

## Billing Procedures

*for fee-paying Study Abroad (non-exchange) students who are paying their own tuition fees directly to Manchester*

Your tuition fee is shown in your offer letter.

Your payment must be made in **POUNDS STERLING**.

You can pay your tuition fees in full in advance, or at the time of arrival in Manchester. Students registering after 30 September (Semester 1) or 31 January (Semester 2) may be subject to a £200 late registration fee.

### HOW TO PAY:

You may pay your tuition fee in one of the following five ways:

- **Online:**

By debit card or credit card, as part of the online registration process from 1 September (Semester 1) /1 January (Semester 2). **We recommend that students use this option wherever possible.**

- The University of Manchester will **bill/invoice your home university/third party provider by prior arrangement** if this is the method of payment required by your institution.

- **Payment in advance of registration:**

You will be unable to complete your registration until after 1 September/January – however if you wish to pay your tuition fees earlier than this date, please visit:

<http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/self-financing/ways-to-pay/deposits-and-early-payments/>. If you are unable to pay online or would like to discuss early payments with an adviser, please call the Student Services Centre on +44 (0)161 275 5000, between 9am and 5pm Monday to Friday (except Tuesdays, 10am and 5pm) UK time. Alternatively email: [earlypayments@manchester.ac.uk](mailto:earlypayments@manchester.ac.uk). Please note you still need to complete full online registration after 1 September/January if paying in advance.

- **Direct Debit:**

This enables you to pay in 3 instalments. However, you MUST have opened a UK bank account in order to set up a direct debit. Further information can be found here:

<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuition-fees/payment/direct-debit/>

*Please note this option is not available to students studying for a single semester.*

- **In person after arrival in Manchester:**

- i) Via a Bankers' Draft/International Money Order made payable to 'The University of Manchester' in pounds sterling
- ii) Travellers' cheques (in pounds sterling). (Please note that the University does not accept euro cheques).
- iii) By credit/debit card. Please note that **your name** must appear on the credit card.
- iv) By personal cheque, drawn from your UK bank account. You must arrive in sufficient time to open a bank account and receive a cheque book to be able to do this.

Further details about payment methods can be found here:

<http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/>

**If you have any questions about paying your tuition fees, please contact the Registration Helpline on  
+44 161 306 5544**