

Overview of Tuition fee payment options for self-funded students

Making arrangements for the payment of your tuition fees is an essential step towards full matriculation at the University of Edinburgh.

As a **self-funded student**, you can either pay in full or by instalment. We recommend you sort out your finances well in advance and pay early, but you also have the possibility to pay during Welcome Week which is the deadline for paying your fees.

To pay the full sum before the semester starts, you have these options to choose from:

- Paying online through **My finance, MyEd**

Or the [Tuition Payment Gateway](#) (replacing ePay)

Arranging a **bank transfer** using Global Pay for students from Western Union Business Solutions

Paying in instalments means you can pay half of your tuition fee before matriculation and the other 50% by two equal instalments on set dates throughout the year. This is easily done by setting up a **Direct Debit instruction**.

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*Important notes:

1. Look for the email you received after applying to the University of Edinburgh – you will need your University Username (UUN) for the next step. The UUN is sometimes called your student number or student ID.

*2. Your tuition fee might be an unusually large payment to a foreign account, so it is a good idea to let your bank know about this before attempting to set up a payment online. Notifying your bank of this payment can help prevent any delays in the authorisation of the transfer.

Let's talk more about the advantages of each payment option to help you decide which is best for you.

Online payment is quick, secure, and convenient.

Log in to the **MyEd** portal and look for **My Finance**. Here you will find details of invoices relating to your student fees, University accommodation fees, and other transactions.

You can Make a Payment for outstanding invoices: you will enter debit or credit card details – (this can be your card, or someone else can pay for you with their card). You can then see the transaction in your Account History Page.

If you haven't registered with EASE yet, you can use the Tuition Payment Gateway:

<http://edin.ac/ePayfees>

[Simply sign up by email and fill in your details and the card information. Once the transaction is completed, you will receive a receipt by email. Again, someone else can pay for you so long as they give your UUN as a reference.

*For online payment, either through My finance, MyEd or through ePay the following cards are accepted: MasterCard, Visa, Maestro, Visa Debit, Visa Electron, and American Express.

Bank-to-bank transfer is another way for you, your family, or your sponsor to securely pay your student fees.

This is a specialist service for the education sector provided in partnership with Western Union Business Solutions (WUBS). Please note, this is NOT the same as money transfer through Western Union. It is the same as a local transfer so the bank service charges are reduced. WUBS won't charge any fees for using this service and neither will the University.

Here is how it works:

The first thing you have to do is fill in this online form with your details [<http://edin.ac/B2B-GlobalPay>] and you will be provided with an instant quote for the fees in sterling or your local currency. This quote is guaranteed for 72 hours no matter how currencies fluctuate, so you will have time to decide whether to accept the deal or not. The University will be sent the sterling value once the payment is settled.

The second thing to do is to finalise the transfer. Your bank may allow you to do it over the phone or through online banking. Or, you can print and take the WUBS quote to the bank in person. The quote has all the necessary information for the bank to send the payment. Some transactions link straight through to an online platform so you can login to your account. This type of transaction is faster to process than a regular international bank transfer, and you don't have to wait for a confirmation - your payment is secured by WUBS. Plus, they offer customer service should you need any help or advice. You can also track your payment status through the reference number you receive.

For security reasons, the University does NOT accept cash payments and is no longer able to offer phone card payments. Payment in person is a limited service and does not make the best use of your time here at the University.

Payments to the University must be in pounds sterling but some cards allow payment in local currency. Where this is possible you will be given the daily exchange rate and asked if you want to use this or pay in sterling relying on the conversion rate which will be applied by your bank.

All of these methods allow you to pay your tuition fee in full well in advance. However, you can use your debit or credit card **in person** at the Edinburgh matriculation venue, you will find the location on the website. For security reasons, the University does NOT accept cash payments.

Remember, the deadline for paying your tuition fees is at matriculation before the start of your studies but the University will still accept payments for 30 days after.

* To make the best use of your time at matriculation and during the year it is suggested to pay online or use bank to bank transfer if you are self-financing.

Finance staff will be available to give you advice in person on the University of Edinburgh campus.
[\[https://edin.ac/PayFees\]](https://edin.ac/PayFees)

Please have a look at the timetable shown on the University website to see when you can come.
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So we have seen how you can pay your tuition fees in full, but remember you can also pay in three instalments by setting up a **Direct Debit**. Please note that a Direct Debit payment is different from making a payment using a debit or credit card. For Direct Debit to work, you need to have a UK bank account.

This basically means that you don't have to pay everything at once, and that once you set up the Direct Debit, the University and your bank will take care of the payments for you on predetermined dates.

The first step is to pay half of the sum in advance through one of the methods we talked about.

The second step is to fill in a Paperless Direct Debit Mandate which you can find on the University Finance website. [\[http://edin.ac/DDmandate\]](http://edin.ac/DDmandate)

The third and final step is to make sure there are sufficient funds in your UK bank account for the second and third instalments to be collected automatically. Remember you can see your invoices, instalment plans and their due dates in My finance, MyEd.

Now let's recap:

- You should arrange payment for your tuition fees from home before your programme start date, but you may also pay when you arrive in Edinburgh.
- You can pay using a debit or credit card in your name or your family or sponsor can also pay on your behalf.
- You can pay online, by bank-to-bank transfer or through Direct Debit.
- The University of Edinburgh does NOT accept cash payments.
- Payments in currencies other than pound sterling will be affected by exchange rates.

Whichever payment method you decide suits you best, please read all of the information available on the University Finance website [<https://edin.ac/UoEpayfees>], watch the videos giving you more details (if available), and check the FAQs as well [<https://edin.ac/payFAQs>]

This is a crucial step towards your successful matriculation with the University of Edinburgh, and we want to make sure it is an easy process.