Paying Accommodation Fees for Academic year 2017-18

In order to pay Accommodation Fees our finance department must first raise an invoice which you will be able to view via the student ‘My Bristol’ portal. Can you see the invoice for accommodation fees in the ‘Fees and Funding’ section at https://mybristol.bris.ac.uk/portal?

- **YES**
  - Are you the student?
    - **YES**
      - Please go to Page 2
    - **NO**
      - Are you a parent or someone wishing to pay on behalf of the student?
        - **YES**
          - Are you an organisation sponsoring a student’s fees?
            - **YES**
              - Make a bank transfer** to:
                - University of Bristol Fees Acc 20-13-42
                - 90923583
                - Please visit:
                  - http://www.bristol.ac.uk/accommodation/undergraduate/fees/#paying
            - **NO**
              - Send a cheque or bankers draft** to:
                - Cash Office, University of Bristol, Senate House, Tyndall Avenue, Bristol, BS8 1TH
          - Please contact your student to forward their invoice to the Income Office
        - **NO**
          - Ask the student to select ‘Set up standard accommodation payment plan’ in MyBristol portal
            - Student to choose Direct Debit/RCP (card) option
            - If card, student to forward automatically received email to parent/other payer
            - Payer to click link in email to set up card details
    - **NO**
      - Are you an organisation sponsoring a student’s fees?
        - **YES**
          - Make a bank transfer** to:
            - University of Bristol Fees Acc 20-13-42
            - 90923583
            - Please visit:
              - http://www.bristol.ac.uk/accommodation/undergraduate/fees/#paying
        - **NO**
          - Send a cheque or bankers draft** to:
            - Cash Office, University of Bristol, Senate House, Tyndall Avenue, Bristol, BS8 1TH
    - **NO**
      - Pay by credit/debit card at:
        - bristol.ac.uk/online-payments

- **NO**
  - Is today before 25th September 2017?
    - **YES**
      - Invoices will not be created before this date. Please visit your portal again after this date
    - **NO**
      - Please contact Income Office: student-fees@bristol.ac.uk or Telephone: 0117 9546372

**Deadline for DIRECT DEBIT instalment plan set up:**
- 13/10/2017

**Deadline for CARD instalment plan set up:**
- 20/10/2017

* As long as the card belongs to the VISA or MasterCard group we will accept them – We are not able to accept AMEX or PAYPAL

** Please quote student number with all types of payments
Students - Select the method how you wish to pay your Accommodation fees...

- You want to pay your total Accommodation fees in a one-off payment by credit/debit card
  - Go to your My Bristol portal ‘Fees & Funding’ section
  - Choose ‘Make a payment’ option
  - Select the invoice you wish to pay and enter your card details

- You want to pay your Accommodation fees in 3 termly instalments
  - Choose ‘Set up standard accommodation payment plan’ option
  - Direct Debit
    - Enter sort code and account number
    - Can NOT be used against savings accounts and must be set up before 15/10/2017
  - Credit/debit card
    - Click link to enter card details
    - Payment from any account* and can be set up before 20/10/2017. Link can be forwarded to parents to make payments

- You want to pay your total fees by bank transfer or in person (card*/cheque**)
  - Do you know how much you are supposed to be paying?
    - YES
      - Make a bank transfer** to:
        - University of Bristol Fees Account:
        - 20-13-42 90923583
        - Please visit: http://www.bristol.ac.uk/accommodation/undergraduate/fees/#paying
      - Visit in person or post cheques / bankers drafts** to:
        - Cash Office, University of Bristol, Senate House, Tyndall Avenue, Bristol, BS8 1TH
        - Opening hours are 9am to 4.30pm Monday to Friday
    - NO
      - Go to your My Bristol portal ‘Fees and Funding’ link to view your statement OR look at your original contract from the Accommodation Office (see over ‘General Information’ for details). Please note that the Income Office does not have access to these contracts.

* As long as the card belongs to the VISA or MasterCard group we will accept them – We are not able to accept AMEX or PAYPAL

** Please quote student number with all types of payments

Deadline for DIRECT DEBIT instalment plan set up: 13/10/2017
Deadline for CARD instalment plan set up: 20/10/2017
General Information

• All details of Accommodation Fees due are on the original online contract issued to the student (the Income Office cannot provide this information). Students can log into their contract from the Accommodation website up until 24/10/2016 – we also advise you print a copy for future reference.

• Due dates for payment in instalments are:

  1\textsuperscript{st} 24\textsuperscript{th} October 2017
  2\textsuperscript{nd} 24\textsuperscript{th} January 2018
  3\textsuperscript{rd} 24\textsuperscript{th} April 2018

• For all UG inquiries please visit:
  http://www.bristol.ac.uk/accommodation/undergraduate/fees/

• For all PG inquiries please visit:
  http://www.bristol.ac.uk/accommodation/postgraduate/university-allocated-accommodation/fees/

• NB - Please be aware that there are a number of fraudsters operating who approach students saying they can obtain a discount on their rents. The student is required to pay over a sum of money e.g. £750 and the fraudster will then pay the accommodation fees. The fraudster will often have a large amount of information about the student and may claim to know someone in the University's accommodation or finance department. This a con, the fraudster will pay on a false credit card and you will end up having paid the fraudster and still owing your rent. If someone approaches you saying they can discount your rent in return for a payment always say "No".