Plan Description	Outstanding Charges	Payment Amount
		0.00	<input type="text"/>
Total		0.00	

10. If you are paying for a deposit, you can do so by typing it in the deposit box:

Accommodation Only: Payments will only settle accommodation charges

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
UPP Deposit		2020 Academic Year	250.00	<input type="text"/>
UPP Reservation Fee		2020 Academic Year	250.00	<input type="text"/>
			0.00	<input type="text"/>
Total			500.00	

Accommodation Only: Payments will only settle accommodation charges

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Cripps Hall		2019 Academic Year	2,250.13	<input type="text"/>
Cripps Hall		2019 Academic Year	1,301.28	<input type="text"/>
Accommodation Reservation Fee		2020 Academic Year	250.00	<input type="text"/>
			0.00	<input type="text"/>
Total			3,801.41	

11. If there is a charge displayed, check the 'Item Description' and enter the amount you wish to pay into the 'Payment Amount' field next to the outstanding charges listed.

You can pay for multiple charges of the same type by completing the 'Payment Amount' box for each charge you wish to pay, we are paying for two instalments at once in the example below:

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Southwell Hall		2019 Academic Year	1,504.32	1504.32
Southwell Hall		2019 Academic Year	3,061.22	3061.22
			0.00	
Total			4,565.54	

If there are **no charges displayed**, enter the amount you wish to pay into the 'Payment Amount' field:

Item Description	Plan Description	Outstanding Charges	Payment Amount
		0.00	7865.10
Total		0.00	

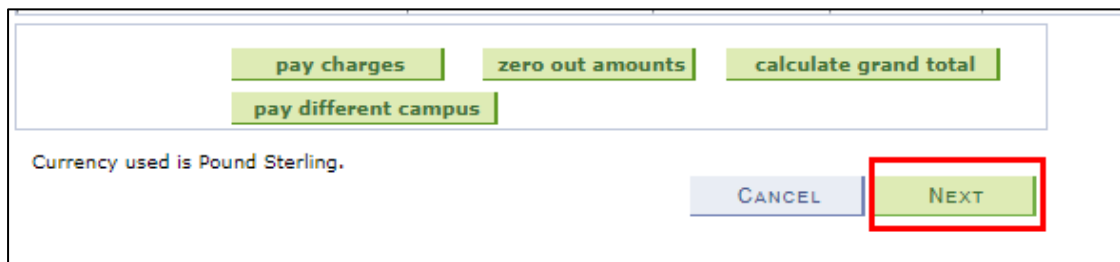
pay charges
zero out amounts
calculate grand total
pay different campus

Currency used is Pound Sterling.

CANCEL
NEXT

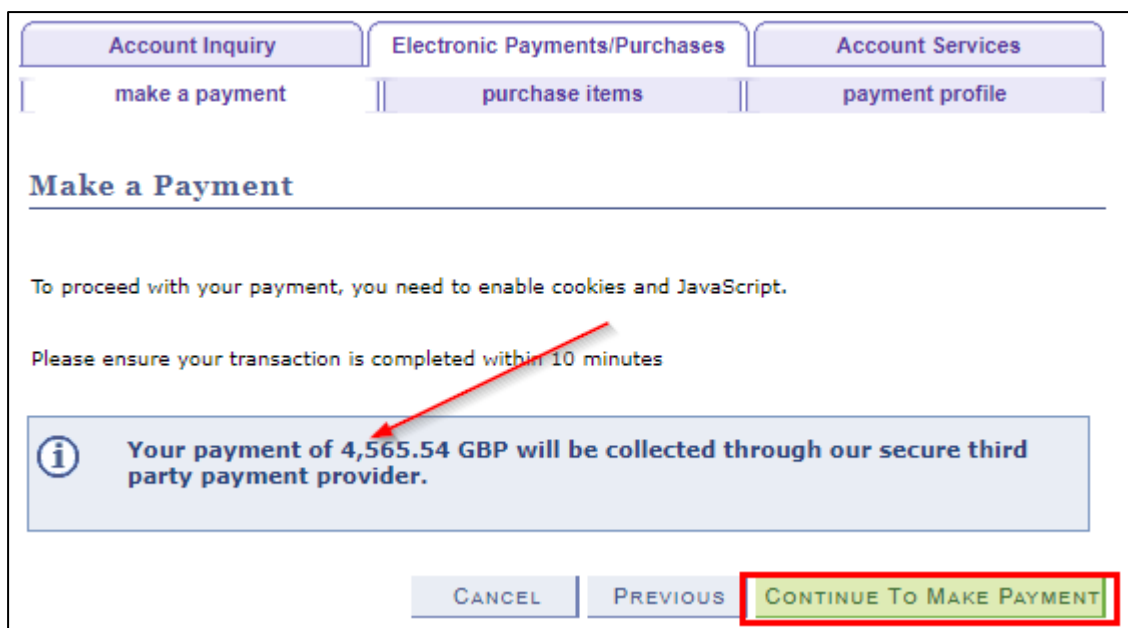
If there are no charges on your account, the amount you pay will put your account into credit for **accommodation**, until an accommodation charge is applied to the record.

12. Click the 'Next' button:



A screenshot of a payment summary screen. At the top, there are four green buttons: 'pay charges', 'zero out amounts', 'calculate grand total', and 'pay different campus'. Below these buttons, the text 'Currency used is Pound Sterling.' is displayed. At the bottom right, there are two buttons: 'CANCEL' and 'NEXT'. The 'NEXT' button is highlighted with a red rectangular border.

13. Read the information on the screen and double-check your payment total before clicking 'Continue to Make Payment':



A screenshot of a 'Make a Payment' screen. At the top, there are three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below the tabs are three buttons: 'make a payment', 'purchase items', and 'payment profile'. The main heading is 'Make a Payment'. Below the heading, there is a message: 'To proceed with your payment, you need to enable cookies and JavaScript.' and 'Please ensure your transaction is completed within 10 minutes'. A red arrow points from this message to a blue information box that contains the text: 'Your payment of 4,565.54 GBP will be collected through our secure third party payment provider.' At the bottom right, there are three buttons: 'CANCEL', 'PREVIOUS', and 'CONTINUE TO MAKE PAYMENT'. The 'CONTINUE TO MAKE PAYMENT' button is highlighted with a red rectangular border.

14. This will open the Online Payment Portal.

Follow the online instructions to make your payment.

The screenshot shows the 'Online Payments Test Mode' interface. At the top left is the University of Nottingham logo with the text 'UK | CHINA | MALAYSIA'. The main heading is 'Online Payments Test Mode' in a large, red, tilted font. Below it is 'Payment Summary'. A 'Payment Item Summary' table is displayed:

Description of item(s) to pay	Total Cost
UG INT Tuition Fee	£19550.00
Total to pay today	£19550.00

At the bottom right, a green 'Continue >' button is highlighted with a red box. A 'Cancel' button is visible at the bottom left.

15. Once complete, you will be returned to MyNottingham (mynottingham.nottingham.ac.uk).


You may see a screen that looks like the below asking you to 'Submit Payment', but wait a short while as the payment is still processing:

The screenshot shows the 'Submit Payment' screen for a user named 'Luke'. At the top, there are three navigation buttons: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below these are three sub-buttons: 'make a payment', 'purchase items', and 'payment profile'. The main heading is 'Make a Payment' followed by 'Submit Payment'. A message states: 'If the information below is accurate, click the Submit button.' Below this is a 'Payment Summary' box:

Payment Summary	
Payment Amount	4,565.54

Below the table, it says 'Currency used is Pound Sterling.' At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT'.

16. Once complete, a message will be displayed stating that your payment has been successful:


Luke 

[Account Inquiry](#) [Electronic Payments/Purchases](#) [Account Services](#)

[make a payment](#) [purchase items](#) [payment profile](#)

Make a Payment

Payment Result

 **Your payment has been accepted. Save the information below for your reference.**

Confirmation Details			
Reference Number	000000200310	Payment Amount	4,565.54
Card Number		Transaction Date	29/04/2020
		Transaction Status	Successfully Posted

Currency used is Pound Sterling.

[VIEW CONFIRMED PAYMENT](#) [MAKE ANOTHER PAYMENT](#)