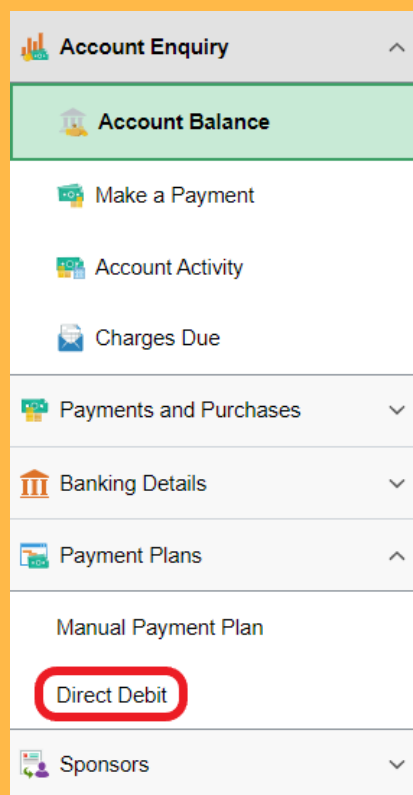


How to set up a Direct Debit Payment Plan



1. Log in to MyCampus and select the Finances tile from the Student Homepage.



2. Select Direct Debit from the Payment Plans dropdown list on the left.

Please ensure that the account selected can be used to set up Direct Debits. If you are unsure, please confirm direct with your bank before continuing.

To Continue, please select a Bank Account. To exit the Direct Debit setup, please press Exit/Back.

Add an Account

3. If you have already set up a bank account, skip to step 5. If not select the "Add an Account Button.

Cancel **New Bank Account** Save

If you are setting up a bank account to be used for Direct Debit you will need to provide the following information (your cheque book contains all the bank details that you require).

Alternatively you can print a Direct Debit Instruction by selecting Print Direct Debit Form and post it to us. If you are unable to print, please contact 0141 330 2801 and we will post you a paper Direct Debit Instruction.

*Account Reference ⓘ

*Account Name ⓘ


*Bank/Building Society Name ⓘ

*Sort Code ⓘ

*Account Number ⓘ

International Bank Account Nbr ⓘ

In order to set up a Direct Debit you must confirm that you are the account holder for this account and that you are the only person required to authorise debits from this account. Yes

Print direct debit form 

4. Fill in the popup form and confirm your consent to use that account for the Direct Debit.

Account Reference	Account Name	Bank/Building Society Name	Account Number	Sort Code	Select account for Direct Debit	DD
Personal	Test One	HSBC	81656929	40-22-47	Select	No

5. Select the relevant bank account.

These are the Direct Debits you are currently active in:

You are not currently active in any Direct Debits.

To cancel a direct debit please notify us in writing by sending your request to finance-student@glasgow.ac.uk

These are the Direct Debits you are eligible for in current term:

Term	Description	Number of Installments	First Due Month
2022	Tuition: 2 Months from May - June '23	2	May

Sign up for Direct Debit

6. Sign up for the relevant Direct Debit from the list of those you are eligible for.

7. Follow the onscreen instructions to confirm your payment plan.