

How to pay your accommodation fees

Log into your accommodation account. Choose 'Pay Here' from the Financials menu.

Tick the box for the instalment/charge you wish to pay and click 'Pay Charges'

Payment Request	Total Amount	Remaining Amount	Charge Due Date	Payment Status
<input checked="" type="checkbox"/> Instalment 1 Rent	2935.00	2915.00	30 July 2020	Awaiting Response
<input type="checkbox"/> Instalment 2 Rent	2935.00	2935.00	14 January 2021	Not Paid

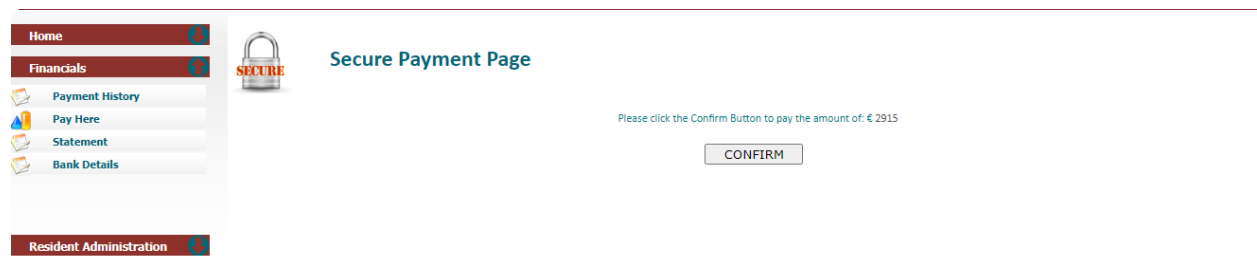
If you have a daily restriction on your bank card, you can reduce the amount in the 'Total to pay now' box, this allows you to pay smaller amounts over several days. The next time you log in, you will see the remaining balance to be paid.

Then click 'Proceed'

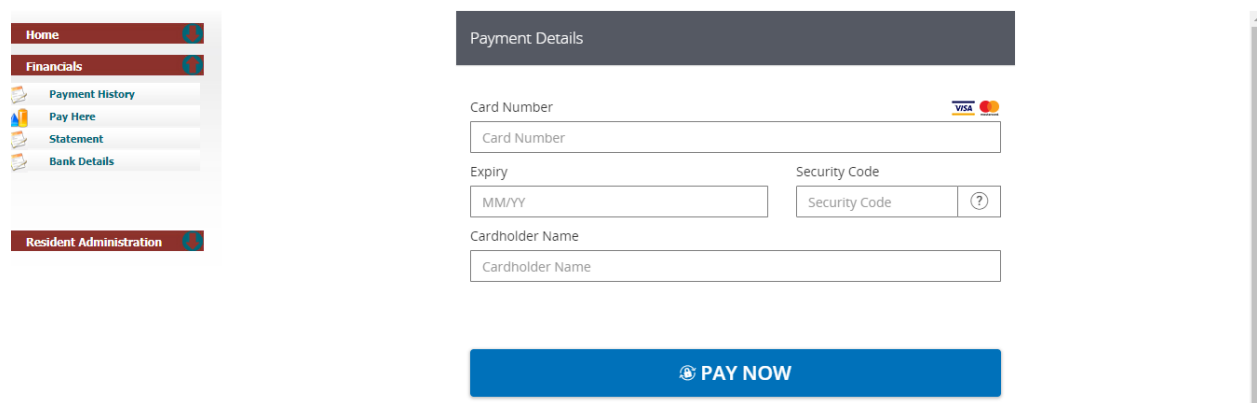
Charge Name	Amount
Instalment 1 Rent	2915.00 (Discount = 0)
Amount Due	2915.00
Total to pay now	2915.00

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You then need to confirm the amount before moving to the 'Pay Now' screen.



Complete your card payment details and select 'Pay Now'



Frequently Asked Question: *Why does the payment not seem to work or I am getting an error message when I try to pay?*

Most bankcards are accepted. However, some bank cards have transaction limits and some banks impose limits in each 24hr period. The Pay Now system allows you to make part payments in advance of the due date. To do this check all the amounts due on the Pay Now screen and go to the next screen. In the second screen you may change the "Total Amount" to the amount of your limit and proceed to make that payment. This can be repeated until all amounts due are paid. It may take you a few days depending on the limit type and amount on your bank card. It is important to start this process earlier enough to have all the due amounts paid by the due date on the account.

Please understand that we do not offer monthly/weekly or other payment intervals in arrears. Please note that all accommodation fees must be paid **in full** by the due dates stated in your accommodation account to retain the booking.

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