



University of  
**Nottingham**

UK | CHINA | MALAYSIA

# Paying for Tuition Fees in MyNottingham

[mynottingham.nottingham.ac.uk](https://mynottingham.nottingham.ac.uk)

## Introduction

This is a technical user guide designed to show you how to make a payment for tuition fees in MyNottingham ([mynottingham.nottingham.ac.uk](https://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.

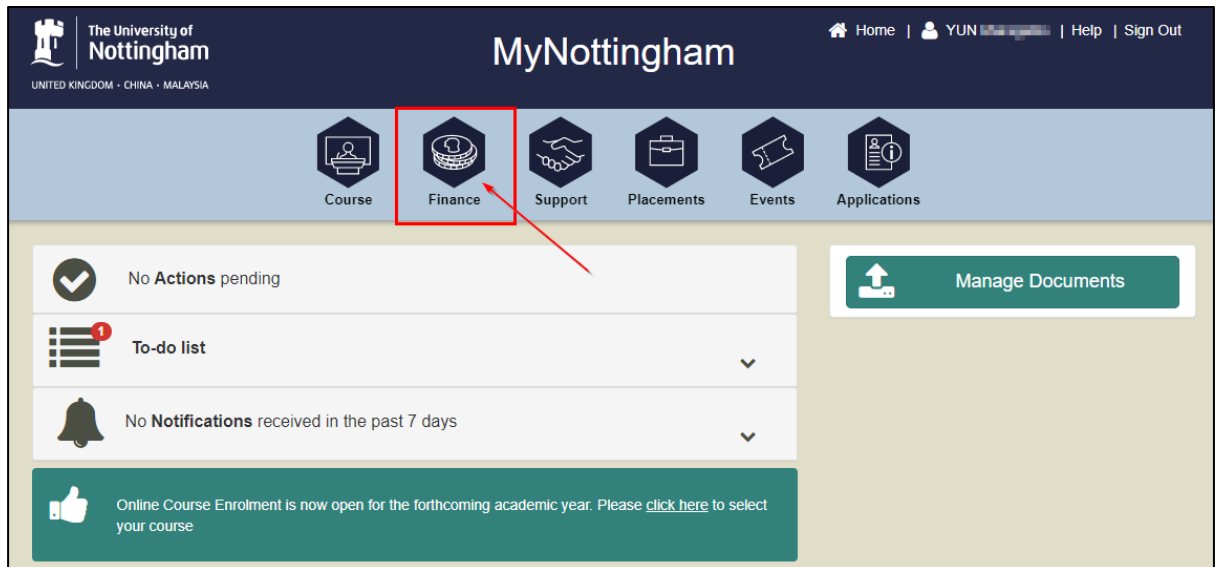
**Information about accommodation:** [nottingham.ac.uk/accommodation](https://nottingham.ac.uk/accommodation)

**Information about paying accommodation fees, due dates, and amounts:** [nottingham.ac.uk/go/accommodation-fees](https://nottingham.ac.uk/go/accommodation-fees)

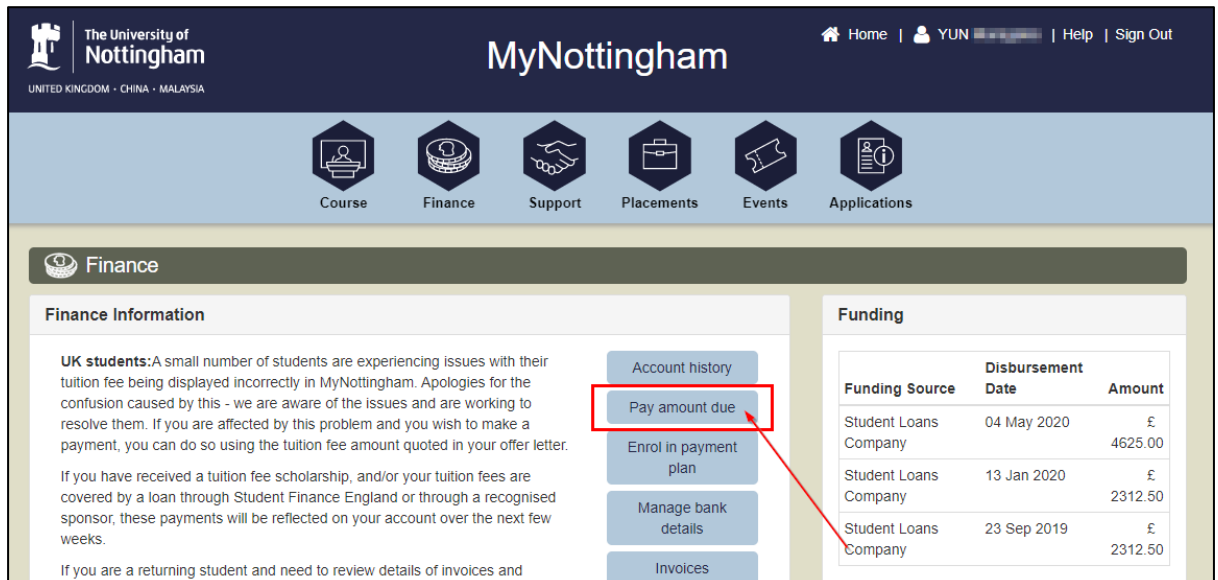
**Information about tuition fees:** [nottingham.ac.uk/fees](https://nottingham.ac.uk/fees)

## Paying for tuition fees

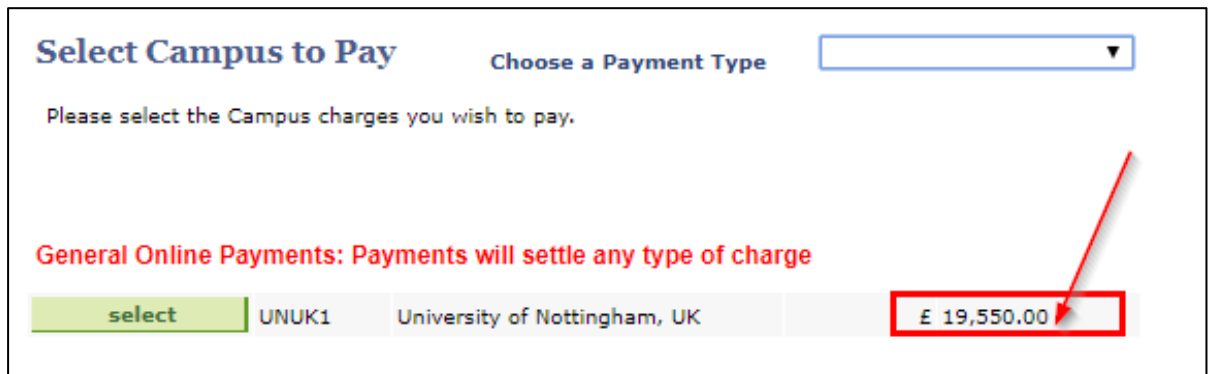
1. Once logged in, click on the 'Finance' hexagon



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



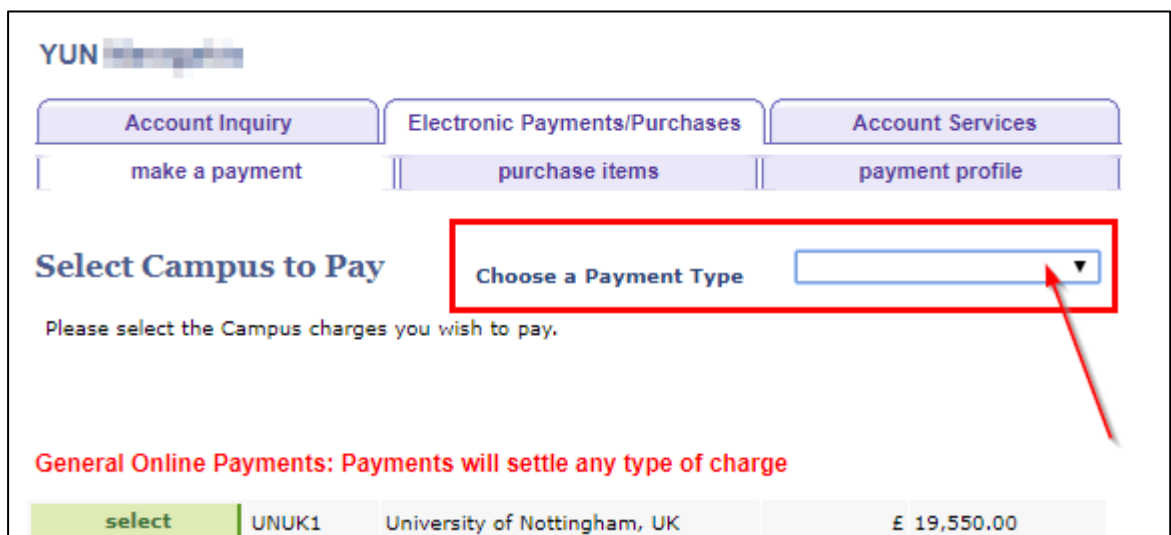
3. If there are charges on your account, the total amount owed will be displayed here:



The screenshot shows a web form titled "Select Campus to Pay". At the top right, there is a dropdown menu labeled "Choose a Payment Type". Below the title, it says "Please select the Campus charges you wish to pay." A red text line reads "General Online Payments: Payments will settle any type of charge". At the bottom, there is a table with a green "select" button, the code "UNUK1", the text "University of Nottingham, UK", and a total amount of "£ 19,550.00". A red box highlights the total amount, with a red arrow pointing to it from the right.

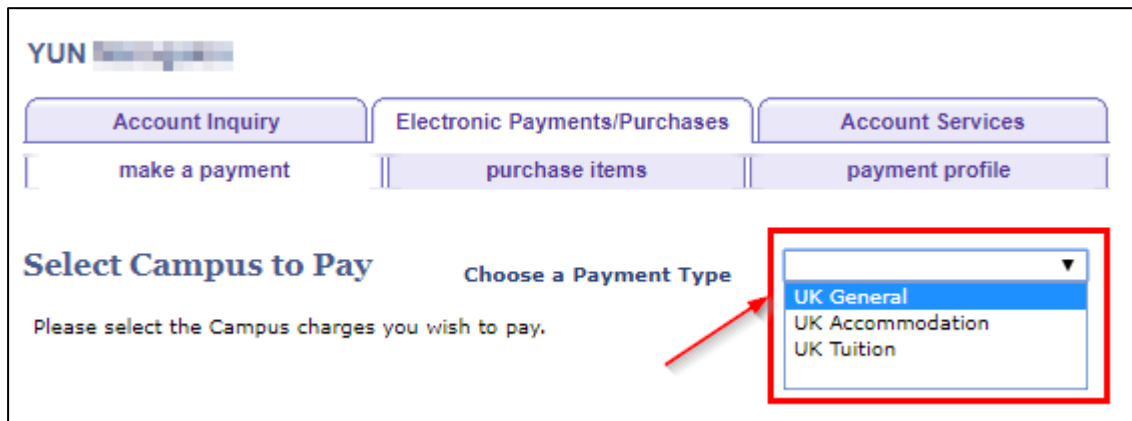
4. If you click the 'Select' button at this point, without selecting a **Payment Type**, the payment type will default to **General**. This will settle any outstanding charges, targeting those due soonest first. If any charges have the same due date, it will settle them in the hierarchy of tuition, accommodation,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

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



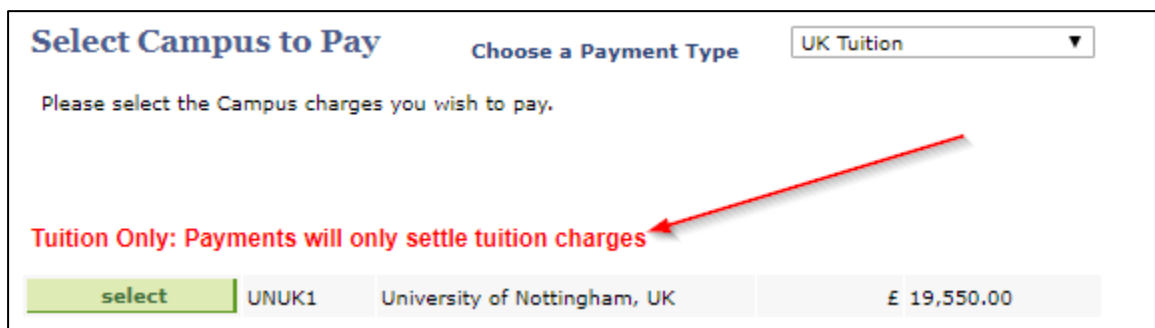
The screenshot shows the same "Select Campus to Pay" form as above, but with additional navigation options at the top: "YUN", "Account Inquiry", "Electronic Payments/Purchases", and "Account Services". Below these are buttons for "make a payment", "purchase items", and "payment profile". The "Choose a Payment Type" dropdown is highlighted with a red box, and a red arrow points to it from the right. The rest of the form, including the "select" button, "UNUK1" code, "University of Nottingham, UK" text, and "£ 19,550.00" total, is visible at the bottom.

5. On the dropdown, select the payment type for the payment you want to make (in this example, we select 'UK Tuition'):



The screenshot shows the 'Select Campus to Pay' page. At the top, there are three main navigation buttons: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below these are three sub-navigation buttons: 'make a payment', 'purchase items', and 'payment profile'. The main heading is 'Select Campus to Pay' with the sub-heading 'Choose a Payment Type'. Below this is the instruction 'Please select the Campus charges you wish to pay.' A dropdown menu is open, showing three options: 'UK General', 'UK Accommodation', and 'UK Tuition'. A red arrow points to the 'UK Tuition' option, which is highlighted in blue. The entire dropdown menu is enclosed in a red rectangular box.

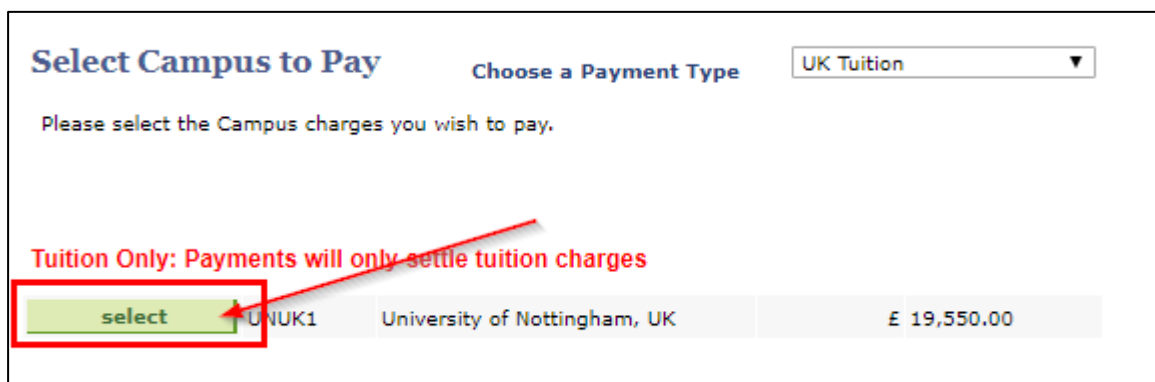
6. Once selected, the **red text** will update to confirm the payment type you have selected and will describe the payment:



The screenshot shows the 'Select Campus to Pay' page with the 'Choose a Payment Type' dropdown menu set to 'UK Tuition'. Below the instruction 'Please select the Campus charges you wish to pay.', there is a line of red text: 'Tuition Only: Payments will only settle tuition charges'. A red arrow points to this text. Below the text is a table with a green 'select' button, the campus code 'UNUK1', the name 'University of Nottingham, UK', and the amount '£ 19,550.00'.

'Tuition Only: Payments will only settle tuition charges'.

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



The screenshot shows the 'Select Campus to Pay' page with the 'Choose a Payment Type' dropdown menu set to 'UK Tuition'. Below the instruction 'Please select the Campus charges you wish to pay.', there is a line of red text: 'Tuition Only: Payments will only settle tuition charges'. A red arrow points to this text. Below the text is a table with a green 'select' button, the campus code 'UNUK1', the name 'University of Nottingham, UK', and the amount '£ 19,550.00'. The 'select' button is highlighted with a red rectangular box.

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

**Make a Payment**

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**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

**Tuition Only: Payments will only settle tuition charges**

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
UG INT Tuition Fee		2019 Academic Year	19,550.00	<input type="text"/>
			0.00	<input type="text"/>
<b>Total</b>			<b>19,550.00</b>	

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

**Make a Payment**

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**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

**Tuition Only: Payments will only settle tuition charges**

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

10. 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. If there are multiple charges listed and you want to pay for several at once, you can enter the amount in the relevant boxes in 'Payment Amount':

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
UG INT Tuition Fee		2019 Academic Year	19,550.00	<input type="text" value="19550.00"/>
			0.00	<input type="text"/>
<b>Total</b>			<b>19,550.00</b>	

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	22620.00
<b>Total</b>		0.00	

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

11. Click the 'Next' button:

pay charges    zero out amounts    calculate grand total

pay different campus

Currency used is Pound Sterling.

CANCEL    **NEXT**

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

Account Inquiry    Electronic Payments/Purchases    Account Services

make a payment    purchase items    payment profile

### Make a Payment

To proceed with your payment, you need to enable cookies and JavaScript.

Please ensure your transaction is completed within 10 minutes

**i** Your payment of 19,550.00 GBP will be collected through our secure third party payment provider.

CANCEL    PREVIOUS    **CONTINUE TO MAKE PAYMENT**



13. This will open the **Online Payment Portal**.

Follow the online instructions to make your payment.

The screenshot shows the 'Online Payments' interface in 'Test Mode'. At the top left is the University of Nottingham logo with the text 'UK | CHINA | MALAYSIA'. The main heading is 'Online Payments' with a large red 'Test Mode' stamp overlaid. Below this is a 'Payment Summary' section. A table titled 'Payment Item Summary' contains the following data:

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

At the bottom right of the table area is a green 'Continue >' button, and at the bottom left is a grey 'Cancel' button.

14. Once complete, you will be returned to MyNottingham ([mynottingham.nottingham.ac.uk](http://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 'YUN MyNottingham' interface. At the top 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' table:

Payment Summary	
<b>Payment Amount</b>	19,550.00

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

15. You will be returned to MyNottingham ([mynottingham.nottingham.ac.uk](http://mynottingham.nottingham.ac.uk)) and a message will be displayed stating that your payment has been successful:

YUN 

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


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

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### Make a Payment

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### Payment Result

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

Confirmation Details			
<b>Reference Number</b>	000000200309	<b>Payment Amount</b>	19,550.00
<b>Card Number</b>		<b>Transaction Date</b>	28/04/2020
		<b>Transaction Status</b>	Successfully Posted

Currency used is Pound Sterling.

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