Paying for Other Fees in MyNottingham
(**mynottingham.nottingham.ac.uk**)

Introduction

This is a technical user guide designed to show you how to make a payment for any fee other than tuition fees or accommodation fees in MyNottingham (mynottingham.nottingham.ac.uk).

This guide does not detail how much you should pay, this information can be found on the University of Nottingham website; links to this are included below.

**Information about accommodation:** nottingham.ac.uk/accommodation

Information about paying accommodation fees, due dates, and amounts: nottingham.ac.uk/go/accommodation-fees

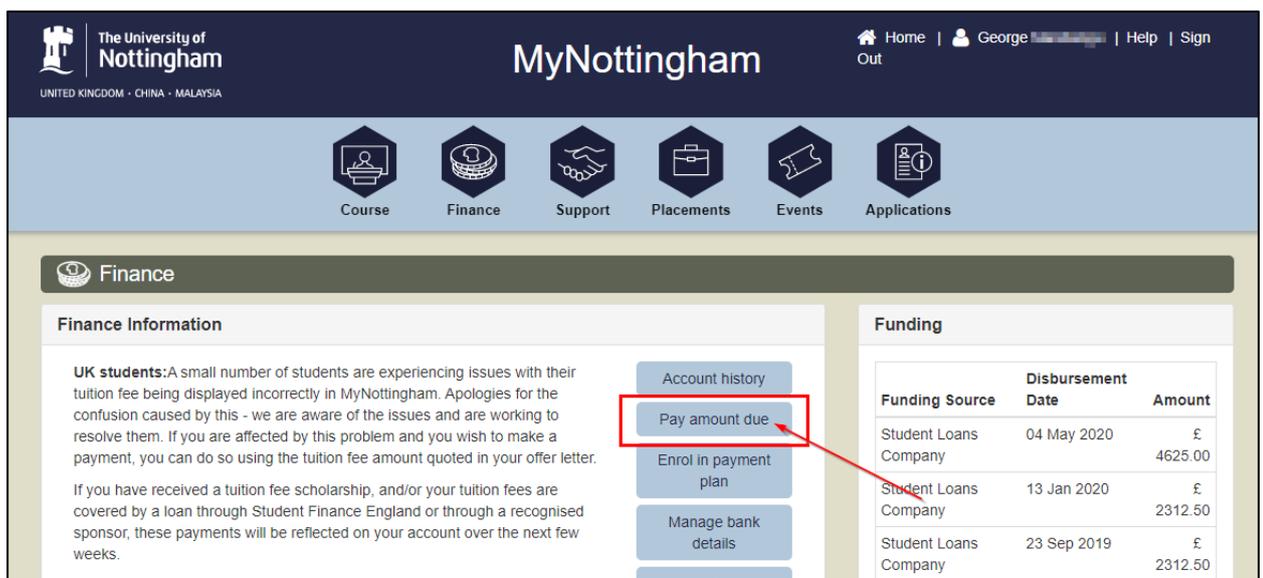**Information about tuition fees:** nottingham.ac.uk/fees

Paying for other fees

This section of the guide details how to pay for something that is not a **tuition** charge or **accommodation** charge. This is known as a **miscellaneous** charge in MyNottingham (mynottingham.nottingham.ac.uk); an example of a miscellaneous charge would be an application fee.

1. Once logged in, click on the 'Finance' hexagon
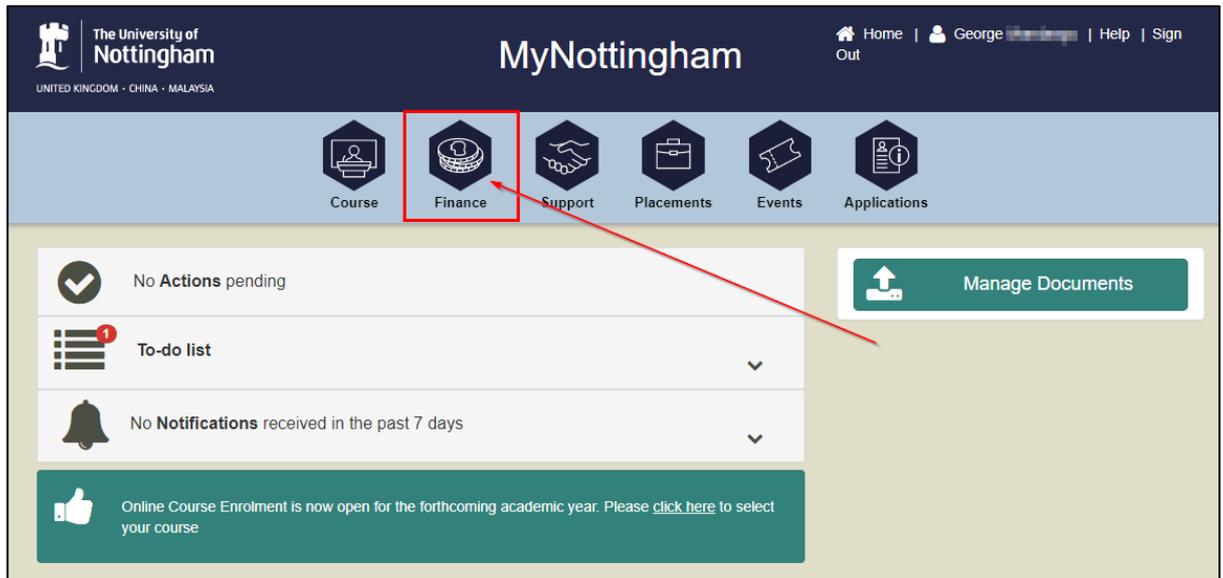
2. The **Finance Information** page is displayed. Click 'Pay amount due':

3. If there are charges on your account, the total amount owed will be displayed here:

4. If you click the 'Select' button at this point, without selecting a **Payment Type**, the payment type will default to **General**. This will allow you to settle any charge that falls into the 'miscellaneous' category. You can also click on the 'Choose a Payment Type' drop-down and select 'UK General' but this is not necessary - just double-check the red text ('General Online Payments: Payments will settle any type of charge') before proceeding to click 'Select':

5. This screen will list **all** of the charges on your account, including any miscellaneous charges:

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Cripps Hall		2019 Academic Year	2,250.13	
Cripps Hall		2019 Academic Year	1,301.28	
Library - Lost Item		2019 Academic Year	174.65	
Disciplinary Fine		2019 Academic Year	300.00	
Accommodation Reservation Fee		2020 Academic Year	250.00	
			0.00	
Total			**4,276.06**	

If you want to pay for a specific miscellaneous charge, it is important to type the amount you want to pay against the correct charge line in the table, as above.

You can choose to pay an amount under 'General' without targeting a specific type of charge, and it will target that payment to the charges on the record due soonest first. If more than one charge has the same due date, it will then settle charges in the hierarchy of tuition, accommodation, then miscellaneous charges.

Example:

In the screenshot below, £2,000 has been entered on the blank line under the 'General' payment type:

General Online Payments: Payments will settle any type of charge

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Cripps Hall		2019 Academic Year	2,250.13	
Cripps Hall		2019 Academic Year	1,301.28	
Library - Lost Item		2019 Academic Year	174.65	
Disciplinary Fine		2019 Academic Year	300.00	
Accommodation Reservation Fee		2020 Academic Year	250.00	
			0.00	2000
Total			**4,276.06**	

This will firstly pay off the 'Library – Lost Item' charge with a due date of 12/12/2019, and will then partially pay the Cripps Hall charge with a due date of 20/01/2020.

▽ Details by Charge	Find | View All | ⬀	First ◀ 1-7 of 7 ▶ Last	
Charge	**Due Date**	**Term**	**Amount**
Library - Lost Item	12/12/2019	2019 Academic Year	174.65
Cripps Hall	20/01/2020	2019 Academic Year	2,250.13
Cripps Hall	11/05/2020	2019 Academic Year	1,301.28
Accommodation Reservation Fee	29/06/2020	2020 Academic Year	250.00
Disciplinary Fine	01/07/2020	2019 Academic Year	300.00

To find out the due dates of different charges, please refer to the 'Checking Charges and Due Dates' User Guide.

If you wish to pay a miscellaneous charge but the charge isn't on your account yet **and** you have tuition/accommodation charges, if you make a payment it will target these first. Try again at a later date as it may be that the charge hasn't been applied to your account yet. Alternatively, contact your

student service centre or the relevant team responsible for the miscellaneous charge to query when it will be added to your account.

6. Check the 'Item Description' and enter the amount you wish to pay into the 'Payment Amount' field next to the relevant charge line(s) for the miscellaneous charges. You can pay for multiple charges at once:

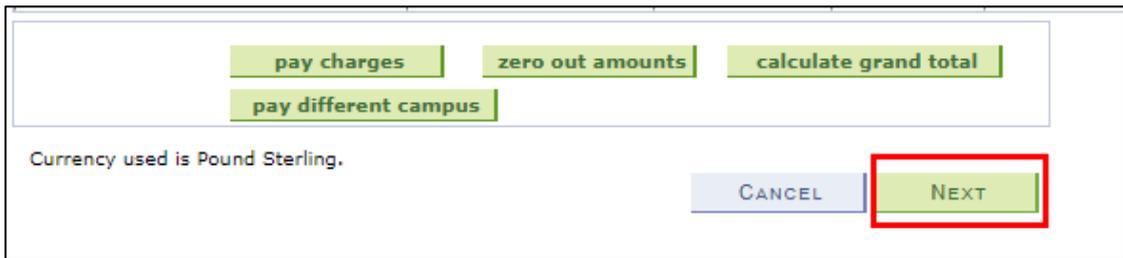| Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Cripps Hall		2019 Academic Year	2,250.13	
Cripps Hall		2019 Academic Year	1,301.28	
Library - Lost Item		2019 Academic Year	174.65	174.65
Disciplinary Fine		2019 Academic Year	300.00	300.00
Accommodation Reservation Fee		2020 Academic Year	250.00	
			0.00	
Total			**4,276.06**	

7. If there are **no charges displayed**, enter the amount you wish to pay into the 'Payment Amount' field:

Item Description	Plan Description	Outstanding Charges	Payment Amount
		0.00	7865.10
Total		**0.00**	

pay charges   zero out amounts   calculate grand total
pay different campus

Currency used is Pound Sterling.

CANCEL   NEXT

The amount you pay will put your account into credit for **general** charges, until a charge is applied to the record. Note that it will apply the credit to whichever charge is applied first, and will not reserve it for miscellaneous charges.
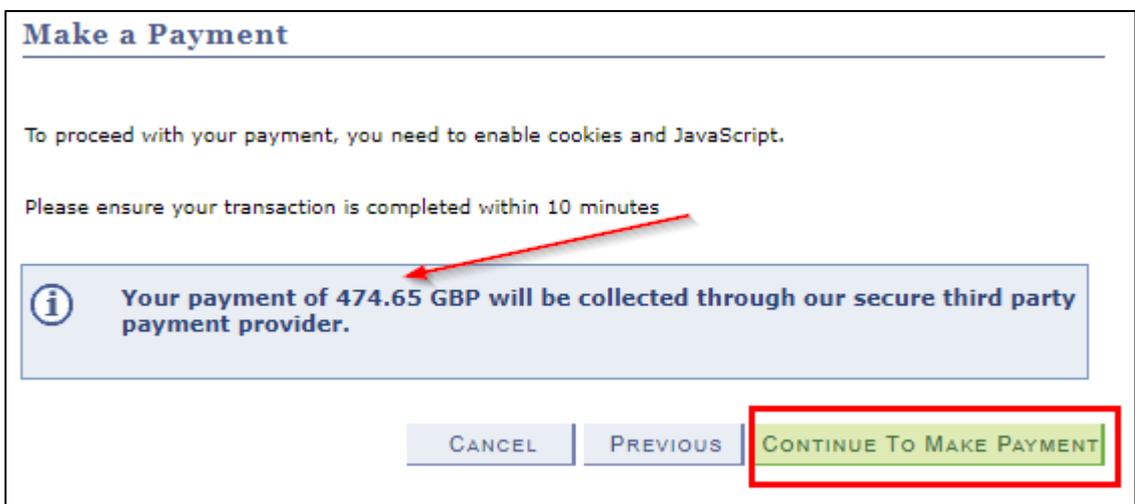
8. Click the 'Next' button:

9. Read the information on the screen and double-check your payment total before clicking 'Continue to Make Payment':

10. This will open the **Online Payment Portal.**

   Follow the online instructions to make your payment.

11. Once complete, you will be returned to MyNottingham (mynottingham.nottingham.ac.uk).

   You may see a screen that looks like the below, but wait a short while as the payment is still processing:

12. Once complete, a message will be displayed stating that your payment has been successful:

Make a Payment

Payment Result

✔ **Your payment has been accepted. Save the information below for your reference.**

Confirmation Details

Reference Number	000000200311	**Payment Amount**	474.65
Card Number		**Transaction Date**	01/05/2020
		Transaction Status	Successfully Posted

Currency used is Pound Sterling.

VIEW CONFIRMED PAYMENT   MAKE ANOTHER PAYMENT