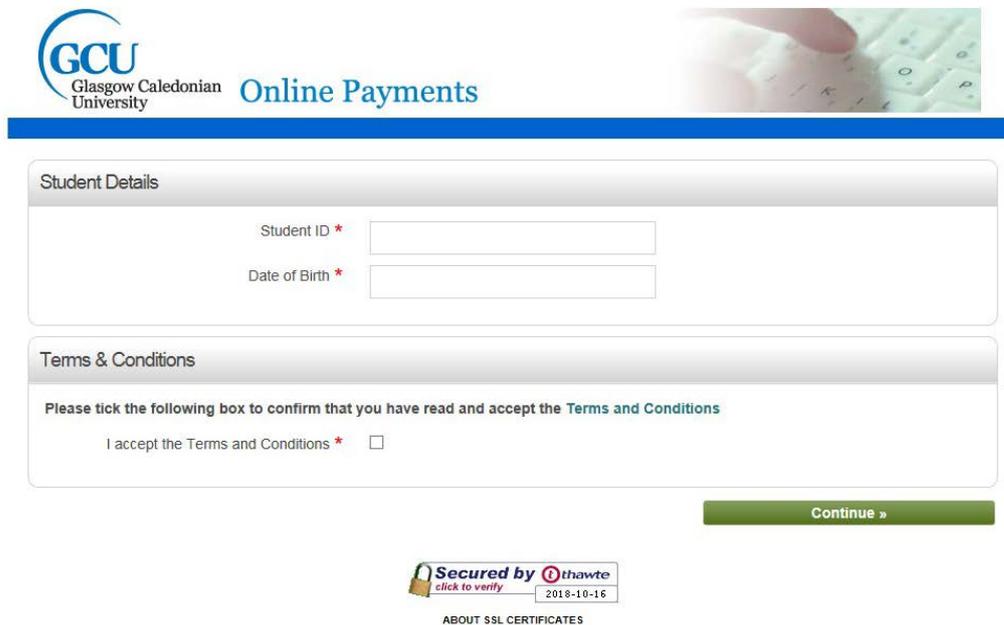


Setting Up Your Payment Plan

Using the secure online system to set up a payment plan to spread the cost of paying your invoice or pay your invoice in full: <https://onlinepayments.gcu.ac.uk/student/>

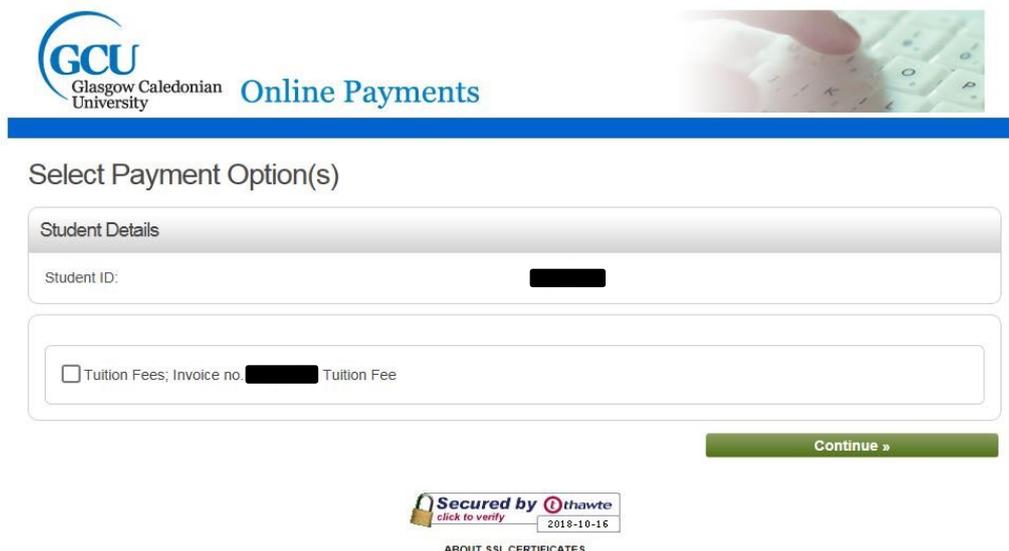
Please note, the above link will only work, if you have received your invoice. Any payments in advance of receiving your invoice should be paid via our Advance Fees option on the online payments page: <https://www.gcu.ac.uk/onlinepayments/>

Once you have received your tuition fee / accommodation invoice, you can log on to our secure online payment system using your Student ID & Date of Birth. You must tick the 'I accept the Terms and Conditions' and click continue to view your invoice:



The screenshot shows the 'Online Payments' interface for Glasgow Caledonian University. It features a blue header with the GCU logo and the text 'Online Payments'. Below the header is a form with two main sections: 'Student Details' and 'Terms & Conditions'. The 'Student Details' section contains two input fields: 'Student ID *' and 'Date of Birth *'. The 'Terms & Conditions' section contains a checkbox labeled 'I accept the Terms and Conditions *' and a 'Continue »' button. At the bottom of the form, there is a 'Secured by Thawte' logo with the text 'click to verify' and '2018-10-16', and a link 'ABOUT SSL CERTIFICATES'.

This will then take you to the 'Select Payment Option(s)' screen and will show your invoice number, which should match the invoice emailed to your student email address.



The screenshot shows the 'Select Payment Option(s)' screen of the GCU Online Payments system. It features a blue header with the GCU logo and the text 'Online Payments'. Below the header is a form with a 'Student Details' section and a 'Select Payment Option(s)' section. The 'Student Details' section shows 'Student ID:' followed by a blacked-out field. The 'Select Payment Option(s)' section contains a checkbox labeled 'Tuition Fees; Invoice no. [blacked out] Tuition Fee'. At the bottom of the form, there is a 'Continue »' button. At the bottom of the page, there is a 'Secured by Thawte' logo with the text 'click to verify' and '2018-10-16', and a link 'ABOUT SSL CERTIFICATES'.

When you click the tick box next to your 'Invoice no.' it will show your Payment Amount (balance owed). Under 'Payment Method' you will have the option to select either **Pay now** or **Recurring Card Payment (RCP)** option.



Online Payments



Select Payment Option(s)

Student Details

Student ID: [REDACTED]

Tuition Fees; Invoice no. [REDACTED] Tuition Fee

Payment Amount: £ 5500.00

Payment Method: Pay now

[Continue »](#)



The RCP option will allow you to setup your payment plan and will provide you with a breakdown of your fixed monthly instalments. To view your monthly instalments breakdown, press Continue:

Select Payment Option(s)

Student Details

Student ID: [REDACTED]

Tuition Fees; Invoice no. [REDACTED] Tuition Fee

Payment Amount: £ 5500.00

Payment Method: Recurring Card Payment

Please select a payment option

[Continue »](#)



ABOUT SSL CERTIFICATES

Below, you can see a breakdown of how your instalments will be setup (ensure to click 'Show Instalments' if the breakdown is not there)

Select Instalment Plan(s)

Recurring Card Payment - Tuition Fees

Plan	Plan Description	Total Value	Instalment Plan Details	
<input checked="" type="radio"/>	Instalments	5500.00	Hide instalments	
			Date	Amount
			09 Nov 2018	785.74
			09 Dec 2018	785.71
			09 Jan 2019	785.71
			09 Feb 2019	785.71
			09 Mar 2019	785.71
			09 Apr 2019	785.71
			09 May 2019	785.71

Please click to select payment plan to continue

« Back Continue »



As you can see from the above, each payment will be taken on the 9th of each month and the balance due to be taken on each date. Press continue to review your 'Payment Summary'

Payment Summary

Student Details

Student ID: [REDACTED]

Payment Item Summary

Description of item(s) to pay	Total Cost
Tuition Fee - [REDACTED]	
Show instalments ▾	
Total to pay later	£5500.00

« Back Continue »



ABOUT SSL CERTIFICATES

Check all the details within your Payment Summary are correct and press continue to setup your payment method.

Select Payment Method

Payment Method(s) Available

Debit/Credit Card

[« Back](#) [Continue »](#)



[ABOUT SSL CERTIFICATES](#)

Select Debit/Credit card and press continue to enter your card details

Enter Payment Details

Selected Payment Method

Debit/Credit Card [« Edit](#)

Enter Credit / Debit Card Details

Card Type *  Visa
 Visa Debit
 MasterCard
 American Express

[?](#) Card Holder Name *

[?](#) Card Number *

[?](#) Card Security Code *

Expiry Date *

Start Date

Billing 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

[Find Address »](#)

[« Back](#) [Continue »](#)

Once all your card details have been entered, you must select continue for your payment method to be setup and completed

Once your payment plan has been successfully setup, you will receive an email to the email address provided when setting up your plan, confirming payment and will provide the Payment Summary of your monthly instalments

If you experience any issues, please contact arstudent@gcu.ac.uk where a member of the Accounts Receivable Student team will be able to assist you.