How to make sure your tuition fees are paid on time (all UK, Islands, European and International postgraduate students)
UK Doctoral/Postgraduate Loans:

- check your eligibility and apply as soon as the lender allows
- look out for communications about your application
- keep check online through the funders portal

The loan amount will be paid direct to you or direct to the University on your behalf. You must pay any shortfall between the fees charged and the loan value by 13 September 2019.
UK Loans:

Loans paid direct to students:

Email us confirmation of your funding, showing the amounts and pay dates, to finance.helpline@ed.ac.uk. This information is required by Welcome Week 8-13/09/2019 or for delayed arrivals 3 October 2019 at the latest.

You will be invoiced for the tuition fees and an instalment plan will be set up based on the loan amount and the pay dates. Any shortfall must be paid by 13 September 2019.

The instalment plan will be sent to your student email account and you can view this and pay on the Finance Channel or see “paying student fees for self-funded students”.

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UK Loans:

Loans paid direct to the University:

Your lender will confirm the loan amount to the University and you can check on this in the Finance Channel in MyEd.

You will be invoiced for any shortfall between the tuition fees charged and the loan amount. This must be paid by 13 September 2019. If the shortfall is £500 or more then you can pay this by instalment. Follow the guide: ‘paying student fees – the direct debit scheme’.
UK Loans:

If you are not eligible for UK Doctoral/Postgraduate Loans then you must pay the tuition fees.

Student Finance/SAAS will confirm eligibility with you.

An invoice will be sent to your student email account.

Follow the guide “paying student fees for self-funded students” for details on how to pay to the University.
Email confirmation of your funding, showing the amounts and pay dates, to Finance: finance.helpline@ed.ac.uk. This information is required by Welcome Week 8-13/09/2019 or for delayed arrivals 3 October 2019 at the latest.

You will be invoiced for the tuition fees and an instalment plan will be set up based on the lenders payment schedule. Any shortfall between the fees charged and the loan amount must be paid by 13 September 2019. You can view the plan and pay on the Finance Channel or see “paying student fees for self-funded students”.

Career Development Loans:
Nordic/Scandinavian/Canadian and Latin American Loans

Email confirmation of your funding, showing the amounts and pay dates, to Finance: finance.helpline@ed.ac.uk. This information is required by Welcome Week 8-13/09/2019 or for delayed arrivals 3 October 2019 at the latest.

You will be invoiced for the tuition fees and an instalment plan will be set up based on the pay dates.

The instalment plan will be sent to your student email account and you can view this and pay on the Finance Channel or see “paying student fees for self-funded students”.

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The Financial Aid Team, Student Administration will confirm US loan student details with the Income Section, Finance.

You will be invoiced for the tuition fees and instalment payment is made through the US loan disbursements. As an example postgraduate taught students starting in autumn with a certified US loan, the instalments are one-third of the tuition fees on 3 October 2019, 3 February 2020 and 3 June 2020.

The US loan once converted to GBP may not cover the instalment due and if this occurs you must make up the shortfall at each disbursement date. You can keep track of your account and pay on the Finance Channel or see “paying student fees for self-funded students”.
Indian Educational Loans

Email confirmation of your funding, showing the amounts and pay dates, to Finance: finance.helpline@ed.ac.uk and we will send the payment information required by your lender. The loan pay dates must be the standard direct debit instalment dates. This information is required by Welcome Week 8-13/09/2019 or for delayed arrivals 3 October 2019 at the latest.

You will be invoiced for the tuition fees and an instalment plan will be set up and sent to your student email account. You can view this on the Finance Channel or see “paying student fees for self-funded students”.

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Other Educational Loans

If you have a different type of educational loan then contact the Income Section, Finance:

finance.helpline@ed.ac.uk / +44 (0) 131 651 5151

to give more information and get advice on payment.
Scholarships and Sponsorships

funding providers paying the University direct

Send written proof to Student Administration: fees@ed.ac.uk by Welcome Week 8-13/09/2019 or for delayed arrivals 3 October 2019 at the latest.

The proof from the sponsor or scholarship provider must confirm:

• the value or percentage of fees being paid for
• the type of fees being paid for – for example all student fees or only tuition fees
• the number of years being paid for
• the purchase order (PO) number, if required by the funders finance department
• full name and contact details of the authorised signatory
Scholarships and Sponsorships

Your funder will be invoiced direct for the amount of fees they have agreed to pay.

If the scholarship/sponsorship does not cover the tuition fees due for the programme of study OR you are receiving the funding direct then you will be sent an invoice for the balance OR full fees to be paid.

Follow the guide “paying student fees for self-funded students” for details on how to pay to the University.
Paying student fees for self-funded students

Self funded students can pay tuition fees in full or by instalment:
• using the University standard direct debit scheme
• in line with your educational loan payments

Payment of the full amount or the first instalment of the fees can be made anytime from now, during Welcome Week 8-13/09/2019 or for delayed arrivals 15 (full) 3 (first) October 2019 at the latest.
Paying student fees - online

• pay on the [Finance Channel](#) in MyEd - [EASE](#) authorisation required
• or the [Tuition Payment](#) gateway - student ID (UUN) required - local currency available

Before you pay let your card issuer know if it is a high value transaction and/or using a non-UK based cards. This may help avoid delays in the authorisation process.

The following cards are accepted:

• MasterCard and Maestro (UK and International)
• Visa and Visa Debit/Visa Electron
• American Express

An electronic receipt is sent for each payment which is your proof of payment
Paying student fees – bank transfer

Use the GlobalPay for Students Platform, and select the country you are paying from, the amount you wish to pay and your preferred method of payment. Enter your student details and payer details (if different). Secure multi language platform with payment tracking.
Paying student fees – the direct debit scheme

The online direct debit mandate is located in the Finance Channel.
Paying student fees – the direct debit scheme

You also need to pay 50% of the tuition fees by 3 October 2019 at the latest.
Paying student fees – the direct debit scheme

Please complete the ‘Student Tuition fees’ [Online Direct Debit Mandate](#) with details of the UK bank or building society account to be debited (UK based students). The account can be your own account or family/friends but the mandate must be completed by the bank account holder and the account must be a personal account, not a business account.

Or complete the [Online Distance Learner Mandate](#) (non-UK based students). The mandate can be completed anytime from now up to 15 October 2019 at the latest.

An email/letter will be sent to the payer with instalment dates and amounts.
Paying student fees – programme deposits

Your deposit amount will be either:

• allocated to your invoice and you will pay the balance during Welcome Week 8-13/09/2019 or for delayed arrivals 15 October 2019 at the latest

OR

• deducted from the first instalment which is due during Welcome Week 8-13/09/2019 or for delayed arrivals 3 October 2019 at the latest

For example:

Invoice value £10,000 and deposit paid £1,500

First instalment is £5,000 less £1,500 = £3,500 with each subsequent instalment of £2,500
Paying student fees – your invoice

Your invoice will show the programme you are being charged for and the academic year. Payment and contact information will be attached to the invoice.

Your invoice will be sent to your University student ‘sms’ email account.

**Your invoice will NOT show any payments that have been made**

Use the Finance Channel in MyEd to view and make payments.
How to make sure your tuition fees are paid on time

Don’t fall foul of scammers!

A SCAM is a fraudulent scheme performed by a dishonest individual, group, or company in an attempt to obtain money or something else of value.

Scams are now very sophisticated using impersonation techniques, stolen data and personal details available from social media. Everyone is at risk so be aware of common scams and how to protect yourself. You could lose money and even risk imprisonment.

https://www.ed.ac.uk/finance/students/scams
https://takefive-stopfraud.org.uk
https://www.friendsagainstscams.org.uk

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How to make sure your tuition fees are paid on time

Use the trusted and secure payment methods provided by the University.

More detailed information and all the links are here: www.ed.ac.uk/finance/students/fees

For individual payment advice: finance.helpline@ed.ac.uk / +44 (0) 131 651 5151