Guidance notes for completing the payment agreement form

These guidance notes are to assist you in completing the payment plan, please complete the relevant fields with the information requested.

The above information has been transferred from your student record, if you believe that this is incorrect, please log into your MySIS account or contact the Student enquiry Centre and update your details.

Plan status is the current progress of the plan in the process

- Submitted status means – you have successfully applied for a payment and the Fees Office staff are currently reviewing the form.
- Pending – the Fees Office is awaiting information from you to progress the outcome, please complete the action in the text box and resubmit
- Not approved means – the plan is not in line with our current University Fee Regulations

Approved status – the plan has met all the conditions of the University Fee Regulations and has been finalised.

The Fees Office will advise you of the reason as to why the plan was not approved in the text box to the right of the plan status

Total tuition fee amount is the total amount payable shown on the invoice that was sent to you (excluding any scholarship or discount)
Balance Due is the amount that you are agreeing to pay on the relevant date on the agreement which has been approved by the Fees Office.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount (£)</th>
<th>Transaction Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>dd-mmm-yyyy</td>
<td>50</td>
<td>1563219</td>
</tr>
<tr>
<td>04-Jan-2021</td>
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<td>30-Apr-2021</td>
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**Date** is the date the payment was received by the Fees office.

Please ensure that you have paid the non-refundable **£50 admin charge** before submitting the payment plan. The £50 admin charge is NOT calculated as a payment towards the tuition fee.

**Transaction number** is the number on the receipt that was sent to you from the Fees Office in the format: 15XXXXXXX or the CPG number you received when the payment was made online.

<table>
<thead>
<tr>
<th>Date</th>
<th>TransNo</th>
<th>Customer ID</th>
<th>Student ID</th>
<th>Amount (£)</th>
<th>Description</th>
</tr>
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<tbody>
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<td>15902400</td>
<td>Xxxxxxxxxx</td>
<td>Xxxxxxxxxx</td>
<td>1312.72</td>
<td>Student No, Name</td>
</tr>
</tbody>
</table>

Once you have read and agreed to the University Fee Regulations, please submit the form for approval to the Fees Office. The plan will only be approved if you have complied with the terms in the University Fee Regulations.

Please read the notes below before submitting the payment plan as this will assist in the approval process.

**Payment plan**

Queen Mary University of London’s (QMUL) normal policy for making payment of tuition fees by instalment for all Postgraduate and overseas students starting their programme in January 2021 is 50% of fees at enrolment and 50% at the end of April 2021, with an administrative charge of £50. This is only applicable if the self-
funding element of your tuition fee is over £1,000. If the self-funding amount is less than £1,000, you are required to pay this amount upfront.

**Scenario 1**

For example if you have been offered a place on MSc FT Accounting and Finance and the total amount payable is £19,850 and you are choosing to pay by instalments the payment plan will be arranged as follows:

£9,925 (£19,850/2) due prior to enrolment + £50 administration and the balance £9,925 (£19,850/2) due end of April 2021

However, for those students in receipt of a student loan through the UK Government’s Postgraduate Loan scheme [https://www.gov.uk/masters-loan](https://www.gov.uk/masters-loan) there is an alternative payment schedule available. If you are a UK or EU Postgraduate student, and have a loan that will cover the full cost of your tuition fees, we will allow payment in 3 instalments but these must be aligned with receipt of your loan from the Student Finance England. You must email a copy of your Master’s Loan Document to the Fees Office fees-plan@qmul.ac.uk

If your loan does not cover the full cost of your tuition fees, we would normally allow the fees that will be covered by the loan to be repaid in 3 instalments (as above) and the outstanding amount to be repaid in line with current policy (50% on enrolment and 50% at the end of April). Please note that any instalment agreement will attract a £50 administration fee.

**Scenario 2**

For example if you have been offered a place on MSc FT Accounting and Finance (fee: £19,850) and in receipt of a postgraduate loan of £11,222.00, your payment plan will be arranged as follows:

Total amount payable: £19,850.00

Loan element: £11,222.00

Self-funding element: £8,628

**Self-funding element payment plan**

£4,314 (£8,628/2) due prior to enrolment + £50 administration fee due prior to enrolment

£4,314 (£8,628/2) due end of January

**Loan element payment plan**

£3,741 (£11,222/3) due first loan payment date

£3,741 (£11,222/3) due second loan payment date
£3,740 (£11,222/3) due third loan payment date

**Scenario 3**

For example if you have been offered a place on the MSc FT Computer Science (Fee: £10,900) and in receipt of a postgraduate loan of £11,222 your payment plan will be arranged as follows:

Total amount payable £10,900

Loan amount: £11,222

Loan element payment plan

£50 administrative fee due before agreement of payment plan

£3,634 (£10,900/3) due by the first loan payment date

£3,634 (£10,900/3) due by the second loan payment date

£3,633 (£10,900/3) due by the third loan payment date

Please click on the following link [https://webapps2.is.qmul.ac.uk/spp/](https://webapps2.is.qmul.ac.uk/spp/) to access the payment plan