

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.

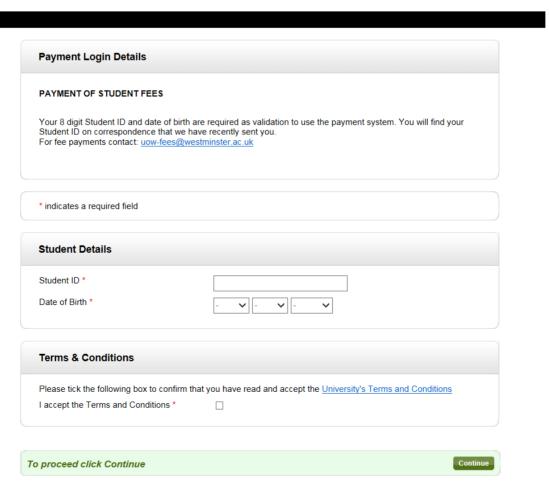
All fees must be paid in pounds sterling (GBP) and all charges associated with payments must be paid by you in addition to your tuition fee.

Once your payment has been processed, please email educationabroad@westminster.ac.uk 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.







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

Bank Name: National Westminster Bank 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:

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.

- 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