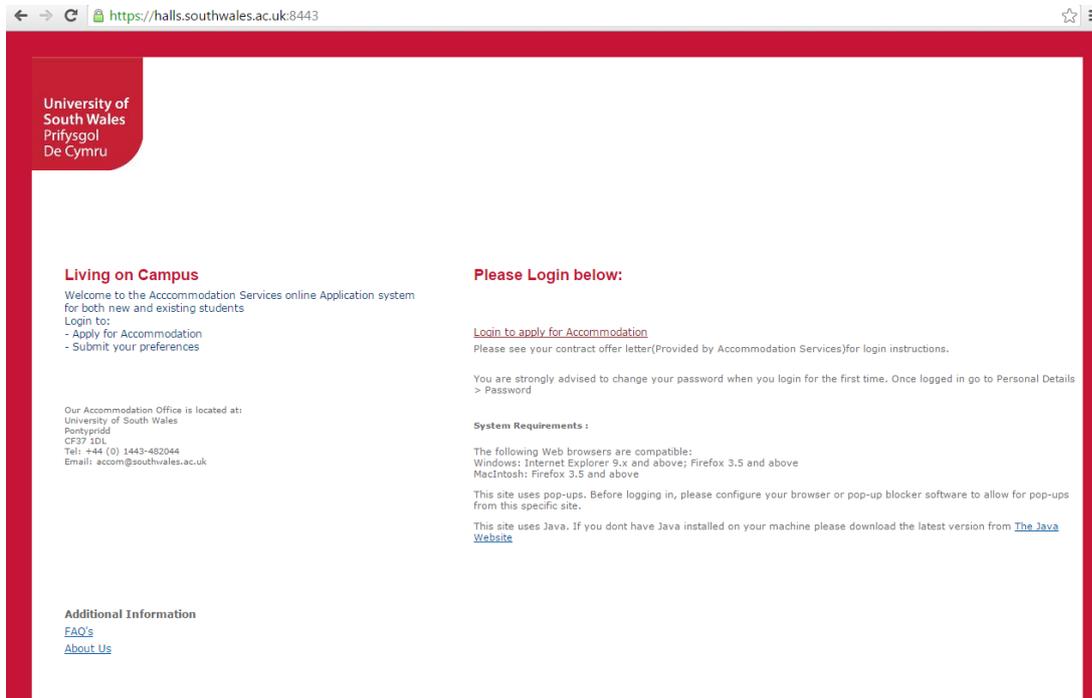
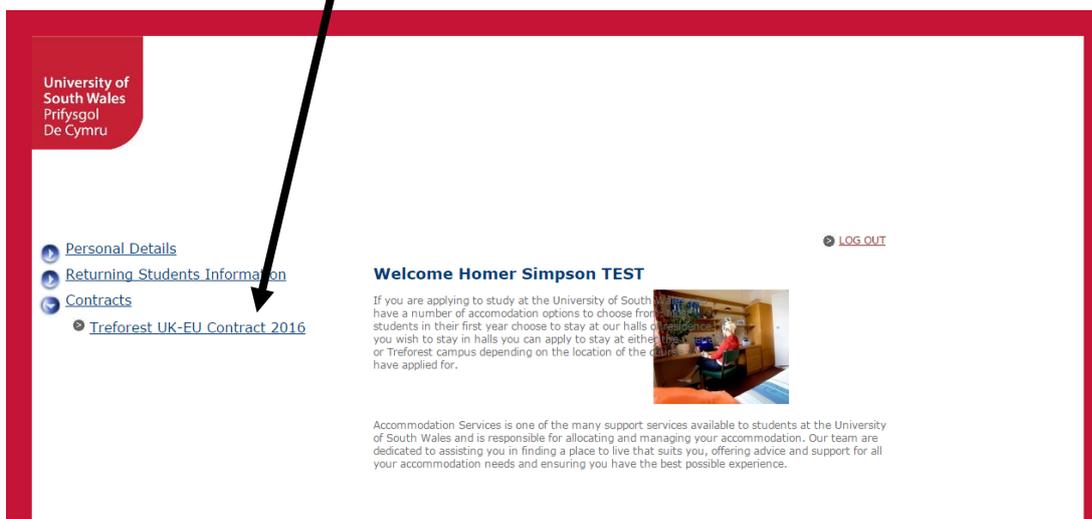


How to accept your accommodation offer and make a payment (UK/EU Students)

1. Click on the following URL: <https://halls.southwales.ac.uk:8443/> You should see this log in screen:



2. Enter Your RMS ID (this is provided on your offer email); and
3. Your password is your date of birth in the following format: DDMMYY
4. Click on the "Contracts" option on the left hand menu and then click on "Treforest UK-EU Contract 2016"



5. You should now see the following page; complete the 'Emergency Contact' section and scroll through until you get to the bottom of the page.

LOG OUT

1 2 3



Accommodation Services are pleased to confirm your application for halls of residence on our Treforest campus for the academic year has been accepted. You will be able to view the details of your offer in the following steps.

If there is anything you do not understand please contact Accommodation Services either by telephone: 01443 482044 or email: accom@southwales.ac.uk and we will be happy to help you.

Your Personal Information

Please look over your personal information below. The information is 'read only', if you need to make a change to a greyed-out field please contact update your information on Unilife after you have completed your online enrolment.

First Name:	<input type="text" value="Homer"/>	University ID:	<input type="text" value="94072736"/>
Last Name:	<input type="text" value="Simpson TEST"/>	Birth Date:	<input type="text" value="23/02/1978"/>
Gender:	<input type="text" value="Male"/>	Permanent Email:	<input type="text" value="claire.matsell@south"/>
Mobile Phone No.:	<input type="text" value="07904014222"/>		

Emergency Contact Details

Please enter the details of the person you would like us to contact in the event of an emergency. This could be a parent or guardian or even a close friend. Please note: If you are under 18 years of age at the time of accepting this offer we will email your emergency contact person to co-sign the contract.

Main Emergency Contact

Title:	<input type="text" value="Miss"/>	Ph-Home:	<input type="text" value="123456"/>
First Name:	<input type="text" value="blah"/>	Mobile Phone No.:	<input type="text" value="123456789"/>
Middle Name:	<input type="text"/>	Email:	<input type="text" value="claire.matsell@south"/>
Last Name:	<input type="text" value="blah"/>	Relation:	<input type="text" value="blah"/>

Your room details summary

Please see below details of the accommodation you have been allocated. You will be able to view the full terms and conditions of the contract of occupancy and sign to accept the offer in the following steps.

Your Room Number: CPE-22
Room Type: MC Single en-suite Premium
Community: Mountain Halls
Contract Start Date: 17/09/2016
Contract End Date: 24/06/2017
Total Hall Fees: £5118.40

 [Cancel](#)  [Save Progress](#)  [Next Step](#)

6. Click on the next step button
7. You will now be able to view your contract of occupancy terms and conditions

 [LOG OUT](#)

 1  2  3

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Contract of Occupancy and Terms and Conditions

Your contract of occupancy is available below, please read it carefully and download a copy of the Regulations and Conditions of Occupancy which form part of your contract at www.southwales.ac.uk/accommodation



Here you can email a copy of the Contract PDF to yourself, download and save it or simply read it in the viewing window

- I have read and agree to the terms and conditions of the Licence Agreement. *
- I have read and agree to the disciplinary procedure for halls students which form a part of this contract. *
[\(Access the disciplinary procedure document here\)](#)
- I agree to the pay fees as stated in the Licence agreement by the reply by date stated in my offer letter. I understand that failure to do so will result in the offer being withdrawn automatically. *

Once you have read the agreement in full and wish to accept the offer: Click on each of the tick boxes, re-enter your RMS ID and Password and click the 'I Agree' Button.

I Agree to the terms and conditions of this Contract.

Username: *

Password: *



Then click on the 'Next Step' button to proceed to payment guidance

This contract was completed on 30/07/2016 10:31:10 AM.

You are not finished yet - payment guidance is provided in the next step

The payment section gives information on the payment options. If you want to pay your £200 pre-payment using our secure online system, please click on the 'Make Payment' button at the bottom of the screen.

[1](#) [2](#) [3](#)

Payment options - please read the information below very carefully

Note: Your reply by date for acceptance/pre-payment is 07/08/2016

What to pay

In order to secure your booking a non refundable reservation fee of £200 is required by your reply by date 07/08/2016. As long as you take up occupancy for the duration of your contract, this is treated as a pre-payment of your halls fees and is deducted from your total balance. You also need to select a payment option for your hall fees from the options below.

There are two hall fees payment options; either

1. Full years hall fees in advance; or
2. Payment of the £200 pre-payment plus the remainder of your hall fees in three equal installments by recurring credit/debit card payment over the academic year on the following dates:
 - o 1st installment – 21/10/2016
 - o 2nd installment: 13/01/2017
 - o 3rd installment 05/05/2017

You will need to complete a an online form - we will email you a link to this after you have completed your acceptance of the offer (by the end of August). When your plan is set up, each payment will be taken automatically on the above dates. Note: You must set up your installment plan prior to taking up occupancy.

Ways to pay

- **Payment online using a credit or debit card.**
- You can submit payment of your **£200 pre-payment** at the end of this process using our secure online payment system. Please click on the 'Make Payment' button.
- **Payment over the telephone using a credit or debit card:** Please call our Finance department on 01443 483340. Our opening hours are Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm.

European Union Students

- If you are an EU student, the University has partnered with Flywire to provide you with an easy and secure method of sending international fee payments.
- You can either choose to pay your £200 accommodation pre-payment only or payment in full.
 - o Pay in over 70 currencies
 - o Track your payment from start to finish
 - o Pay by card, bank transfer or e-wallet solutions
 - o Save on bank fees and exchange rates
 - o Feel safe, with 24/7 dedicated multilingual customer support
- **Click here to access Flywire** <http://www.southwales.flywire.com>

Moving in to your room

For information about getting to the campus and moving in please visit our [website](#)

Flywire is a great alternative payment option for overseas payments. You can opt to pay either your £200 pre-payment or pay in full. If paying by Flywire. Just 'Save Progress' below and close down the window.

Click the 'make payment' button to pay your pre-payment

 [Cancel](#)  [Previous Step](#)  [Save Progress](#)  [Make Payment](#)

This opens a new window. Simply follow the steps to pay the £200 pre-payment.

1.

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Test Mode

Please check the items you want to pay for and click 'Continue' to proceed

Description of item(s) to pay	Total Cost
WPM TEST	£1.50
Total to Pay Now	£1.50

Please click on Continue to proceed

Continue



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2.

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Test Mode

Enter Credit / Debit Card Details

Card Type* VISA VISA DEBIT MASTERCARD MASTERCARD DEBIT

Card Holder Name*

Card Number*

Card Security Code*

Expiry Date (MM/YY)*

Start Date (MM/YY)*

Billing Address

Your billing address is the address where you are receiving the statements for your credit / debit card.

Country*

Postcode*

House / Flat No.

Enter the card holders billing address

3.

Billing Address

Your billing address is the address where you are receiving the statements for your credit / debit card.

 [Find address by using a postcode](#)

Address 1*	<input type="text" value="USW"/>
Address 2	<input type="text"/>
Town / City*	<input type="text" value="Pontypridd"/>
County / State	<input type="text"/>
Postcode / Zipcode*	<input type="text" value="CF37 1DL"/>
Country*	<input type="text" value="UNITED KINGDOM"/>
Contact Number (without spaces)	<input type="text"/>
Email Address*	<input type="text" value="claire.matsell@southwales.ac.uk"/>
Confirm Email Address*	<input type="text" value="claire.matsell@southwales.ac.uk"/>



* indicates a required field

Please click on Continue to proceed

Continue 

Please click Back to return to the previous page.

Back

Click the Continue button to proceed

Online Payments

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Test Mode

Pay Now

Summary

Description of item(s) to pay	Total Cost
WPM TEST	£1.50
Total to Pay Now	£1.50

Payment Information

Edit details

Debit/Credit Card

Name on Card: Test
Last 4 Digits of Card Number: 1307
Card Type:

Billing Address

USW
Pontypridd
CF37 1DL
UNITED KINGDOM

VISA

Email confirmation will be sent to: claire.matsell@southwales.ac.uk.

- Check the amount is correct (This should read £200 for pre-payments)
- Check your card and billing address details are ok
- Click the 'Pay now' button
- You should receive an email when your payment is completed. Please keep the email for your records

Online Payments

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Test Mode

Summary

 Your payment is now complete. An email confirmation has been sent to claire.matsell@southwales.ac.uk.

You may wish to print this page for your records

Print

Please click here to complete the process.

Finish 

Your payment reference is: ACC9

Date: 21 July 2016 14:45

Description of item(s) paid	Total Cost
WPM TEST	£1.50
Total to Pay Now	£1.50

Payment Information

Name on Card: Test
Last 4 Digits of Card Number: 1307
Authorisation Code: 12345

Billing Address
USW
Pontypridd

On completion of payment you should receive a confirmation email. You will then be re-directed to this screen: <http://www.southwales.ac.uk/accommodation/accommodation-rms-payment/>

You should then follow the instructions to finish the process.

Further information for UK/EU Students <http://www.southwales.ac.uk/accommodation/hall-fees-payments-uk-and-eu/>

Information for International Students: <http://www.southwales.ac.uk/accommodation/hall-fees-payments-international/>

If you have difficulty making payment using this system please telephone Accommodation Services on 01443 482044 and we will be happy to help you. If you have tried the online payment system and it has not been successful please telephone our Finance department on 01443 483340 who can take card payments over the telephone.

Your feedback is very useful to us. Please email any feedback on the system to accom@southwales.ac.uk