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Financial Registration Guide – SAAS Funded Students

This guide is for students that wish to complete Financial Registration by paying their fees with Student Awards Agency for Scotland (SAAS) Funding.

Contents

Entering Registration

Upon logging in, if you have outstanding Registration you should land on the Welcome to Registration Grid. Click on the Financial Registration button.

If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

Step 1. Introduction

In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.

Please read the information on screen. You can expand any sections that are relevant. Then Press Confirm.

Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

Step 2. My Academics

Read the information provided. If the information listed is not accurate, you can use the My Adviser of Studies button to contact your adviser.

If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

Step 3. Financial Registration Balance

Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.

Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.

Press Confirm.

The Next button will then be available. Click Next.

Step 4. Payment Options

Read the information provided. Then press Confirm.

The Next button will then be available. Click Next.

Step 5. Payment by SAAS

Update the *Would you like to select this payment option* slider to Yes.

Then update the *I confirm that SAAS is paying my fees* slider to Yes.

The Sponsor Declaration is then displayed. Update the *I confirm that I have read and understood the sponsor declaration* slider to Yes. Additional information will then be presented.

Fill in the relevant answers. If you have a SAAS reference number, enter it in the relevant box. If you don't have a SAAS Reference number, see the information here – No SAAS Reference. If you're funded by a Part Time Fee Grant (PTFG), update the relevant slider to Yes and enter your PTFG reference.

If SAAS is paying your full fee, please follow the steps below. If SAAS is paying part of your fee, please click here: Partial SAAS Funding

Full SAAS Funding

Update the *Do you expect SAAS to cover your full fee* slider to Full.

You will then see a notification confirming that your Financial Registration balance has changed. The balance displayed on the step will also update.

Then press Confirm.

Financial Registration-82

✕ Exit

‹ Previous

ID: 0809515   Test Student Two

1	Introduction Complete
2	My Academics Complete
3	Financial Registration Balance Complete
4	Payment Options Complete
5	Payment by SAAS In Progress
6	Payment by SLC Not Started
7	Sponsorship Not Started
8	Payment by Card Not Started
9	Direct Debit Not Started
10	Manual Instalment Not Started
11	Payment by Cheque Not Started
12	Completion Not Started

Step 5 of 12: Payment by SAAS ⓘ

Confirm

Would you like to select this Payment Option?   Yes

SAAS funding is available to most Scottish students as well as certain EU students.

Financial Registration Balance ⓘ

0.00

I confirm that SAAS is paying my fees   Yes

Sponsor Declaration

You must agree to the sponsor declaration below before continuing.

'I agree that if the sponsor indicated fails to pay all or some of my tuition and bench fees, that I will be liable for the balance due'

I confirm that I have read and understand the Sponsor Declaration   Yes

SAAS Funding Information

Please provide your SAAS reference number and, if known, the amount of funding you expect from SAAS for your tuition fees.

SAAS Reference Number ⓘ

Enter your 8 digit SAAS reference number, if known   12345678

Part-Time Students - Are you funded by a Part-Time Fee Grant (PTFG)?   No

Enter your 10 digit PTFG reference number, if known

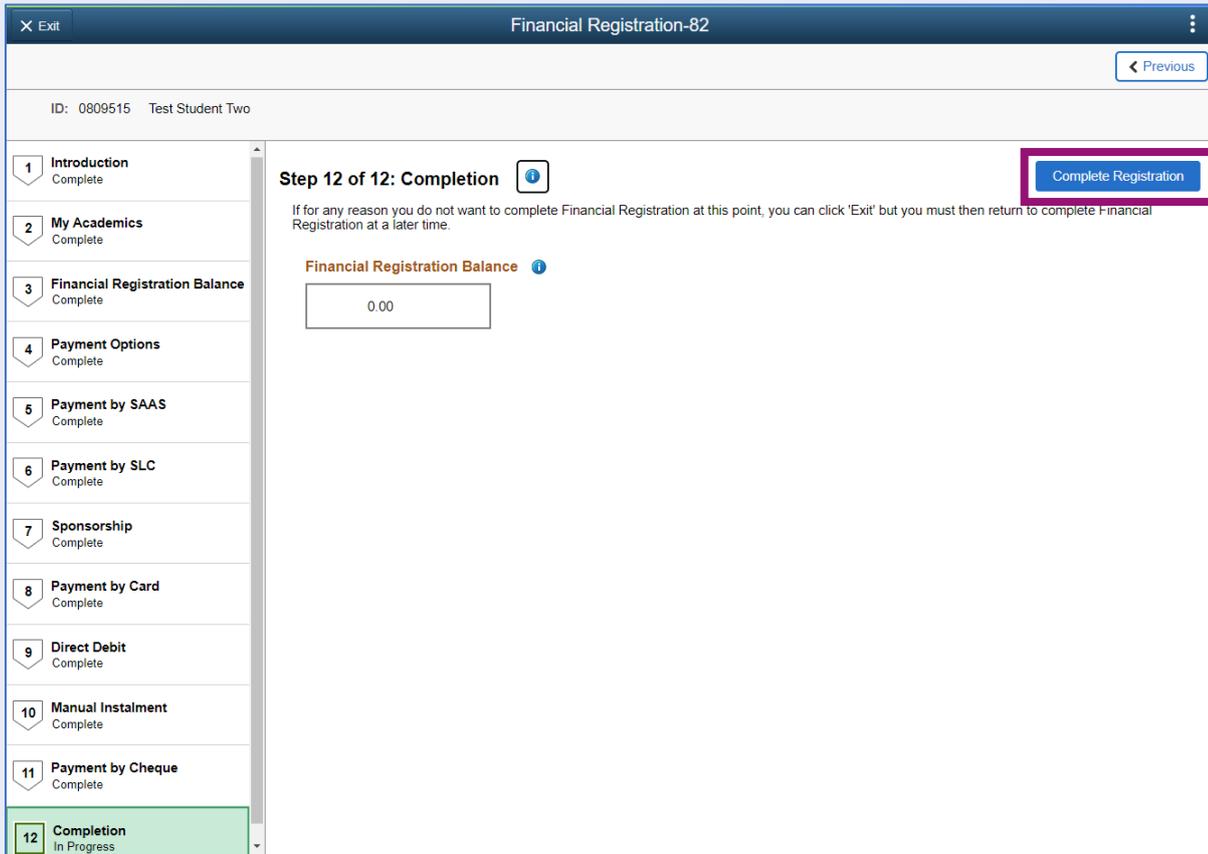Please indicate here if you expect SAAS to pay your Full Fee

Do you expect SAAS to cover your full fee?   Full
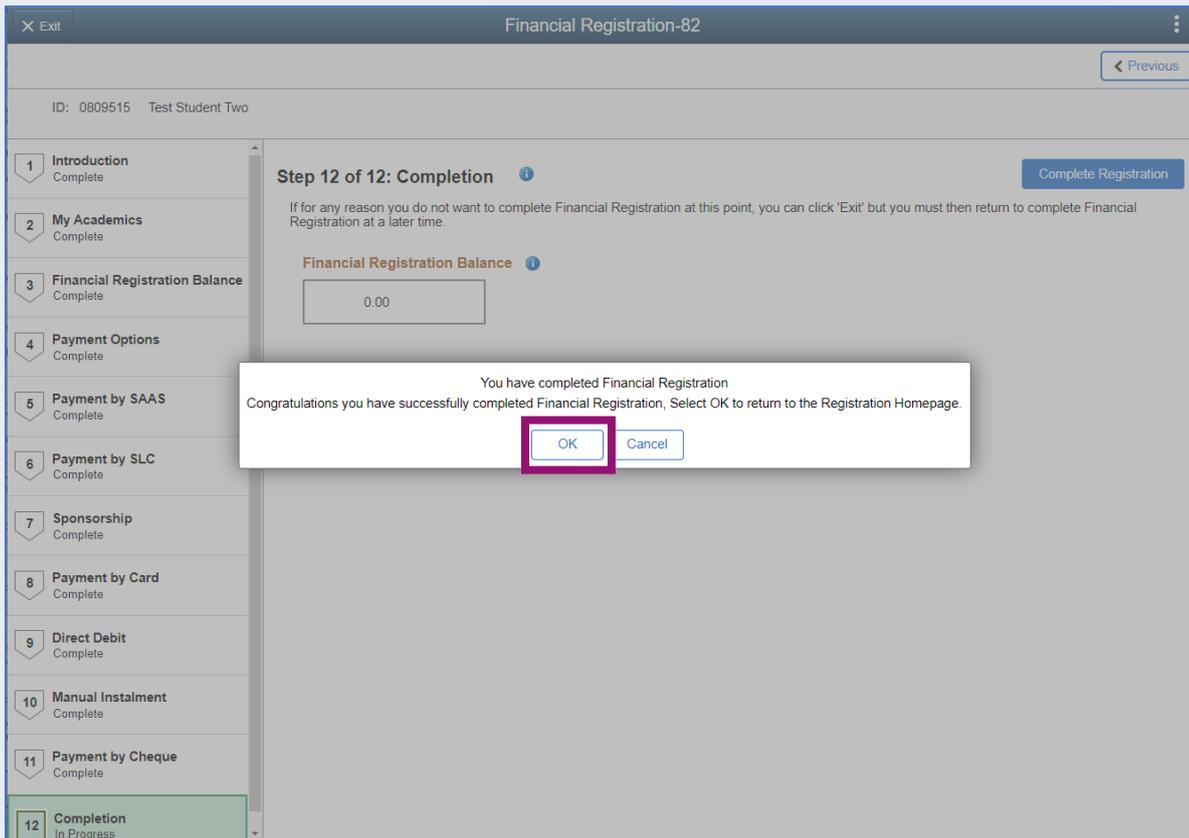
Amount ⓘ

Completing Registration

Once your Financial Registration Balance is 0, you will be taken directly to step 12 to Complete Registration. Click the Complete Registration button.

You will see a message confirming that Financial Registration is complete. Press OK to clear this message.

Once your Registration is complete, you will be taken to the Welcome to Registration Grid where your status will be updated. If you want to return to your Student Homepage, press the Home icon.

Partial SAAS Funding

If SAAS is paying part of your fee only, please enter the amount you expect them to pay in the relevant box.

Your Financial Registration Balance will update accordingly. You can then press Confirm and then Next to move onto other payment options.

No SAAS Reference

If you don't have a SAAS reference number yet, please update the *Do you have a SAAS Reference number* slider to No. You'll then be advised that you can't complete Registration until you have this number. Please return to complete Registration once you receive this number from SAAS.