

To change your payment details, use the following link and completed all fields

<https://www.payments.ed.ac.uk/instalments/>

Please allow at least 10 working days before your next due instalment to allow the changes to take place.

### Step 1

\* indicates a required field

**Payer Details**

Student/Customer/Employee ID Exclude S prefix \*

First Name \*

Last Name \*

Account Holder's Relationship \*

**Terms & Conditions**

Please tick the following box to confirm that you have read and accept the [University's Terms and Conditions](#)

I accept the Terms and Conditions

To proceed click Continue Continue

Please enter your student ID using only numerical characters  
For example: 1600000

Please tick to accept the Terms & Conditions and click on continue

### Step 2

**Payment Options**

VISA VISA DEBIT Mastercard American Express DIRECT Debit

Description *	Total Amount (GBP) *	Credit/Debit Card Instalments	Direct Debit
<input type="checkbox"/> Accommodation		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> UOE Car Parking Permits			<input type="radio"/>
<input type="checkbox"/> UOE Centre for Sport and Exercise - Membership			<input type="radio"/>
<input type="checkbox"/> Commercial Sales			<input type="radio"/>
<input type="checkbox"/> Arcadia			<input type="radio"/>
<input type="checkbox"/> Student Tuition Fees			<input type="radio"/>
<input type="checkbox"/> Commercial Property Rental			<input type="radio"/>

To proceed click Continue Continue

Tick the accommodation box & your chosen method of payment then click on continue



Please note by updating your new method of payment, you will still be required to make a manual payment if you missed a payment.

### Instalment Payments

**Select Instalment Options for Direct Debit - Accommodation**

Plan	Plan Description	Total Value	Instalment Plan Details
<input checked="" type="radio"/>	DD - Accommodation	n/a	Blank Mandate. Payment dates and amounts will be specified by University of Edinburgh, and sent to you in due course.

*Please click here to continue* Continue

Click on continue

Please check the items below and click 'Continue' to proceed

**Payer Details**

Student/Customer/Employee ID Exclude S prefix      11111111

  

Description of item(s) to pay	Total Cost
Accommodation Blank Mandate. Payment dates and amounts will be specified by University of Edinburgh, and sent to you in due course.	

*Please click on Continue to proceed* Continue

Click on continue

### Step 3

### Instalment Payments

*Please click on Continue to proceed* Continue

**Direct Debit Questions**

Please ensure the answers to the following are correct:

	Yes	No
Is this a UK Bank / Building Society Account and are you the Account Holder?*	<input checked="" type="radio"/>	<input type="radio"/>
Is this a business account?*	<input type="radio"/>	<input checked="" type="radio"/>
Does this account require more than one signature?*	<input type="radio"/>	<input checked="" type="radio"/>

\* indicates a required field

*Please click on Continue to proceed* Continue

*Please click Back to return to the previous page.* Back

Complete all fields and then click on continue

### Step 4

Instalment Payments

Please click on Continue to proceed Continue

**Enter Bank Account Details**

Account Holder First Name\*

Account Holder Last Name\*

Account Number\*

Sort Code\*  -  -

**Account Holder Address**

This is the address to which your bank account is registered.

Country\*

Postcode\*

House / Flat No.

Find Address

[Enter your address manually](#)

Complete all fields and then click on continue

### Step 5

You will be provided with a screen confirming the details you have entered – please review them carefully.

**The Direct Debit Guarantee**

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the University of Edinburgh will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the University of Edinburgh to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by the University of Edinburgh or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when the University of Edinburgh asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

If these details are correct and you still wish to proceed then please press the "Confirm Details"

Confirm Details

If the details are correct, click on confirm details.

Instalment Payments

Pay Now

**Summary**

Description of item(s) to pay	Total Cost
Accommodation Blank Mandate. Payment dates and amounts will be specified by University of Edinburgh, and sent to you in due course.	

**Bank Account Information** Edit details

Direct Debit      Account Holder Address

To complete the process, click on pay now (no payment will be taken from your account until your next payment date, if you have missed a payment you will still be required to make a manual payment.

To make an online payment go to:  
<http://bit.ly/ACEONLINEPAYMENT>