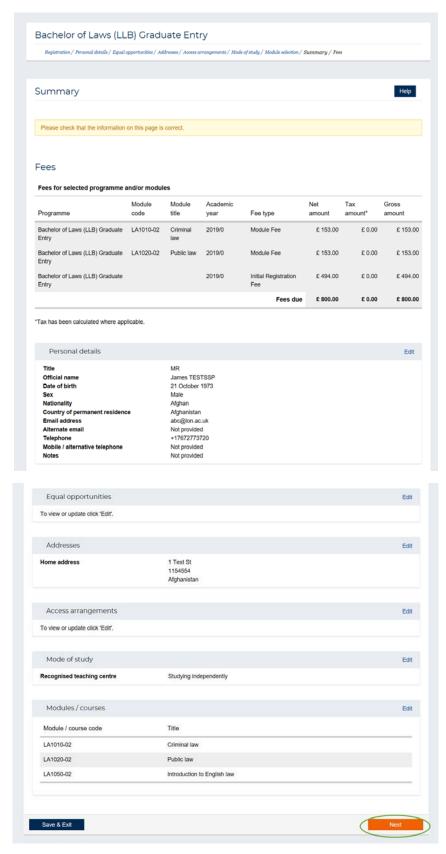
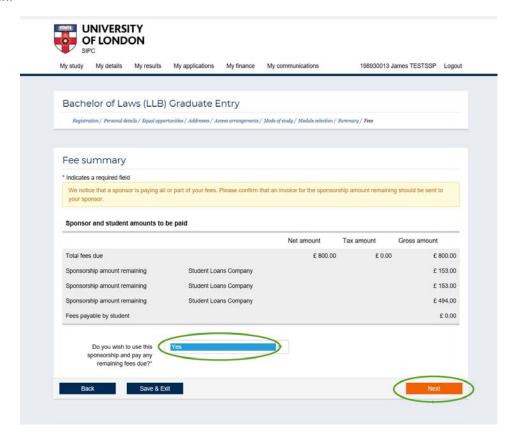
How to register using your student loan

- 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'.

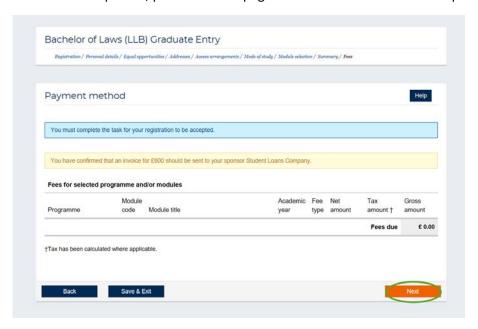


Once you are happy with your selections please press 'Next' to proceed.

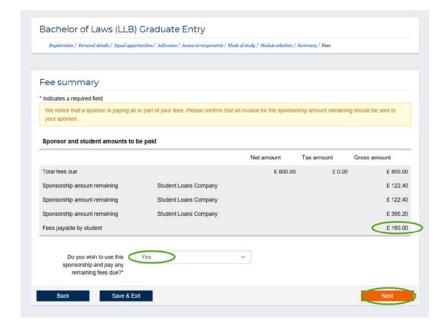
As your student finance sponsorship has already been set up on your account you will be presented with the Fee Summary screen.



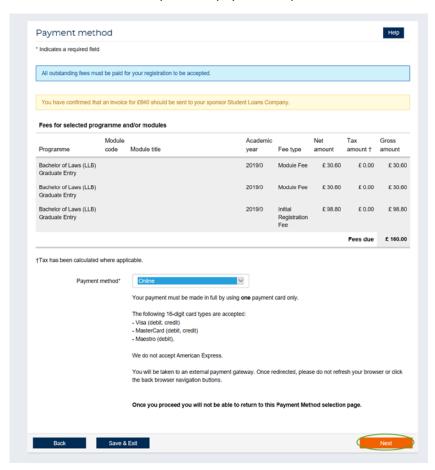
- If the amounts displayed are as expected, please select 'Yes' on the dropdown and then select 'Next' to proceed.
- If your payment method selection screen shows a zero amount for fees due, this means that your student finance sponsorship covers all the fees that are due to be paid. Please select 'Next' 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.



• 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.

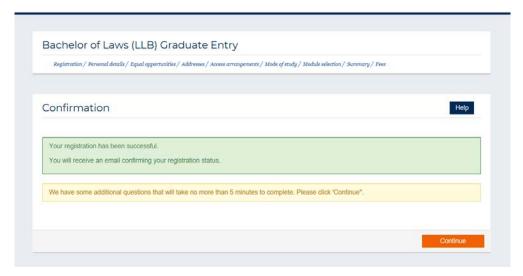


- If the amounts displayed are as expected please select 'Yes' on the dropdown and then select 'Next' to proceed.
- If the amounts are not as expected please refer to page 4 of this document for the required steps.
- You will then be presented with the Payment method screen where you will be prompted 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.



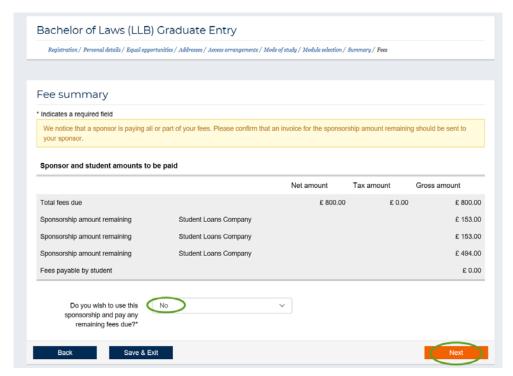
Once your payment has been completed or if you have selected 'Next' where no payment is required you
will be presented with the Registration confirmation screen.

• 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.

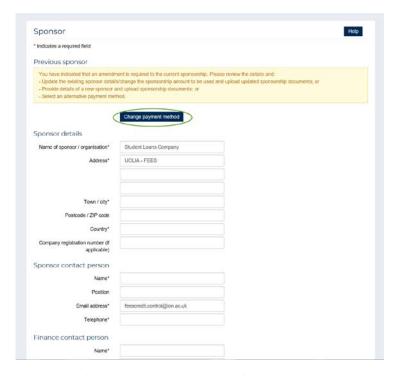


Steps to take if amounts shown are not as expected

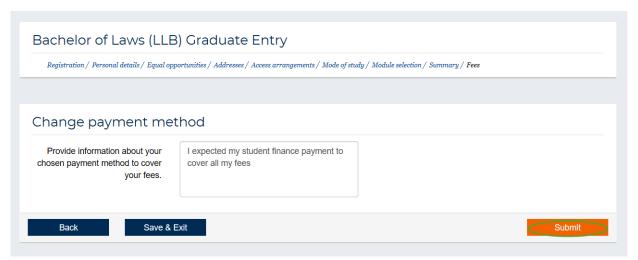
If the payment breakdown is not displayed as expected select 'No' on the dropdown and 'Next' to proceed.



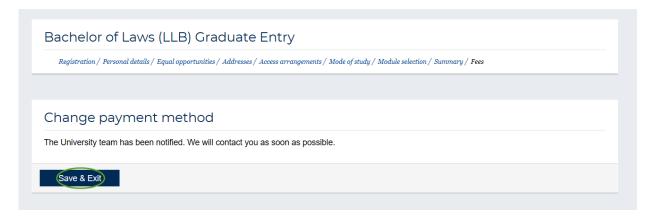
- You will be presented with the previous sponsor screen where you have the following options to proceed:
 - 1. Update the existing sponsor details/change the sponsorship amount to be used and upload updated sponsorship documents
 - 2. Provide details of a new sponsor and upload sponsorship documents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



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.



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



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