



University of
Nottingham

UK | CHINA | MALAYSIA

Paying for Tuition Fees in NottinghamHub

hub.nottingham.ac.uk

Introduction

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

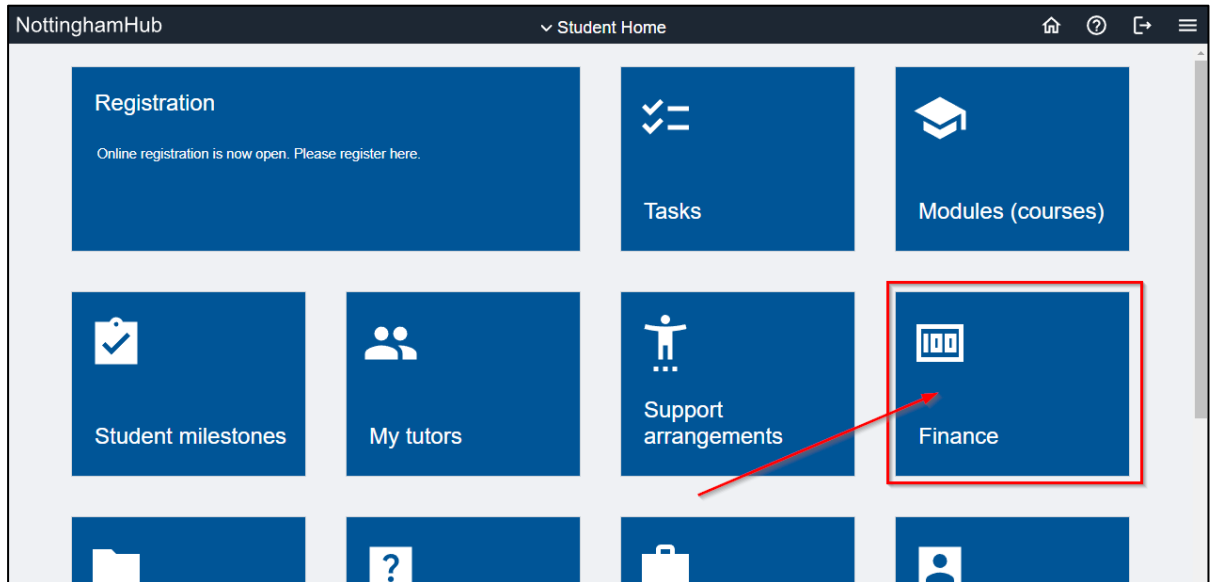
Information about fee due dates and amounts:
nottingham.ac.uk/go/accommodation-fees

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

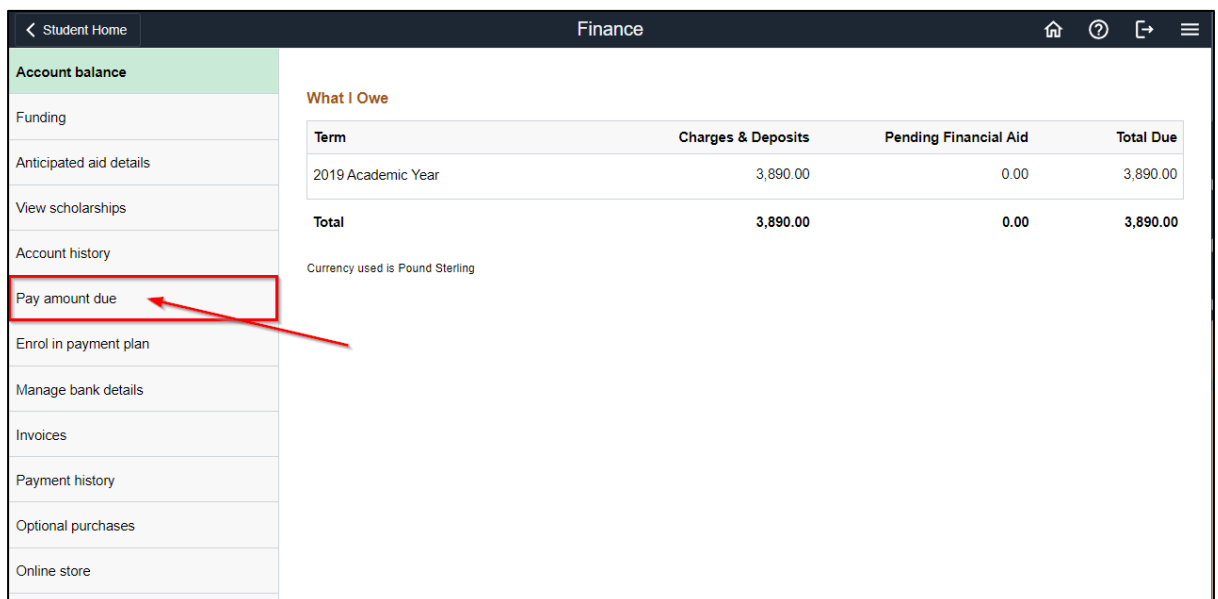
Paying for tuition fees

This user guide details how to pay for **tuition** charges.

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



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:

Account Inquiry | **Electronic Payments/Purchases** | Account Services

[Make a Payment](#) | [Purchase Items](#) | [Payment Profile](#)

Select Campus to Pay Choose a Payment Type

Please select the Campus charges you wish to pay.

General Online Payments: Payments will settle any type of charge

| | | | |
|------------------------|-------|------------------------------|------------|
| select | UNUK1 | University of Nottingham, UK | £ 3,890.00 |
|------------------------|-------|------------------------------|------------|

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:

Account Inquiry | **Electronic Payments/Purchases** | Account Services

[Make a Payment](#) | [Purchase Items](#) | [Payment Profile](#)

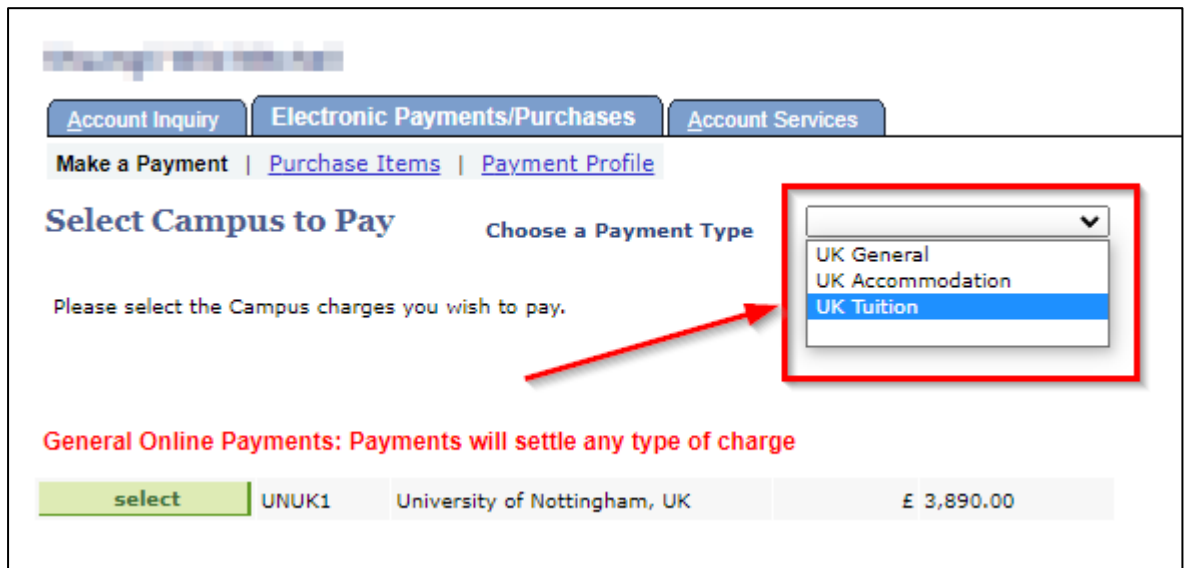
Select Campus to Pay Choose a Payment Type

Please select the Campus charges you wish to pay.

General Online Payments: Payments will settle any type of charge

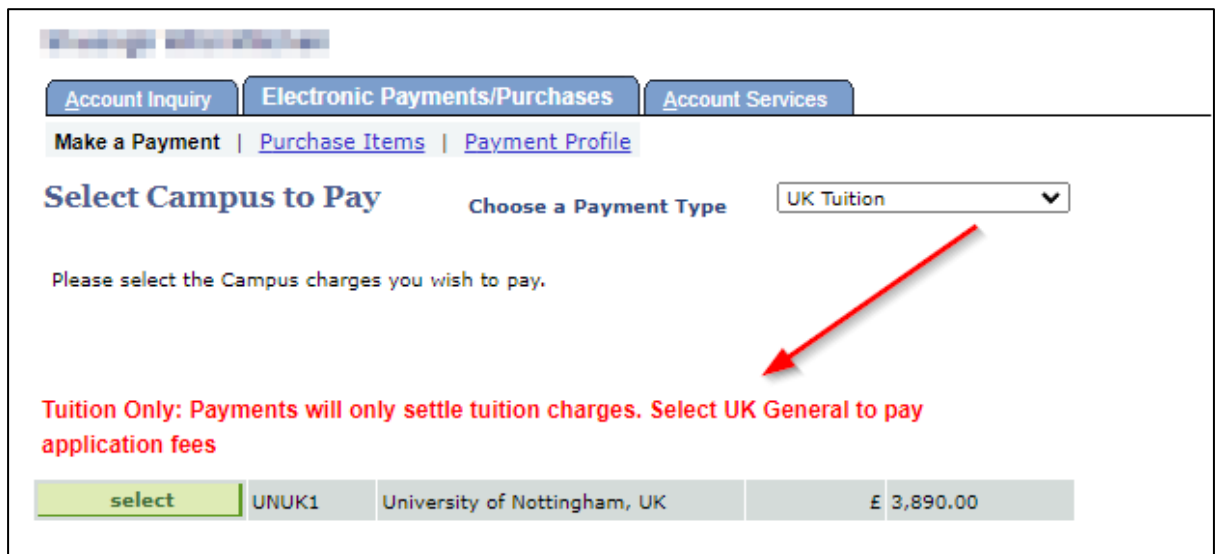
| | | | |
|------------------------|-------|------------------------------|------------|
| select | UNUK1 | University of Nottingham, UK | £ 3,890.00 |
|------------------------|-------|------------------------------|------------|

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 tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below the tabs are three links: 'Make a Payment', 'Purchase Items', and 'Payment Profile'. The main heading is 'Select Campus to Pay' and 'Choose a Payment Type'. Below this is the instruction 'Please select the Campus charges you wish to pay.' To the right, a dropdown menu is open, showing three options: 'UK General', 'UK Accommodation', and 'UK Tuition'. The 'UK Tuition' option is highlighted in blue. A red arrow points from the dropdown menu to the red text below. Below the dropdown, there is a red text message: 'General Online Payments: Payments will settle any type of charge'. At the bottom, there is a table with a 'select' button, 'UNUK1', 'University of Nottingham, UK', and '£ 3,890.00'.

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. At the top, there are three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below the tabs are three links: 'Make a Payment', 'Purchase Items', and 'Payment Profile'. The main heading is 'Select Campus to Pay' and 'Choose a Payment Type'. Below this is the instruction 'Please select the Campus charges you wish to pay.' To the right, the dropdown menu is now closed and shows 'UK Tuition'. A red arrow points from the dropdown menu to the red text below. Below the dropdown, there is a red text message: 'Tuition Only: Payments will only settle tuition charges. Select UK General to pay application fees'. At the bottom, there is a table with a 'select' button, 'UNUK1', 'University of Nottingham, UK', and '£ 3,890.00'.

'Tuition Only: Payments will only settle tuition charges. Select UK General to pay application fees'.

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

Account Inquiry | Electronic Payments/Purchases | Account Services

Make a Payment | Purchase Items | Payment Profile

Select Campus to Pay

Choose a Payment Type UK Tuition

Please select the Campus charges you wish to pay.

Tuition Only: Payments will only settle tuition charges. Select UK General to pay application fees

| | | | |
|---------------|-------|------------------------------|------------|
| select | UNUK1 | University of Nottingham, UK | £ 3,890.00 |
|---------------|-------|------------------------------|------------|

8. This will display the **Make a Payment** page, detailing how to pay online and the types of payment that can be accepted through the website:

http://uniofnottingham.flywire.com/'."/>

Account Inquiry | Electronic Payments/Purchases | Account Services

Make a Payment | Purchase Items | Payment Profile

Make a Payment

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Pay online

You can make payments online using a credit or debit card or PayPal.

All fees are payable in UK pounds sterling (GBP). We accept Visa, Mastercard, Maestro, American Express and PayPal.

To make a payment by card or PayPal:

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 secure payment page where you will be able to choose a payment method

You will receive a payment confirmation email after making payment.

Your account will usually update immediately. If it does not please allow 90 minutes for the balance to update and the email to arrive.

International and EU Students can pay in International Currencies on the University Flywire Page <http://uniofnottingham.flywire.com/>

9. Scroll down to the payment table – this section 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:

Tuition Only: Payments will only settle tuition charges. Select UK General to pay application fees

| Item Description | Plan Description | Item Term | Outstanding Charges | Payment Amount |
|----------------------|------------------|--------------------|---------------------|----------------------|
| PGT Home Tuition Fee | | 2019 Academic Year | 3,825.00 | <input type="text"/> |
| | | | 0.00 | <input type="text"/> |
| Total | | | 3,825.00 | |

Currency used is Pound Sterling

| Payment Summary | | |
|-----------------|---------------------|----------------|
| Description | Outstanding Charges | Payment Amount |
| UK Campus | 3,825.00 | 0.00 |

Currency used is Pound Sterling

10. 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:

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

Currency used is Pound Sterling

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. 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 |
|----------------------|------------------|--------------------|---------------------|----------------|
| PGT Home Tuition Fee | | 2019 Academic Year | 3,825.00 | 825.00 |
| | | | 0.00 | |
| Total | | | 3,825.00 | |

Currency used is Pound Sterling

Tuition fee instalment charges will be displayed as a total charge for the year's tuition fees. To view how much each instalment is and when it is due, follow the '**Checking Charges and Due Dates**' guide which is hosted on the [University of Nottingham website](#).

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 | 3250.00 |
| Total | | 0.00 | |

Currency used is Pound Sterling

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.

12. Click 'Calculate Grand Total':

| Item Description | Plan Description | Item Term | Outstanding Charges | Payment Amount |
|----------------------|------------------|--------------------|---------------------|----------------|
| PGT Home Tuition Fee | | 2019 Academic Year | 3,825.00 | 825.00 |
| | | | 0.00 | |
| Total | | | 3,825.00 | |

Currency used is Pound Sterling

13. This will update the **Payment Amount** total:

| Item Description | Plan Description | Item Term | Outstanding Charges | Payment Amount |
|----------------------|------------------|--------------------|---------------------|----------------|
| PGT Home Tuition Fee | | 2019 Academic Year | 3,825.00 | 825.00 |
| | | | 0.00 | |
| Total | | | 3,825.00 | 825.00 |

Cancel Next

Currency used is Pound Sterling

| Payment Summary | | |
|-----------------|---------------------|----------------|
| Description | Outstanding Charges | Payment Amount |
| UK Campus | 3,825.00 | 825.00 |

Currency used is Pound Sterling

14. Click the 'Next' button:

| Item Description | Plan Description | Item Term | Outstanding Charges | Payment Amount |
|----------------------|------------------|--------------------|---------------------|----------------|
| PGT Home Tuition Fee | | 2019 Academic Year | 3,825.00 | 825.00 |
| | | | 0.00 | |
| Total | | | 3,825.00 | 825.00 |

Pay Charges Zero out all amounts Calculate Grand Total
Pay different Campus

Currency used is Pound Sterling

Cancel **Next**

15. 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 825.00 GBP will be collected through our secure third party payment provider.

Cancel Previous **Continue to Make Payment**

16. This will open the **Online Payment Portal**.
Follow the online instructions to make your payment.

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Online Payments

Test Mode

Payment Summary

Payment Item Summary

| Description of item(s) to pay | Total Cost |
|-------------------------------|----------------|
| PGT Home Tuition Fee | £825.00 |
| Total to pay today | £825.00 |

[Continue](#)

[Cancel](#)

17. Once complete, you will be returned to NottinghamHub
(hub.nottingham.ac.uk)

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

< Student Home Hosted Payment

Account Inquiry Electronic Payments/Purchases Account Services

Make a Payment | Purchase Items | Payment Profile

Make a Payment

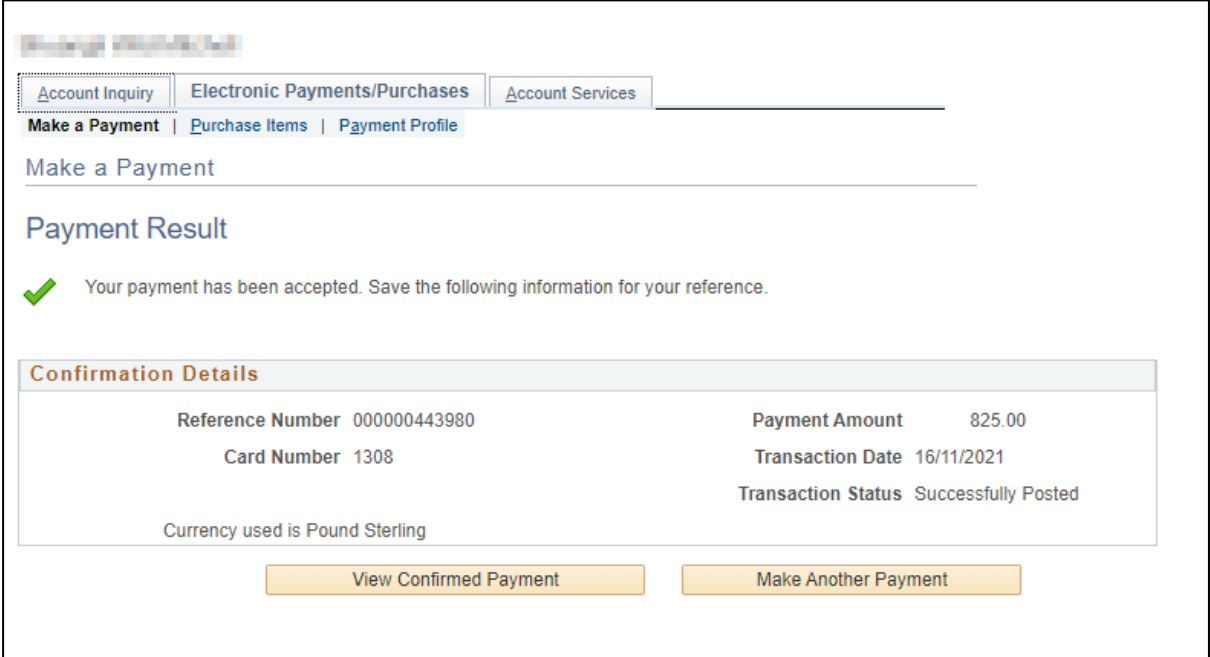
Submit Payment

If the following information is accurate, select the Submit button.

| Payment Summary | |
|---------------------------------|--------|
| Payment Amount | 825.00 |
| Currency used is Pound Sterling | |
| Card Number | 1308 |


[CANCEL](#) [SUBMIT](#)

18. You will be returned to NottinghamHub (hub.nottingham.ac.uk) and a message will be displayed stating that your payment has been successful:



The screenshot shows the NottinghamHub interface. At the top, there are navigation tabs: "Account Inquiry", "Electronic Payments/Purchases" (which is active), and "Account Services". Below these are links for "Make a Payment", "Purchase Items", and "Payment Profile". The main heading is "Make a Payment".

Payment Result

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

| Confirmation Details | |
|----------------------|---------------------|
| Reference Number | 000000443980 |
| Card Number | 1308 |
| Payment Amount | 825.00 |
| Transaction Date | 16/11/2021 |
| Transaction Status | Successfully Posted |

Currency used is Pound Sterling

At the bottom, there are two buttons: "View Confirmed Payment" and "Make Another Payment".