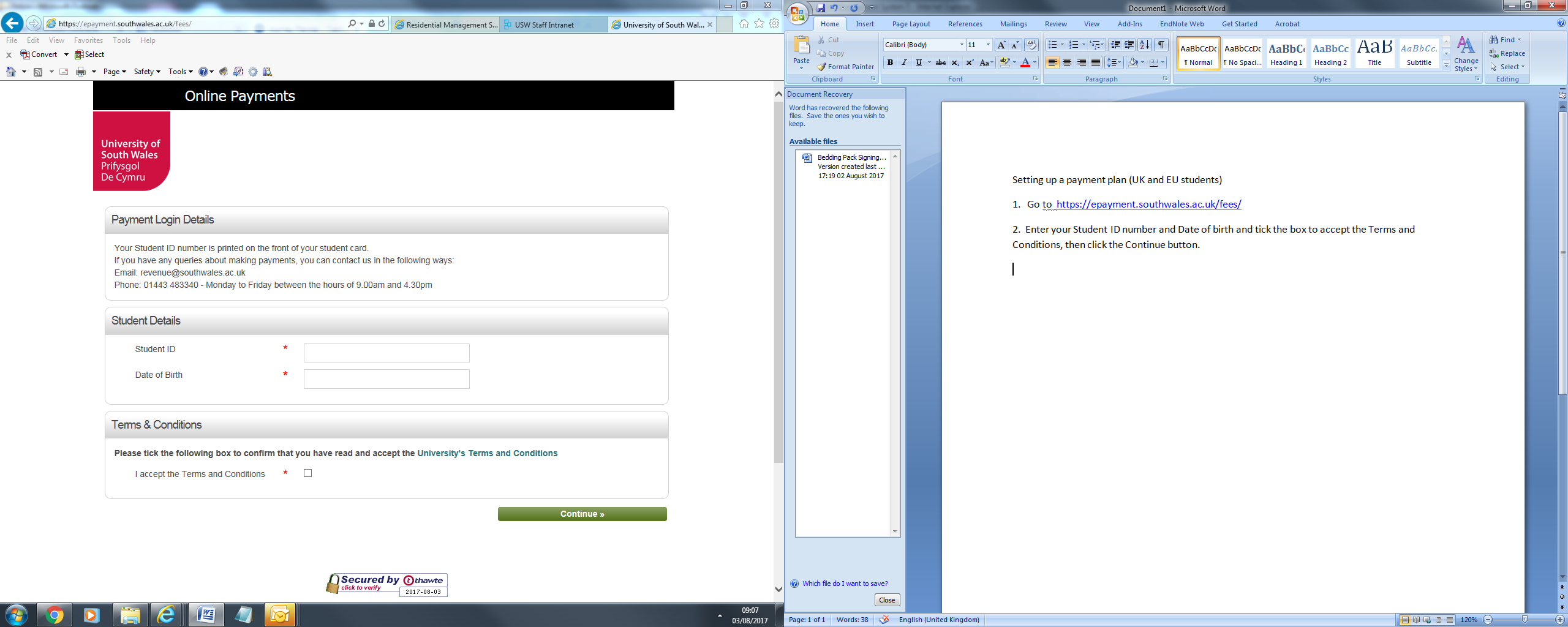
Setting up a payment plan (UK and EU students)

1. Go to <https://epayment.southwales.ac.uk/fees/>

2. Enter your Student ID number and Date of birth and tick the box to accept the Terms and Conditions, then click the Continue button.

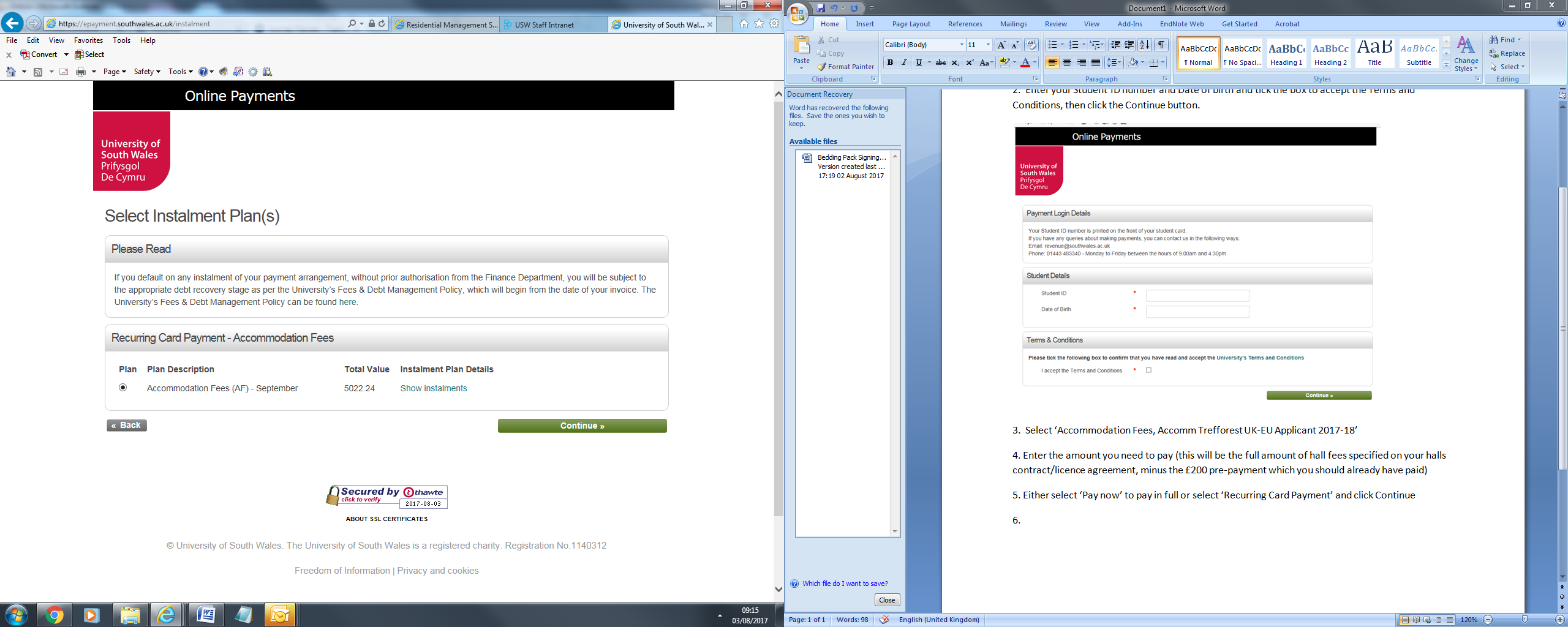


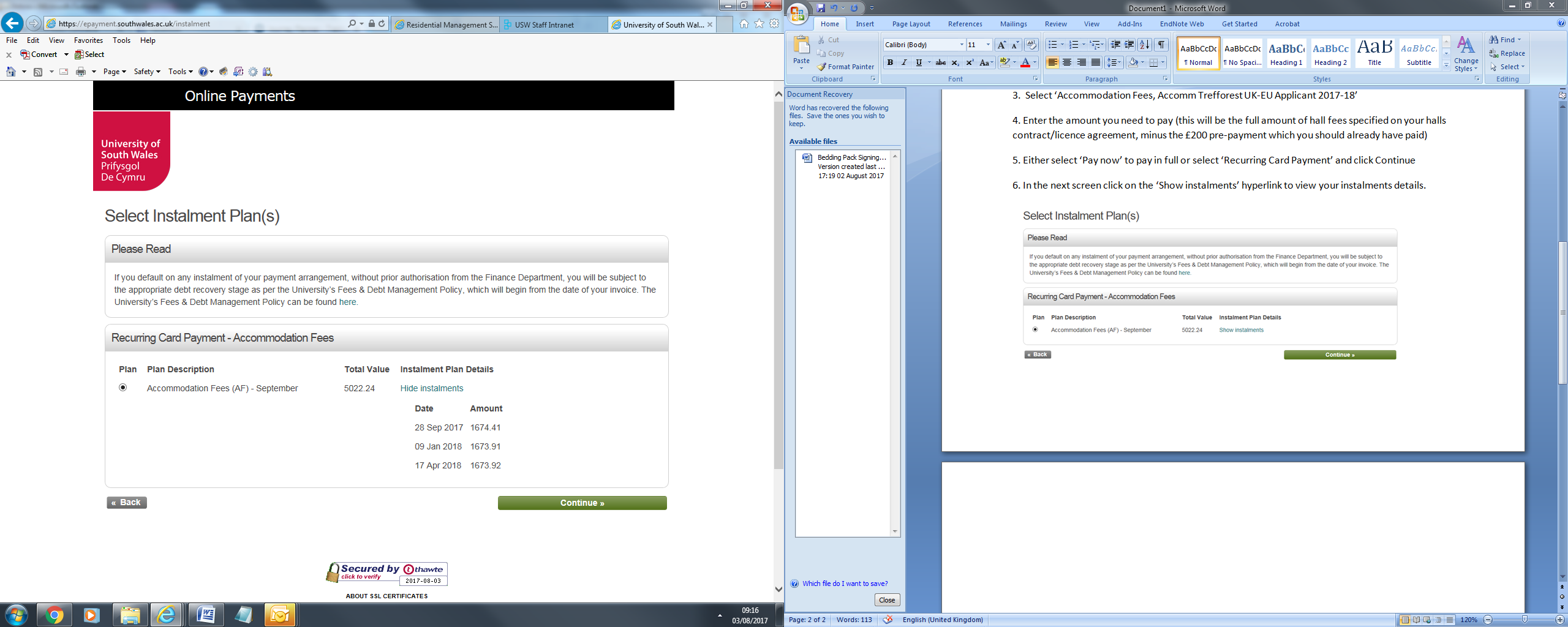
3. Select ‘Accommodation Fees, Accomm Trefforest UK-EU Applicant 2017-18’

4. Enter the amount you need to pay (this will be the full amount of hall fees specified on your halls contract/licence agreement, minus the £200 pre-payment which you should already have paid)

5. Either select ‘Pay now’ to pay in full or select ‘Recurring Card Payment’ and click Continue

6. In the next screen click on the ‘Show instalments’ hyperlink to view your instalments details.

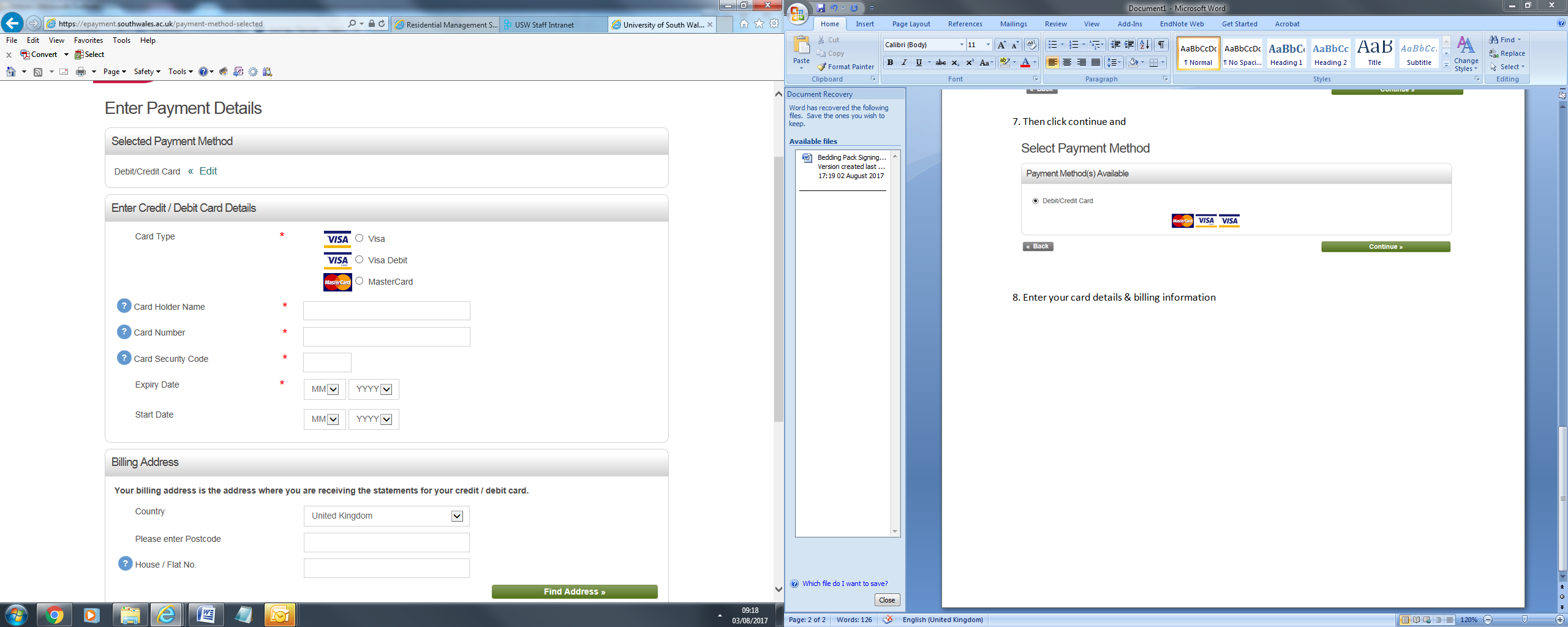




7. Then click continue and ….



8. Enter your card details & billing information



9. When you have entered your card details etc and your plan has been approved, you should receive an automatic email confirming the plan is in place. This will specify the dates/amounts that your payments are due.

**Important points:**

* If you are entering your own invoice amount you must ensure this is accurate – if it is not then you may have to have your card plan amended to reflect the correct value.
* If you transfer to a cheaper or more expensive room during the term, your payment plan will be amended to reflect the new charges. The Revenue team will email you if this is the case.
* If your invoice has already been generated (this should happen around 3 working days after you accept your contract), you should see your accommodation invoice/s when you log in. You will then need to set up the card plan against the invoice/s.
* If you experience any problems setting up the card plan please telephone the Revenue team on 01443 483340 or email [revenue@southwales.ac.uk](mailto:revenue@southwales.ac.uk) for advice (at peak times of year there may be a delay in answering your query).