

How to register using your student loan

- Once you have selected your modules you will be presented with the Summary screen where you can review your previously entered details, your selected modules and the amount which is now due to be paid.
- You may edit your selection by pressing **'edit'**.

Bachelor of Laws (LLB) Graduate Entry

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Summary

[Help](#)

Please check that the information on this page is correct.

Fees

Fees for selected programme and/or modules

Programme	Module code	Module title	Academic year	Fee type	Net amount	Tax amount*	Gross amount
Bachelor of Laws (LLB) Graduate Entry	LA1010-02	Criminal law	2019/0	Module Fee	£ 153.00	£ 0.00	£ 153.00
Bachelor of Laws (LLB) Graduate Entry	LA1020-02	Public law	2019/0	Module Fee	£ 153.00	£ 0.00	£ 153.00
Bachelor of Laws (LLB) Graduate Entry			2019/0	Initial Registration Fee	£ 494.00	£ 0.00	£ 494.00
Fees due					£ 800.00	£ 0.00	£ 800.00

*Tax has been calculated where applicable.

Personal details

[Edit](#)

Title	MR
Official name	James TESTSSP
Date of birth	21 October 1973
Sex	Male
Nationality	Afghan
Country of permanent residence	Afghanistan
Email address	abc@lon.ac.uk
Alternate email	Not provided
Telephone	+17672773720
Mobile / alternative telephone	Not provided
Notes	Not provided

Equal opportunities

[Edit](#)

To view or update click 'Edit'.

Addresses

[Edit](#)

Home address	1 Test St 1154554 Afghanistan
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Access arrangements

[Edit](#)

To view or update click 'Edit'.

Mode of study

[Edit](#)

Recognised teaching centre	Studying independently
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Modules / courses

[Edit](#)

Module / course code	Title
LA1010-02	Criminal law
LA1020-02	Public law
LA1050-02	Introduction to English law

[Save & Exit](#) [Next](#)

- Once you are happy with your selections please press **'Next'** to proceed.

As your student finance sponsorship has already been set up on your account you will be presented with the Fee Summary screen.

UNIVERSITY OF LONDON
SIPC

My study My details My results My applications My finance My communications 198930013 James TESTSSP Logout

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Fee summary

* Indicates a required field

We notice that a sponsor is paying all or part of your fees. Please confirm that an invoice for the sponsorship amount remaining should be sent to your sponsor.

		Net amount	Tax amount	Gross amount
Total fees due		£ 800.00	£ 0.00	£ 800.00
Sponsorship amount remaining	Student Loans Company			£ 153.00
Sponsorship amount remaining	Student Loans Company			£ 153.00
Sponsorship amount remaining	Student Loans Company			£ 494.00
Fees payable by student				£ 0.00

Do you wish to use this sponsorship and pay any remaining fees due? **Yes**

Back Save & Exit **Next**

- If the amounts displayed are as expected, please select 'Yes' on the dropdown and then select 'Next' to proceed.
- If your payment method selection screen shows a zero amount for fees due, this means that your student finance sponsorship covers all the fees that are due to be paid. Please select 'Next' to proceed to the Registration completion screen.
- If the amounts are not as expected, please refer to page 4 of this document for the required steps.

Bachelor of Laws (LLB) Graduate Entry

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Payment method

Help

You must complete the task for your registration to be accepted.

You have confirmed that an invoice for £800 should be sent to your sponsor Student Loans Company.

Programme	Module code	Module title	Academic year	Fee type	Net amount	Tax amount †	Gross amount
							Fees due
							£ 0.00

†Tax has been calculated where applicable.

Back Save & Exit **Next**

- If your student finance does not cover all your fees an amount you are required to pay will be displayed on the Fee Summary Screen.

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Fee summary

* Indicates a required field

We notice that a sponsor is paying all or part of your fees. Please confirm that an invoice for the sponsorship amount remaining should be sent to your sponsor.

Sponsor and student amounts to be paid

		Net amount	Tax amount	Gross amount
Total fees due		£ 800.00	£ 0.00	£ 800.00
Sponsorship amount remaining	Student Loans Company			£ 122.40
Sponsorship amount remaining	Student Loans Company			£ 122.40
Sponsorship amount remaining	Student Loans Company			£ 395.20
Fees payable by student				£ 160.00

Do you wish to use this sponsorship and pay any remaining fees due? Yes

[Back](#) [Save & Exit](#) [Next](#)

- If the amounts displayed are as expected please select 'Yes' on the dropdown and then select 'Next' to proceed.
- If the amounts are not as expected please refer to page 4 of this document for the required steps.
- You will then be presented with the Payment method screen where you will be prompted to pay your outstanding balance using one of the available payment methods. Once you have selected the method you wish to use, select 'Next' and follow the provided payment steps.

Payment method [Help](#)

* Indicates a required field

All outstanding fees must be paid for your registration to be accepted.

You have confirmed that an invoice for £640 should be sent to your sponsor Student Loans Company.

Fees for selected programme and/or modules

Programme	Module code	Module title	Academic year	Fee type	Net amount	Tax amount †	Gross amount
Bachelor of Laws (LLB) Graduate Entry			2019/0	Module Fee	£ 30.60	£ 0.00	£ 30.60
Bachelor of Laws (LLB) Graduate Entry			2019/0	Module Fee	£ 30.60	£ 0.00	£ 30.60
Bachelor of Laws (LLB) Graduate Entry			2019/0	Initial Registration Fee	£ 98.80	£ 0.00	£ 98.80
Fees due							£ 160.00

†Tax has been calculated where applicable.

Payment method* Online

Your payment must be made in full by using **one** payment card only.

The following 16-digit card types are accepted:

- Visa (debit, credit)
- MasterCard (debit, credit)
- Maestro (debit).

We do not accept American Express.

You will be taken to an external payment gateway. Once redirected, please do not refresh your browser or click the back browser navigation buttons.

Once you proceed you will not be able to return to this Payment Method selection page.

[Back](#) [Save & Exit](#) [Next](#)

- Once your payment has been completed or if you have selected 'Next' where no payment is required you will be presented with the Registration confirmation screen.

- If you have selected one of our offline payment methods you will receive a different confirmation screen and your registration will only be deemed complete once the payment has been received.

Steps to take if amounts shown are not as expected

- If the payment breakdown is not displayed as expected select **'No'** on the dropdown and **'Next'** to proceed.

Fee summary

* Indicates a required field

We notice that a sponsor is paying all or part of your fees. Please confirm that an invoice for the sponsorship amount remaining should be sent to your sponsor.

Sponsor and student amounts to be paid

		Net amount	Tax amount	Gross amount
Total fees due		£ 800.00	£ 0.00	£ 800.00
Sponsorship amount remaining	Student Loans Company			£ 153.00
Sponsorship amount remaining	Student Loans Company			£ 153.00
Sponsorship amount remaining	Student Loans Company			£ 494.00
Fees payable by student				£ 0.00

Do you wish to use this sponsorship and pay any remaining fees due?*

Back Save & Exit Next

- You will be presented with the previous sponsor screen where you have the following options to proceed:
 1. Update the existing sponsor details/change the sponsorship amount to be used and upload updated sponsorship documents
 2. Provide details of a new sponsor and upload sponsorship documents
 3. Select an alternative payment method
- If you wish to request an alternative payment method select **'Change payment method'**.

Sponsor [Help](#)

* Indicates a required field

Previous sponsor

You have indicated that an amendment is required to the current sponsorship. Please review the details and:

- Update the existing sponsor details/change the sponsorship amount to be used and upload updated sponsorship documents; or
- Provide details of a new sponsor and upload sponsorship documents; or
- Select an alternative payment method.

[Change payment method](#)

Sponsor details

Name of sponsor / organisation*

Address*

Town / city*

Postcode / ZIP code

Country*

Company registration number (if applicable)

Sponsor contact person

Name*

Position

Email address*

Telephone*

Finance contact person

Name*

- You will be presented with the **'Change payment method'** which will provide you with a freeform box to allow you advise the Fees Office of how you wish to cover your fees.

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Change payment method

Provide information about your chosen payment method to cover your fees.

I expected my student finance payment to cover all my fees

[Back](#) [Save & Exit](#) [Submit](#)

- Select **'Submit'** to proceed and a message will be sent to the Fees Office for review.

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Change payment method

The University team has been notified. We will contact you as soon as possible.

[Save & Exit](#)

- Select **'Save and Exit'**
- The Fees Office will then check your query and respond accordingly.