

## How to Pay Your Tuition Fees for the Study Abroad Programme

Please note this payment information is **only for students on the Study Abroad Programme**. If you are coming to the University for a **Full Degree** you should **not use** this information sheet to make payment for your tuition fees.

You can make payment of **your Study Abroad Programme** tuition fees in three ways: through our online payments system, bank transfer, or over the phone.

**All fees must be paid in pounds sterling (GBP) and all charges associated with payments must be paid by you in addition to your tuition fee.**

Once your payment has been processed, please email [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk) with the receipt number of your transaction.

### Option 1: Online Payments System

Click on this link <https://payonline.westminster.ac.uk/open> to take you to the payment screen and follow the instructions. You will need to use your Westminster ID number, which you can find on your acceptance letter, and your date of birth. Please remember that in the UK we enter our date of birth as day/month/year.

#### Payment Login Details

**PAYMENT OF STUDENT FEES**

Your 8 digit Student ID and date of birth are required as validation to use the payment system. You will find your Student ID on correspondence that we have recently sent you.  
For fee payments contact: [uow-fees@westminster.ac.uk](mailto:uow-fees@westminster.ac.uk)

\* indicates a required field

#### Student Details

Student ID \*

Date of Birth \*  -  -

#### 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 \*

To proceed click Continue

## Option 2: Bank Transfer

Please make payment to the University's bank account in accordance with the following details:

### UNIVERSITY OF WESTMINSTER - BANK DETAILS

**Bank Name:** National Westminster Bank

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**Account Name:** University of Westminster  
**Bank Address:** PO Box 3038  
57 Victoria Street  
London SW1H 0HN, UK

**Account Number:** 48303542  
**Bank Sort Code:** 56-00-33  
**Swift/BIC Code:** NWBKGB2L  
**IBAN Number:** GB95NWBK56003348303542

### PLEASE NOTE:

1. You **must** send a copy of the **remittance advice** you receive from the bank when you make the transfer. Without this the tuition fee you have paid will not be credited against your name. This must be sent to the **Education Abroad Team** by email to [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk).
2. When making payment by bank transfer, you will be asked for a description of the payment. Please write your name and "**Study Abroad Programme Tuition**".
3. Any bank charges for making payment of your tuition fees must be paid in addition to the tuition fee. This means you must remit the full amount of your tuition fee and pay an additional bank charges separately.
4. All fees must be paid in pounds sterling (GBP).

## Option 3: Over the Phone

You can call our Finance Officers and asking them to take credit card payment for you over the telephone. **Prior to doing this ensure you have contacted your credit card company to advise them you will be making this payment and advising them of the amount to ensure they will authorise the payment:**

1. Please call 00 44 207 911 5000 and ask to be transferred to the cashiers in Harrow Finance Office. They are available between 10.00am and 4.00pm UK time.
2. Advise them that you have been directed to their office by the Education Abroad Office to make payment for your participation in the Study Abroad programme.
3. Please state which semester you are attending i.e. (Fall/Spring and the year).
4. Advise the Finance Officer the payment should be receipted to the University's Fund 17 account, with your name and your University of Westminster ID number as reference (this is your student ID which is in your acceptance letter).
5. Provide your credit card details
6. Once payment has been processed, ask for a receipt of payment to be e-mailed to you, and forward it to [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk)

If you encounter any issues please email [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk)