



University of
Nottingham

UK | CHINA | MALAYSIA

Paying for Accommodation in NottinghamHub

hub.nottingham.ac.uk

Introduction

This is a technical user guide designed to show you how to make a payment for accommodation in NottinghamHub (hub.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

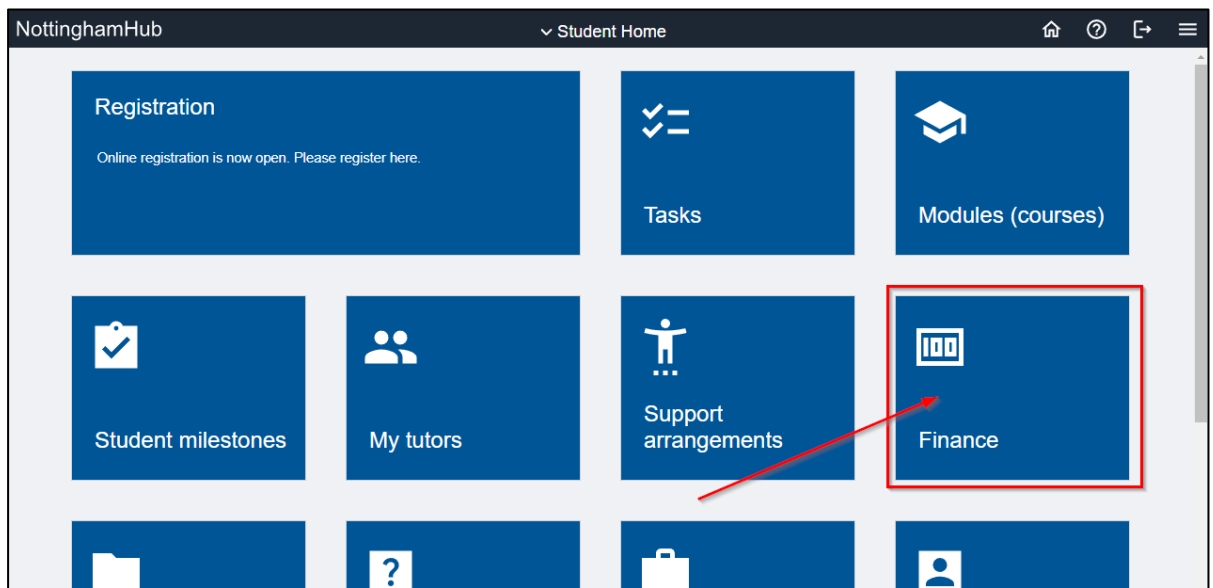
Information about tuition fees: nottingham.ac.uk/fees

Paying for accommodation (including deposits)

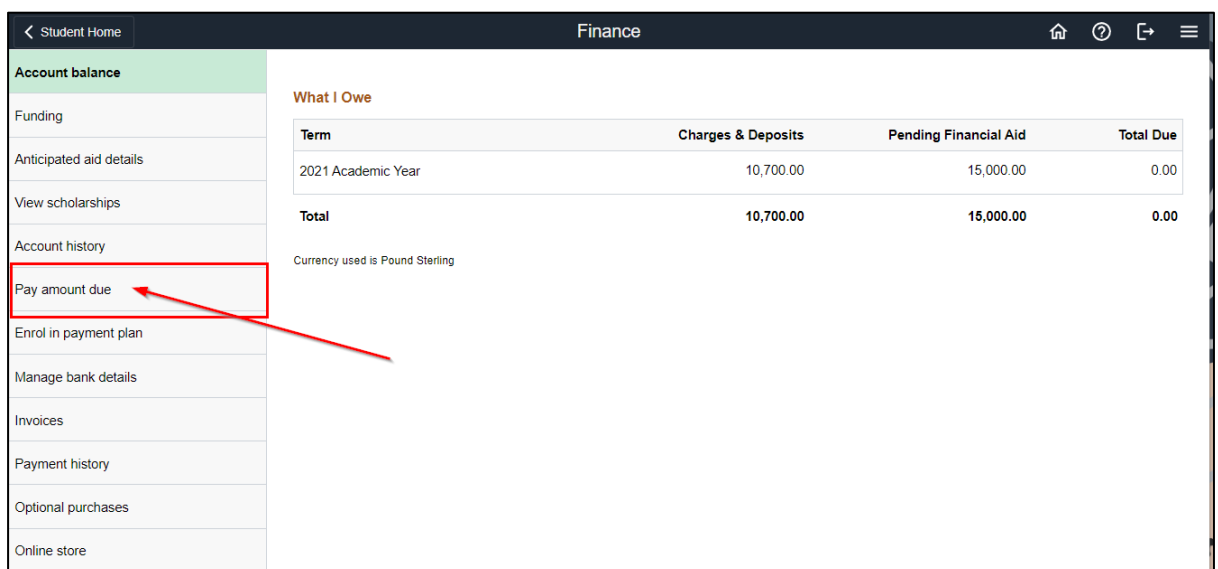
This user guide details how to pay for **accommodation**, including any deposits that may be due.

Please note this is only relevant for University of Nottingham on-campus student accommodation and Broadgate Park student accommodation. For any other accommodation, please contact your accommodation provider if you are unsure on how to pay for your accommodation.

1. Once logged in, click on the **'Finance'** button:



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:

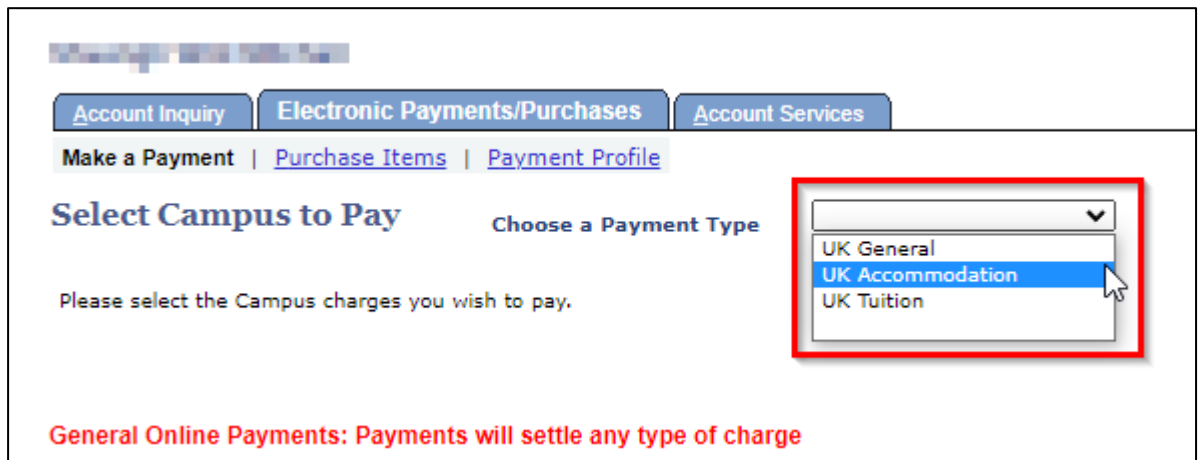
The screenshot shows the 'Electronic Payments/Purchases' section of a website. At the top, there are navigation tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below these are links for 'Make a Payment', 'Purchase Items', and 'Payment Profile'. The main heading is 'Select Campus to Pay' with a 'Choose a Payment Type' dropdown menu. A message says 'Please select the Campus charges you wish to pay.' Below this, a red text notice reads 'General Online Payments: Payments will settle any type of charge'. A table lists charges with a 'select' button, the code 'UNUK1', the name 'University of Nottingham, UK', and a total amount of '£ 10,700.00'. A red arrow points to the total amount, which is enclosed in a red box.

4. If you click the 'Select' button at this point without selecting a **Payment Type**, the payment type will default to **General**. This will settle any outstanding charges, targeting those due soonest first. If there are multiple charges with the same due date, it will settle charges in the hierarchy of tuition, accommodation, then miscellaneous charges.

If you want to pay for a specific type of charge, click on the 'Choose a **Payment Type**' dropdown:

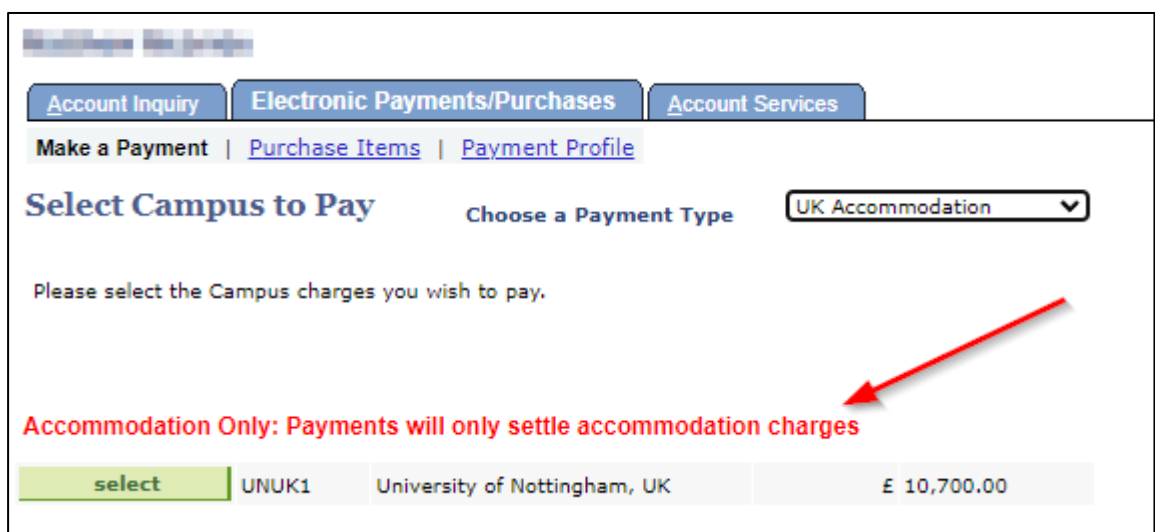
This screenshot is similar to the one above, showing the 'Electronic Payments/Purchases' page. The 'Choose a Payment Type' dropdown menu is highlighted with a red box, and a red arrow points to it. The rest of the page content, including the navigation tabs, links, and the table of charges, is visible but not highlighted.

5. On the dropdown, select the payment type (in this example, we select 'UK Accommodation'):



The screenshot shows a web interface for making payments. At the top, there are three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below these are three links: 'Make a Payment', 'Purchase Items', and 'Payment Profile'. The main heading is 'Select Campus to Pay' with a sub-heading 'Choose a Payment Type'. A dropdown menu is open, showing three options: 'UK General', 'UK Accommodation' (highlighted in blue), and 'UK Tuition'. A red box highlights the dropdown menu. Below the dropdown, there is a red text message: 'General Online Payments: Payments will settle any type of charge'.

6. Once selected, the **red text** will update to confirm the payment type you have selected and will describe the payment:



The screenshot shows the same web interface as above, but with the dropdown menu closed and 'UK Accommodation' selected. The red text message has updated to: 'Accommodation Only: Payments will only settle accommodation charges'. A red arrow points to this text. Below the text, there is a table with a 'select' button and the following information: UNUK1, University of Nottingham, UK, and £ 10,700.00.

'Accommodation Only: Payments will only settle accommodation charges'

7. Click the 'Select' button to move on to the next page:

Select Campus to Pay Choose a Payment Type UK Accommodation

Please select the Campus charges you wish to pay.

Accommodation Only: Payments will only settle accommodation charges

select	UNUK1	University of Nottingham, UK	£ 10,700.00
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8. This will display the **Make a Payment** page, detailing how to pay online and the types of payment that can be accepted through the website:

Account Inquiry | **Electronic Payments/Purchases** | Account Services


[Make a Payment](#) | [Purchase Items](#) | [Payment Profile](#)

Make a Payment

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Pay online

You can make payments online using a credit or debit card or PayPal.



All fees are payable in UK pounds sterling (GBP). We accept Visa, Mastercard, Maestro, American Express and PayPal.

To make a payment by card or PayPal:

1. Select the charges you wish to pay from those listed below; enter the amount you wish to pay against charges raised, or against the blank row to pay in advance or settle charges due soonest first
2. Click 'calculate grand total'
3. Click 'Next' to proceed to the secure payment page where you will be able to choose a payment method

You will receive a payment confirmation email after making payment.

Your account will usually update immediately. If it does not please allow 90 minutes for the balance to update and the email to arrive.

International and EU Students can pay in International Currencies on the University Flywire Page <http://uniofnottingham.flywire.com/>

9. Scroll down to the payment table – this section may look different dependent on whether you have charges on your account or not. If you have accommodation charges on your account, they will be listed in the payment table:

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Derby Hall		2021 Academic Year	3,500.00	<input type="text"/>
Derby Hall		2021 Academic Year	3,700.00	<input type="text"/>
Derby Hall		2021 Academic Year	3,500.00	<input type="text"/>
			0.00	<input type="text"/>
Total			14,400.00	

Note that if you have multiple accommodation instalment charges, it is not possible to tell from this screen which row corresponds to which due date for the charge. To pay the charge that is due first, you can enter the instalment amount into the blank row, this will apply the payment to the earliest due accommodation charge on your account:

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Derby Hall		2021 Academic Year	3,500.00	<input type="text"/>
Derby Hall		2021 Academic Year	3,700.00	<input type="text"/>
Derby Hall		2021 Academic Year	3,500.00	<input type="text"/>
			0.00	<input type="text" value="3500"/>
Total			14,400.00	

10. If you do not have accommodation charges on your account, you can still make a payment using this screen, but there won't be a fee listed:

Accommodation Only: Payments will only settle accommodation charges

Item Description	Plan Description	Outstanding Charges	Payment Amount
		0.00	<input type="text"/>
Total		0.00	

Pay Charges
Zero out all amounts
Calculate Grand Total

Pay different Campus

Currency used is Pound Sterling

11. If you are paying for a deposit, you can do so by typing it against the deposit row in the 'Payment Amount' field:

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
UPP Reservation Fee		2021 Academic Year	250.00	<input type="text"/>
UPP Deposit		2021 Academic Year	250.00	<input type="text"/>
			0.00	<input type="text"/>
Total			500.00	

Currency used is Pound Sterling

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Accommodation Reservation Fee		2021 Academic Year	250.00	<input type="text"/>
Derby Hall		2021 Academic Year	3,000.00	<input type="text"/>
			0.00	<input type="text"/>
Total			3,250.00	

Currency used is Pound Sterling

12. If there is a charge displayed, check the 'Item Description' and enter the amount you wish to pay into the 'Payment Amount' field next to the outstanding charges listed:

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Derby Hall		2021 Academic Year	3,700.00	3700
			0.00	
Total			3,700.00	

Currency used is Pound Sterling

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	

Currency used is Pound Sterling

If there are no charges on your account, the amount you pay will put your account into credit for **accommodation**, until an accommodation charge is applied to the record.

13. Click the 'Calculate Grand Total' button:

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Derby Hall		2021 Academic Year	3,700.00	<input type="text" value="3700"/>
			0.00	<input type="text"/>
Total			3,700.00	

Currency used is Pound Sterling

14. This will update the **Payment Amount** total:

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Derby Hall		2021 Academic Year	3,700.00	<input type="text" value="3,700.00"/>
			0.00	<input type="text"/>
Total			3,700.00	3,700.00

Currency used is Pound Sterling

Payment Summary				
Description	Outstanding Charges	Pending Financial Aid	Remaining Balance	Payment Amount
UK Campus	3,700.00	15,000.00	3,700.00	3,700.00

Currency used is Pound Sterling

15. Click the 'Next' button:

Item Description	Plan Description	Item Term	Outstanding Charges	Payment Amount
Derby Hall		2021 Academic Year	3,700.00	<input type="text" value="3,700.00"/>
			0.00	<input type="text"/>
Total			3,700.00	3,700.00

Currency used is Pound Sterling

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

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[Make a Payment](#) | [Purchase Items](#) | [Payment Profile](#)

Make a Payment

To proceed with your payment, you need to enable cookies and JavaScript.

Please ensure your transaction is completed within 10 minutes

i Your payment of 3,700.00 GBP will be collected through our secure third party payment provider.

17. This will open the **Online Payment Portal**. Follow the online instructions to make your payment.

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Online Payments

Test Mode

Payment Summary

Payment Item Summary

Description of item(s) to pay	Total Cost
Derby Hall	£3700.00
Total to pay today	£3700.00

[Continue](#)

[Cancel](#)

18. Once complete, you will be returned to NottinghamHub (hub.nottingham.ac.uk)

You may see a temporary screen that looks like the below screenshot asking you to 'Submit Payment', but wait a short while as the payment is still processing:

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[Make a Payment](#) | [Purchase Items](#) | [Payment Profile](#)

Make a Payment

Submit Payment

If the following information is accurate, select the Submit button.

Payment Summary

Payment Amount	3,700.00
Currency used is Pound Sterling	
Card Number	1308

[CANCEL](#) [SUBMIT](#)


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

Account Inquiry | **Electronic Payments/Purchases** | Account Services

Make a Payment | Purchase Items | Payment Profile

Make a Payment

Payment Result

 Your payment has been accepted. Save the following information for your reference.

Confirmation Details	
Reference Number	000000444002
Card Number	1308
Payment Amount	3,700.00
Transaction Date	03/12/2021
Transaction Status	Successfully Posted

Currency used is Pound Sterling

[View Confirmed Payment](#) [Make Another Payment](#)