

How to set up Automated Payments

1. Visit University of Exeter webpages, and search for 'Make a payment'. Select the option "Create an automated instalment plan (RCP)".
2. Enter required information (red asterisk) and accept terms and conditions, Click "Continue".

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Online Card payment

Thank you for choosing to pay the University of Exeter by Credit or Debit card.

To proceed, you will need the Student's Identification number and Date of Birth. This information should be entered below.

You will then be given the option to pay a selection of fees including Tuition Fee Deposit, Tuition and Exeter Accommodation.

Student Details

Student ID *

Date of Birth *

Academic Year *

Please select



Terms & Conditions

Please tick the following box to confirm that you have read and accept the [University's Terms and Conditions](#).

I accept the Terms and Conditions *

☐

Continue

3. Choose the instalment plan you wish to set up from the options. Enter the total amount you wish to pay in “Payment Amount” and click “Continue”.
- You can pay a one-off amount for accommodation fees, tuition fees, etc., however if you would like to pay in instalments select “Tuition fees, Oct 6 Instalments”

Important Information

From this screen, you can choose to make a one-off payment or create a monthly instalment plan.

Pay Now

Immediate payment for the value that you enter.

This is a one-off payment and can be used when notified that the automated instalment payment has failed on the second attempt.

Monthly instalment plan

Only one instalment plan per academic year is permitted.

Please enter the total fee you are wishing to pay by instalments . This amount should be the total annual tuition fee minus any payments already made or tuition fee scholarship.

The payment will automatically be taken from your credit/ debit card on the due date. The payment due dates and amounts will be confirmed by email.

For guidance on how to set up a monthly instalment plan, please see our step-by-step instructions.

Please select only one payment option. Either pay now or select a monthly instalment plan option.

If you already have a monthly instalment plan in place but would like to make an amendment, please do not continue here, but raise an enquiry with the [student information desk](#).

Student Details

Student ID:

☐ Accommodation (Exeter Based)

☐ Referred Assessment and/or Sit Abroad Fee

☐ Other

☐ Tuition Fee Deposit

☐ Tuition Fees, Pay Now

☐ Tuition Fees, Oct 6 Instalments



Continue

4. The instalment details will be displayed (an example below is Tuition Fees, Oct 6 Instalments for a total payment of £9,250.00). Please note, you will need to type the total amount you wish to pay over the instalment period (this should be your tuition fees minus any deposit payments, scholarships and/or discounts on your account):

Please Note

Payments will automatically be taken for the amount and on the date shown below. This information will also be emailed to the card holder.

Should a payment fail (for example, insufficient funds) a second automated payment attempt will be made five days later.

Should this second automated payment attempt fail, we ask you make a one-off payment to bring the instalment plan up to date. The next instalment of your plan will be automatically attempted again on the due date.

Important Information

If more than one instalment plan is showing below, please click the 'back' button and re select one plan only

Automated Instalment Plan - Tuition Fees

Plan	Plan Description	Total Value	Instalment Plan Details	
<input checked="" type="radio"/>	Tuition October 6 Instalments	9250.00	Hide instalments	
			Date	Amount
			Due Immediately	1535.50
			03 Dec 2024	1542.90
			03 Jan 2025	1542.90
			04 Feb 2025	1542.90
			04 Mar 2025	1542.90
			01 Apr 2025	1542.90

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Continue

5. Payment summary will be displayed outlining payments taken today and in the future.

Please hit continue to confirm payment.

Student Details

Student ID:

Payment Item Summary

Description of item(s) to pay	Total Cost
Oct 6 Instalments	£1535.50
Show instalments ▼	
Total to pay today	£1535.50
Total to pay later	£7714.50

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6. You will be asked to enter payer details and card details to complete the automated payment plan:

Payer Address

Select the country or region where the payment will come from.

Country or Region *

United Kingdom ▼

Please enter Postcode *

House / Flat No.

Find Address

Enter your address manually

Back

Continue

7. Your automated payment plan will be reviewed by a member of staff in Accounts Receivable Team and you will receive confirmation email (sent to the email used by the payer) shortly afterwards.
8. If you wish to update card details after the plan is set up, please visit [here](#).