

# Payment of student fees – Student Invoice Payments

## Summary

Students can make a payment for personal tuition fees, accommodation fees and miscellaneous charges using <u>Student Invoice Payments</u>. Each invoice will be marked with the type of payment, invoice date and due date for payment.

In addition, parents and sponsors can make payments using Payments on Account.

#### Login Payment screen

Enter your student ID number and date of birth, and then confirm your acceptance of the Terms and Conditions before selecting the Continue button to open the Select Payment Option(s) screen.

**Note**: the information entered must match the details on your offer letter or from your account in Banner.

Student Invoice Pa	ayments		
The University's Stud a student.	lent Invoice Payments facil	ty provides an easy, flexible method to enable you to pay invoices as a student or or	behalf of
You will need to ente	r Student ID (8 digits) and I	Date of Birth (dd/mm/yyyy) in order to make your payment.	
If you have any queri <u>599599</u> Monday to F	ies about making payments riday between 0800 and 17	please contact the Student Services Centre at ssc@soton.ac.uk or telephone <u>+44.1</u> 00.	<u>0) 2380</u>
Please note that, for	your security, we do not tal	e payments over the telephone	
Student Details			
	Student ID*		
	Date of Birth *		
Ferms & Condition	าร		
Please tick the Conditions and	following box to co Privacy Policy	firm that you have read and accept the University's Terms a	nd
l acce	ept the Terms and * Conditions		
		Continue »	

## Payment Options screen

To view the invoice details, select the check box against the appropriate line, then select the Continue button.



Select Payment Option(s)	
Student ID:	
Tution Fees	
Tultion Fee Deposit	
Miscellaneous Charges	
Accommodation Fees	
Presessional Tuition Fees/Deposits	
Accommodation Prepayment	
Continue .	

# The invoice details will open.

elect Payment Option(	ode	_
Student Details		
Tuition Fees; Invoice no. tpi Payment Amount: £ 634.50	27093, 01/12/2020, Payment Due on 01-DEC-20 for Personal tuition fees Payment Method Pay Now	Select the
Tuition Fees; Invoice no. tpl	27093, 01/01/2021, Payment Due on 01-JAN-21 for Personal luition fees	wish to pay
Tuition Fees; Invoice no. tpl	27093, 01/02/2021, Payment Due on 01-FEB-21 for Personal tuition fees	the continue button at the
Tuition Fees; Invoice no. tpl	27093, 01/03/2021, Payment Due on 01-MAR-21 for Personal tuition fees	bottom of the page.
Tuition Fees; Invoice no. tpl	27093, 01/04/2021, Payment Due on 01-APR-21 for Personal tuition fees	
Tuition Fees; Invoice no. tpl	27093, 01/05/2021, Payment Due on 01-MAY-21 for Personal tuition fees	
Tuition Fees; Invoice no. tpl	27093, 01/06/2021, Payment Due on 01-JUN-21 for Personal tuition fees	



#### Sample of other payments views:

South
Select Payment Option(s)
Student Details
Student ID:
Accommodation Fees; Invoice no. HF1600187302, 31/03/2016, Payment Due on 31-MAR-16 for Hall of residence fees
Accommodation Fees; Invoice no. HF1600187303, 25/04/2016, Payment Due on 25-APR-16 for Hall of residence fees
Accommodation Fees; Invoice no. HF1601012501, 25/05/2016, Payment Due on 25-MAY-16 for Hall of residence fees
Accommodation Fees; Invoice no. HF1701196901, 12/09/2016, Payment Due on 12-SEP-16 for Hall of residence fees
Accommodation Fees; Invoice no. HF1701263602, 09/01/2017, Payment Due on 09-JAN-17 for Hall of residence fees
Miscellaneous Charges; Invoice no. 44201617, 12/05/2017, Payment Due on 12-MAY-17 for recovery

Select the invoices you wish to pay then select the Continue button to enter the payment details.

## Review payment and confirm

Once you have entered your card details, the following screen appears:

Payment item Summary			
Description of item(s) to par	1		Total Cost
Miscellaneous Charges			1000
		Total to pay today	
Payment Information «	Edit		
Debit/Credit Card Details Name on Card: Last 4 Digits of Card Number Card Type: Card Explin Date;		Billing Address Details University Road Southampton Hampshire SO1718J United Kingdom	Check the amount and confirm
3D-Secure Information	Sent to r		
Verified by	For Increased secur information from you	Ity and fraud prevention, your card issue I to verify that you are the payer.	er may need additional
MasterCard. SecureCode	If this is the case, there will be an extra step, where your card issuer will ask you to authenticate your identity before completing your payment.		
. Back			Confirm »

Check the details and select Confirm. The Payment Successful screen opens.



Ver in Der meent Deteile			
rour Payment Details			
Billing Address Details	Debit/Credit Card Details		
University Road	Name on Card:		
Soutnampton Hampshire	Last 4 Digits of Card Number: Card Type:		
S0171BJ	Card Expiry Date:		
Payment Item Summary			
Description of item(s) paid		Total Cost	
Miscellaneous Charges			
	Total paid today		

There is an option on this screen to print a receipt; however, you will also receive an email confirming the payment.

Select Continue to leave the payment screen.

**Information**: The student finance record updates within 48 hours of the payment being made.