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## Financial Registration Guide – Payment by Cheque or Bank Transfer

This guide is for students that wish to provide details related to any Cheque or Bank transfer for Financial Registration. Please note that you won't be able to complete Registration until your payment has been applied to your account.

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## Entering Registration

Upon logging in, if you have outstanding Registration you should land on the Welcome to Registration Grid. Click on the Financial Registration button.

0809515 Test Student Two

### Welcome to Registration

To become a fully registered student, you must complete both Academic and Financial Registration. You may experience a short delay when launching Registration for the first time, so please be patient.

If you are not a national of the UK or Ireland you must complete an additional stage by presenting your passport and biometric identity card, if you have one, so that your identity and entitlement to study can be confirmed in person. Please note even if you have completed all steps of Academic Registration, your Academic Registration status will not show as completed until you have completed Visa Registration.

[Visa Registration](#)

Please be aware that you will not be able to enrol in classes until you have completed Academic Registration. If you are a Part-Time student you may want to enrol in classes before completing Financial Registration, this will make sure that your tuition balance is as up to date as possible.

When completing Registration, you will need to confirm each step as complete before moving on. You can go back to edit any completed step before confirming your registration. You can leave Registration by clicking Exit or X on a mobile device – you can then return to the last completed step at another time. Please do not use the Back button on your web browser.

You may be asked for the following during Registration, so please be prepared:

- Photograph
- Any SAAS or SLC Reference numbers
- Any Financial Sponsor guarantee letter
- Visa/Passport

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
UG	2022	XL35-2354	Completed	✓	Not Completed	<a href="#">Financial Registration</a>	Not Completed

If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

### Student Homepage

Registration  
Current Term: Not Complete  
Prior Term: Not Complete

Enrollment

Academics

Finances  
Outstanding Charges

Additional Preferences

Personal Information

Adviser Information

Help

Your New Student Homepage

Your Student Homepage  
SAY HELLO TO YOUR NEW STUDENT HOMEPAGE

Manage Classes

## Step 1. Introduction

In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.

The screenshot shows a web application window titled "Financial Registration-82". At the top left, there is an "Exit" button. Below the title bar, the user ID "0809515" and name "Test Student Two" are displayed. On the left side, there is a vertical navigation menu with 12 items, each with a numbered icon and a status: "1 Introduction In Progress" (highlighted in green), "2 My Academics Not Started", "3 Financial Registration Balance Not Started", "4 Payment Options Not Started", "5 Payment by SAAS Not Started", "6 Payment by SLC Not Started", "7 Sponsorship Not Started", "8 Payment by Card Not Started", "9 Direct Debit Not Started", "10 Manual Instalment Not Started", "11 Payment by Cheque Not Started", and "12 Completion Not Started". The main content area is titled "Step 1 of 12: Introduction" and contains the following text: "During Financial Registration, you tell us how you are planning on paying your Tuition Fees (and Bench Fees in some cases). You can expand any of the sections below for more information." Below this is a section titled "Moving through Registration" with the text: "Please press Confirm to mark each step complete and then click Next to move through the Registration steps. Once your Financial Registration Balance is £0, you'll be taken to the Completion step." There are four expandable sections: "Self-Funded Students", "Funded/Sponsored Students", "Part-Time Students", and "Lifelong Learning Students". A blue "Confirm" button is located in the top right corner of the main content area.

Please read the information on screen. You can expand any sections that are relevant. Then Press Confirm.

This screenshot is similar to the previous one, but with additional highlights. The "Confirm" button in the top right corner is now highlighted with a purple border. The "Self-Funded Students" section in the main content area is expanded, showing the following text: "If you're funding your own studies, getting financial help from family or friends, or if an external funder has paid your sponsorship to you directly, then you are a self-funded student. You can find information on the payment options available to self-funded students here: [Payment Methods](#)". Below this, there is a paragraph: "If you're a new, International student you won't be able to set up a Direct Debit until you arrive in the UK and have a UK bank account. If you'd still like to pay by Direct Debit then you must confirm that you'll set up a Direct Debit when you arrive in the UK and then pay a minimum of 60% of your Financial Registration Balance to complete Financial Registration. Your Direct Debit will need to be set up before the start of term." The other sections ("Funded/Sponsored Students", "Part-Time Students", and "Lifelong Learning Students") remain collapsed. The "Confirm" button is still present in the top right corner.

Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

The screenshot shows a web application window titled "Financial Registration-82". At the top left, there is an "Exit" button. At the top right, there is a "Next >" button highlighted with a red box. Below the title bar, the user ID "ID: 0809515" and the name "Test Student Two" are displayed. On the left side, there is a vertical progress bar with 12 steps. Step 1, "Introduction", is highlighted in green and marked as "Complete". Steps 2 through 12 are marked as "Not Started". The main content area is titled "Step 1 of 12: Introduction" and contains the following text:

During Financial Registration, you tell us how you are planning on paying your Tuition Fees (and Bench Fees in some cases). You can expand any of the sections below for more information.

**Moving through Registration**  
Please press Confirm to mark each step complete and then click Next to move through the Registration steps. Once your Financial Registration Balance is £0, you'll be taken to the Completion step.

**Self-Funded Students**

If you're funding your own studies, getting financial help from family or friends, or if an external funder has paid your sponsorship to you directly, then you are a self-funded student.

You can find information on the payment options available to self-funded students here: [Payment Methods](#)

If you're a new, International student you won't be able to set up a Direct Debit until you arrive in the UK and have a UK bank account. If you'd still like to pay by Direct Debit then you must confirm that you'll set up a Direct Debit when you arrive in the UK and then pay a minimum of 60% of your Financial Registration Balance to complete Financial Registration. Your Direct Debit will need to be set up before the start of term.

Below this text are three expandable sections:

- Funded/Sponsored Students
- Part-Time Students
- Lifelong Learning Students

At the bottom right of the main content area, there is a "Confirm" button.

## Step 2. My Academics

Read the information provided. If the information listed is not accurate, you can use the My Adviser of Studies button to contact your adviser.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 **My Academics** In Progress

3 Financial Registration Balance Not Started

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

### Step 2 of 12: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details  No

Career: Undergraduate  
Program: Bachelor of Arts (SocSci(Hons))  
Plan : BA Community Development (Hons)  
Approved Academic Load: Full-Time  
Level: Fourth Year  
Form of Study: Class Enrollment  
Tuition Residency: Home

Confirm

If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 **My Academics** Complete

3 Financial Registration Balance Not Started

4 Payment Options Not Started

6 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

### Step 2 of 12: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details  Yes

Career: Undergraduate  
Program: Bachelor of Arts (SocSci(Hons))  
Plan : BA Community Development (Hons)  
Approved Academic Load: Full-Time  
Level: Fourth Year  
Form of Study: Class Enrollment  
Tuition Residency: Home

Confirm

Next

### Step 3. Financial Registration Balance

Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.

The screenshot shows the 'Financial Registration-82' interface. On the left is a progress bar with 12 steps. Step 3, 'Financial Registration Balance', is highlighted as 'In Progress'. The main content area displays 'Step 3 of 12: Financial Registration Balance' with a blue information bubble (i). Below this, it states: 'This step shows your Financial Registration Balance which is made up of the following unpaid charges: Current Year Tuition Fee, Current Year Bench Fee (where appropriate), and Prior Year Charges (including Tuition, Bench and Accommodation fees). Details of the University of Glasgow Refund and Withdrawal policy are available here; please read through these policies before moving on.' There are links for 'Refund Policy' and 'Withdrawal Policy'. A note says: 'If you have any questions about your Financial Registration Balance, please contact the IT Helpdesk'. A box shows the 'Financial Registration Balance' as 1820.00. Below is a table for 'Current Year Balance' with columns: Academic Year, Description of Charges, Charges, Payments and Credits, and Balance Due. The table shows one row for 2022-23 with 'Fin Reg - Tuition Fees UG' for 1820.00. Another table for 'Estimated Part Time Tuition Fees' shows a balance due of 0.00. A 'Summary of Financial Aid / Scholarship' table shows 'No Financial Aid Awarded'. A 'Confirm' button is in the top right.

Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.

This screenshot is identical to the previous one but with a 'Financial Registration Balance Help' popup window open. The popup has a title bar with an 'x' close button. The content of the popup is: 'Your Financial Registration balance includes: Tuition Fees for the current academic year, Bench Fees for the current academic year, and Any unpaid charges for prior academic years. Your balance will be reduced by any payments made (including any Financial Aid applied by your School or College). All amounts are in GBP'. The background interface is dimmed.

Press Confirm.

The screenshot shows the 'Financial Registration-82' interface. On the left is a navigation menu with 12 steps. Step 3, 'Financial Registration Balance', is highlighted in green and marked as 'In Progress'. The main content area is titled 'Step 3 of 12: Financial Registration Balance' and includes a 'Confirm' button highlighted with a red box. The interface displays the following information:

- Financial Registration Balance:** 1820.00
- Current Year Balance Table:**

Academic Year	Description of Charges	Charges	Payments and Credits	Balance Due
2022-23	Fin Reg - Tuition Fees UG	1820.00	0.00	1820.00

- Estimated Part Time Tuition Fees Table:**

Academic Year	No. of Credits to Pay	Value of Credits	Tuition fees already charged	Balance Due
				0.00

- Summary of Financial Aid / Scholarship Table:**

Name of Award	Amount
No Financial Aid Awarded	

The Next button will then be available. Click Next.

The screenshot shows the 'Financial Registration-82' interface. On the left, Step 3 is now marked as 'Complete'. The 'Next' button in the top right corner is highlighted with a red box. The main content area is the same as in the previous screenshot, but the 'Confirm' button is now greyed out.

## Step 4. Payment Options

Read the information provided. Then press Confirm.

The screenshot shows a web application window titled "Financial Registration-82". At the top left, there is an "Exit" button. At the top right, there is a "Previous" button. Below the title bar, the user ID "0809515" and the name "Test Student Two" are displayed. On the left side, there is a vertical navigation menu with 12 steps. Step 4, "Payment Options", is highlighted in green and labeled "In Progress". The main content area displays the title "Step 4 of 12: Payment Options" and a "Confirm" button. The text in the main area reads: "To complete Financial Registration, your Financial Registration balance must be £0. Your balance can be cleared by: • Providing your SAAS or SLC information, • Paying in full by Credit or Debit Card, • Providing your sponsor guarantee letter, • Your School or College applying Sponsorship (Financial Aid), • Setting up a Direct Debit or Manual Instalment plan, or • Paying by cheque or bank transfer. You can choose more than one payment option if needed. Some payment options will need additional information, or input from our Finance Team before you can complete Registration. You will be able to see what's needed on the relevant step."

The Next button will then be available. Click Next.

The screenshot shows the same web application window as above. The "Next" button at the top right is now highlighted in purple. The "Confirm" button is now greyed out. The rest of the interface, including the navigation menu and the main content area, remains the same as in the previous screenshot.



## Step 5. Payment by SAAS

Leave the *Would you like to select this payment option* slider at No and click Confirm.

The screenshot shows the 'Financial Registration-82' interface. At the top, there is an 'Exit' button and a 'Previous' button. The user ID is '0809515' and the name is 'Test Student Two'. A progress bar on the left shows steps 1 through 8, with 'Payment by SAAS' (Step 5) highlighted in green and marked 'In Progress'. The main content area is titled 'Step 5 of 12: Payment by SAAS'. It contains the question 'Would you like to select this Payment Option?' with a 'No' slider selected. Below this is the text 'SAAS funding is available to most Scottish students as well as certain EU students.' and a section for 'Financial Registration Balance' with a value of '1820.00'. At the bottom, there is a confirmation question 'I confirm that SAAS is paying my fees' with a 'No' slider selected. A red box highlights the 'Confirm' button in the top right corner.

The Next button will then be available. Click Next.

The screenshot shows the 'Financial Registration-82' interface after the 'Confirm' button has been clicked. The 'Confirm' button is now greyed out. The 'Next' button in the top right corner is now active and highlighted with a red box. The progress bar on the left shows 'Payment by SAAS' (Step 5) as 'Complete'. The main content area remains the same as in the previous screenshot, but the 'Confirm' button is no longer visible, and the 'Next' button is now the primary action.

## Step 6. Payment by SLC

Leave the *Would you like to select this Payment Option* slider at No and click Confirm.

The screenshot shows the 'Financial Registration' interface. On the left is a progress sidebar with steps 1-9. Step 6, 'Payment by SLC', is highlighted in green and labeled 'In Progress'. The main content area is titled 'Step 6 of 12: Payment by SLC'. It contains the following elements:

- Header: 'Step 6 of 12: Payment by SLC' with an information icon.
- Question: 'Would you like to select this Payment Option?' with a 'No' radio button selected.
- Text: 'SLC funding may be available to students from England, Northern Ireland and Wales'.
- Section: 'Financial Registration Balance' with an information icon.
- Text box: '1820.00'.
- Confirmation: 'I confirm that SLC is paying my fees' with a 'No' radio button selected.
- Button: A blue 'Confirm' button is highlighted with a red box in the top right corner.

The Next button will then be available. Click Next.

This screenshot shows the same 'Financial Registration' interface as above, but with the 'Payment by SLC' step now marked as 'Complete' in the sidebar. The main content area is identical. The 'Confirm' button is now greyed out, and a blue 'Next >' button is highlighted with a red box in the top right corner.

## Step 7. Sponsorship

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The screenshot shows the 'Financial Registration' interface for a student with ID 0809515. The progress bar on the left indicates that steps 1 through 6 are complete, and step 7, 'Sponsorship', is currently in progress. The main content area displays the title 'Step 7 of 12: Sponsorship' and a question: 'Would you like to select this Payment Option?' with a slider set to 'No'. Below this, the 'Financial Registration Balance' is shown as 1820.00. A note states 'No details recorded' and provides instructions on how to add details. A 'Confirm' button is highlighted with a red box in the top right corner.

The Next button will then be available. Click Next.

This screenshot shows the same 'Financial Registration' interface as the previous one, but now the 'Next' button is highlighted with a red box in the top right corner. The 'Confirm' button is now disabled and greyed out. The rest of the interface, including the progress bar and the 'Would you like to select this Payment Option?' question, remains the same.

## Step 8. Payment by Card

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The screenshot shows the 'Financial Registration' interface for 'Test Student Two' (ID: 0809515). The left sidebar lists 10 steps, with 'Payment by Card' (Step 8) highlighted in green and marked 'In Progress'. The main content area displays 'Step 8 of 12: Payment by Card' with a question: 'Would you like to select this Payment Option?' and a slider set to 'No'. Below this, the 'Financial Registration Balance' is shown as 1820.00. Under 'Immediate Payment', there is a 'Payment by Debit Card or Credit Card' section with a 'Select' button. A blue 'Confirm' button is highlighted with a red box in the top right corner.

The Next button will then be available. Click Next.

This screenshot shows the same 'Financial Registration' interface, but now Step 8 is marked as 'Complete' in the sidebar. The 'Confirm' button is now greyed out. The 'Next' button in the top right navigation bar is highlighted with a red box. The rest of the interface content remains the same as in the previous screenshot.

## Step 9. Payment by Direct Debit

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The screenshot shows the 'Financial Registration' window for user '2384159 Test Student Three'. The left sidebar lists steps 1 through 9, with 'Direct Debit' (Step 9) highlighted in green. The main content area is titled 'Step 9 of 12: Direct Debit' and contains the following elements:

- A question: 'Would you like to select this Payment Option?' with a slider set to 'No'.
- A 'Financial Registration Balance' of 1820.00.
- A 'Commitment to Pay' section with a 'Select' button.
- A table of 'Direct Debits you are currently active in':

Term	Description
2018	DD Accommodation Fees Direct Debit Plan for Accommodation fees 7 Instalments from October 2018 until April 2019
- A note: 'To cancel a direct debit please notify us in writing by sending your request to finance-student@glasgow.ac.uk'.
- A table of 'Direct Debits you are eligible for in current term':

Term	Description	Number of Instalments	First Due Month
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The 'Confirm' button in the top right corner is highlighted with a red box.

The Next button will then be available. Click Next.

This screenshot is identical to the previous one, but the 'Next' button in the top right corner is now visible and highlighted with a red box. The 'Confirm' button is no longer visible.

## Step 10. Payment by Manual Instalment

Leave the *Would you like to select this Payment Option* slider at No. Then press Confirm.

The screenshot shows the 'Financial Registration' interface for user 'Test Student Three' (ID: 2384159). A sidebar on the left lists 10 steps, with 'Manual Instalment' (Step 10) highlighted in green and marked 'In Progress'. The main content area is titled 'Step 10 of 12: Manual Instalment' and contains the following elements:

- A question: 'Would you like to select this Payment Option?' with a slider set to 'No'.
- Text: 'Manual Instalment Plans allow you to spread your payments over up to 8 months from October until May. You then pay your instalment by the due date each month, by Card, Bank Transfer or Cheque. More details on the option to pay by manual instalments can be found here: [Manual Instalment Info](#).'
- A section titled 'Financial Registration Balance' with a value of 1820.00.
- A statement: 'I wish to pay the remainder of the balance by manual instalment.' with a 'Select' button.
- A 'Confirm' button in the top right corner, highlighted with a red box.

The Next button will then be available. Click Next.

This screenshot shows the same 'Financial Registration' interface, but the 'Manual Instalment' step is now marked as 'Complete' in the sidebar. The main content area is identical to the previous screenshot, but the 'Confirm' button is now disabled (greyed out). The 'Next' button in the top right corner is now active and highlighted with a red box.

## Step 11. Payment by Cheque/Bank Transfer

Update the *Would you like to select this Payment Option* to Yes. Then enter in the details of your payment and press Save.

These details will help Accounts Receivable identify your payment and apply it to your account.

Please note that you won't be able to complete Registration unless your balance is 0. If you submit information on this page, please be patient while the team allocate your payment to your account. You can return to check if your payment has been allocated by entering Registration through the Registration tile. Your Financial Registration Balance will be updated, and you can then complete Registration.

The screenshot shows a web application interface for "Financial Registration". At the top, there is a navigation bar with "Exit" and "Financial Registration" text, and a "Previous" button. Below the navigation bar, the user ID "2384159" and name "Test Student Three" are displayed. A sidebar on the left lists 11 steps, with "11 Payment by Cheque" highlighted in green and marked as "In Progress". The main content area is titled "Step 11 of 12: Payment by Cheque" and contains a question: "Would you like to select this Payment Option?". A radio button labeled "Yes" is selected and highlighted with a red box. To the right of the question are "Save" and "Confirm" buttons, with "Save" also highlighted in red. Below the question, there is a "Financial Registration Balance" field with the value "1820.00". Underneath, the "Transfer Reference Details" section includes three input fields: "Payment reference" with the value "XFER2384159", "Payment Date" with the value "01/08/2023", and "Payment value" with the value "1820".