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 Portal](image-url)
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
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

<table>
<thead>
<tr>
<th>Plan</th>
<th>Plan Description</th>
<th>Total Value</th>
<th>Installment Plan Details</th>
</tr>
</thead>
</table>
|      | Tuition October 6 Instalments | £5,000.00 | Hide Instalments 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

Back Continue

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

Payment Summary

Student Details

Student ID: [ ]

Payment Item Summary

<table>
<thead>
<tr>
<th>Description of item(s) to pay</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 6 Instalments</td>
<td>£835.00</td>
</tr>
</tbody>
</table>

Show Instalments

| Total to pay today | £835.00 |
| Total to pay later | £4155.00 |

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

![Enter Payer Details](image)

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](#).