

## How do I pay for my Residence Fees

After the initial Booking Fee of £300 has been made you have the following payment options:

- Payment in full by online payment or bank transfer
- Instalments in 8 monthly direct debits from mid October to mid May

Payment in full must be made by the due date detailed in your Accommodation Contract otherwise a late payment fee of 3.5% will be added to the amount due. Payment can be made in one of the following ways:

### 1. Online Payment

Residence fees can be paid online by debit or credit card at <http://www.buyat.dundee.ac.uk/>. From the menu, choose Product Catalogue > Residences > Payments and click on Residence Fees. There are two options for each hall of residence -

- Booking Fee (£300) – use this option when paying the required deposit
- Variable Fee – use this option when paying the amount per the accommodation contract less the booking fee of £300. The amount will automatically show £500.00 but this amount can be amended.

### 2. Bank Transfer - If you choose to pay the University by bank transfer then your bank will require the following information:

Currency and amount	- you must quote the <b>GBP</b> residence fee amount
Payment details	- it is important that we can identify the sender when the money is received into our bank account therefore please quote your full name beginning with your family name and please also state "residence fees"
Beneficiary's name	- The University of Dundee
Beneficiary's address	- Nethergate, Dundee, DD1 4HN, UK
Bank	- The Royal Bank of Scotland plc, 3 High St, Dundee, DD1 9LY, UK
Sort Code:	- 83-50-00
Account Number	- 00279724
SWIFT/BIC:	- RBOSGB2L
IBAN	- GB35RBOS83500000279724

You must also instruct your bank that all charges (including those of the beneficiary's bank) are paid by the sender. Any difference between the residence fee and the amount received will have to be settled at the Cash Office. Please retain your copy of the bank transfer document as it may be necessary for you to prove to the University authorities that you have made the correct payment.

### 3. Direct Debit Instalments

A direct debit is a regular automated payment from a UK bank account direct to the University's bank account in payment of your fees. The direct debit instalment plan consists of 8 equal monthly payments from mid October until mid May.

In order to set up a direct debit you are required to complete a direct debit form at <http://www.dundee.ac.uk/finance/mainfunctions/student/dd.htm>, and print the form. The bank account holder must sign and date the form and return it to the **CASH OFFICE, NETHERGATE, DUNDEE, DD1 4HN** before 29 September.

The direct debit will be lodged against the account holder's bank and the account holder will receive a letter with details of the amount and payment date of each monthly instalment before the first payment is due to be taken from their bank account. Before completing the form, you must ensure the following:

- The bank account is a UK bank account
- The account is a current account (direct debits cannot be set up on savings accounts)
- You have sufficient funds in your account to meet each payment as it falls due