

How to set up Automated Payments

1. Visit University of Exeter [online card payment portal](#)
2. Enter required information (red asterisk) and accept terms and conditions, Click “Continue”.



Online Card payment

Thank you for choosing to pay the University of Exeter by Credit or Debit card.

To proceed, you will need the Student's Identification number and Date of Birth. This information should be entered below.

You will then be given the option to pay a selection of fees including Tuition Fee Deposit, Tuition and Exeter Accommodation.

Student Details

Student ID *

Date of Birth *

Academic Year *

Terms & Conditions

Please tick the following box to confirm that you have read and accept the [University's Terms and Conditions](#).

I accept the Terms and Conditions *

Continue

3. Choose the instalment plan you wish to set up from the options. Enter the total amount you wish to pay in “Payment Amount” and click “Continue”.

Options available:

- Tuition fees, October 2 Instalments
- Tuition fees, October 3 Instalments (PGT students only)
- Tuition fees, October 6 Instalments

Important Information	
Tuition Fees - Immediate payments and instalment plans (Recurrent card payments)	
Tuition fees can be paid in full (total amount) or by instalments. These options are presented below.	
Pay Now – Immediate payment for the value that you enter.	
Instalments – An instalment plan will be set up to the value you enter. We will take a card payment using the details you provide on the dates shown. You will receive email confirmation of the amounts and dates.	
Please DO NOT choose and proceed with more than one Tuition fee payment option.	
Student Details	
Student ID:	<input type="text"/>
<input type="checkbox"/> Accommodation (Exeter Based)	
<input type="checkbox"/> Referred Assessment and/or Sit Abroad Fee	
<input type="checkbox"/> Other	
<input type="checkbox"/> Tuition Fee Deposit	
<input type="checkbox"/> Tuition Fees, Pay Now	
<input type="checkbox"/> Tuition Fees, Oct 2 Instalments	
<input type="checkbox"/> Tuition Fees, Oct 3 Instalments	
<input type="checkbox"/> Tuition Fees, Oct 6 Instalments	
<input type="button" value="Continue"/>	

4. The instalment details will be displayed (an example below is Tuition Fees, Oct 6 Instalments for a total payment of £5,000.00). Please note, you will need to type the total amount you wish to pay over the instalment period (this should be your tuition fees minus any deposit payments, scholarships and/or discounts on your account):



Select Instalment Plan(s)

Important Information

If more than one instalment plan is showing below, please click the 'back' button and re select one plan only

Recurring Card Payment - Tuition Fees

Plan	Plan Description	Total Value	Instalment Plan Details														
<input checked="" type="radio"/>	Tuition October 6 Instalments	5000.00	Hide instalments <table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Due Immediately</td> <td>835.00</td> </tr> <tr> <td>01 Nov 2021</td> <td>833.00</td> </tr> <tr> <td>01 Dec 2021</td> <td>833.00</td> </tr> <tr> <td>01 Jan 2022</td> <td>833.00</td> </tr> <tr> <td>01 Feb 2022</td> <td>833.00</td> </tr> <tr> <td>01 Mar 2022</td> <td>833.00</td> </tr> </tbody> </table>	Date	Amount	Due Immediately	835.00	01 Nov 2021	833.00	01 Dec 2021	833.00	01 Jan 2022	833.00	01 Feb 2022	833.00	01 Mar 2022	833.00
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01 Dec 2021	833.00																
01 Jan 2022	833.00																
01 Feb 2022	833.00																
01 Mar 2022	833.00																

5. Payment summary will be displayed outlining payments taken today and in the future.



Payment Summary

Student Details

Student ID:

Payment Item Summary

Description of item(s) to pay	Total Cost
Oct 6 Instalments	£835.00
Show instalments -	
Total to pay today	£835.00
Total to pay later	£4165.00

6. You will be asked to enter payer details and card details to complete the automated payment plan:



Enter Payer Details

Payer Address

Your billing address is the address where you are receiving the statements for your credit / debit card.

Country *

Please enter Postcode *

House / Flat No.

[? Enter your address manually](#)

7. Your automated payment plan will be reviewed by a member of staff in Accounts Receivable Team and you will receive confirmation email (sent to the email used by the payer) shortly afterwards.
8. If you wish to update card details after the plan is set up, please visit [here](#).