STUDENT SERVICES **ENQUIRY TEAM**

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Financial Registration Guide – Sponsored Students

This guide is for students that wish to confirm that their fees will be paid by a Sponsor. When you select this option in Registration, please note that you won't be able to complete the process until the funding you've entered has been applied to your account by our Finance Team, and your Financial Registration Balance is £0.

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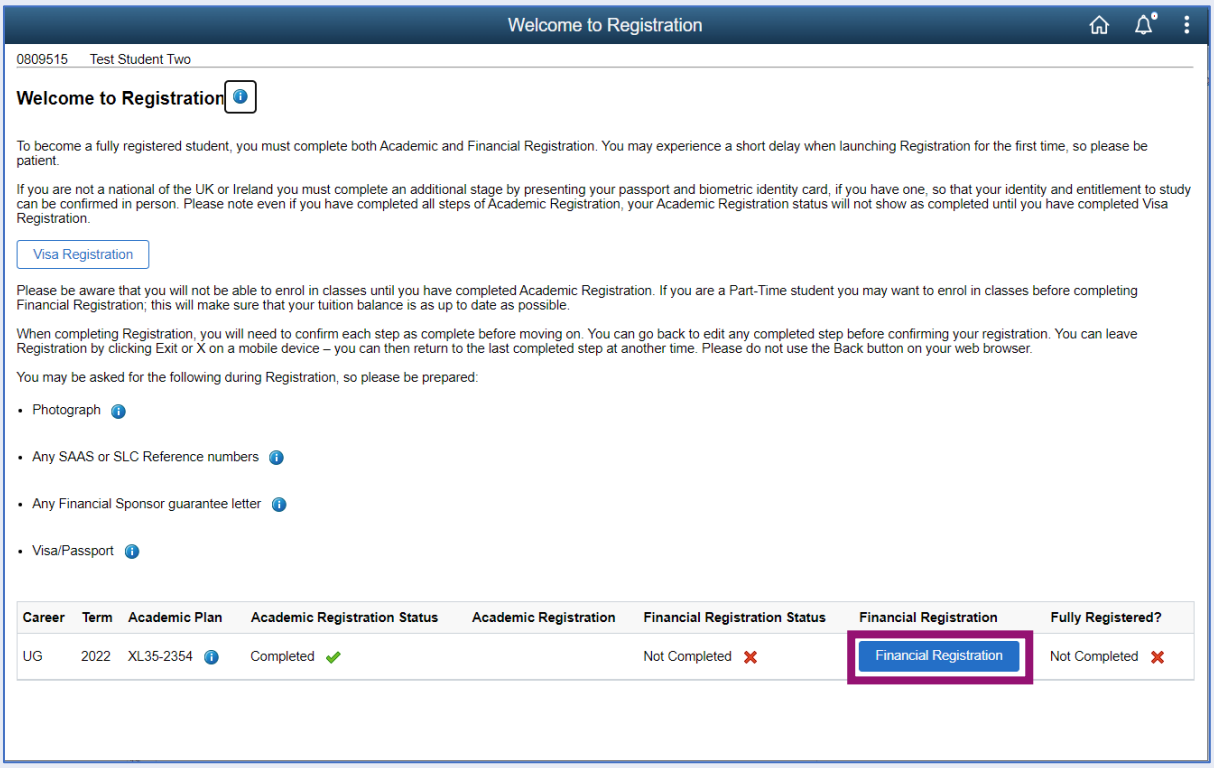
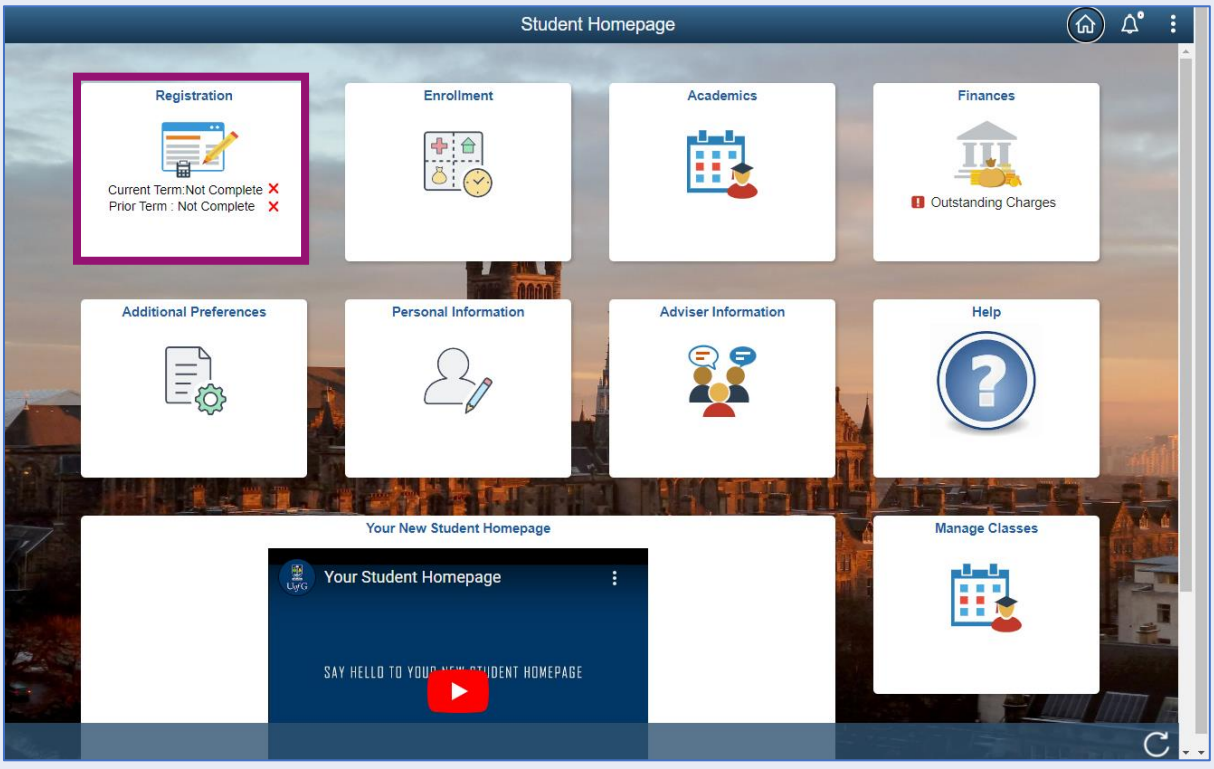
Version 1.0. August 2023

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.

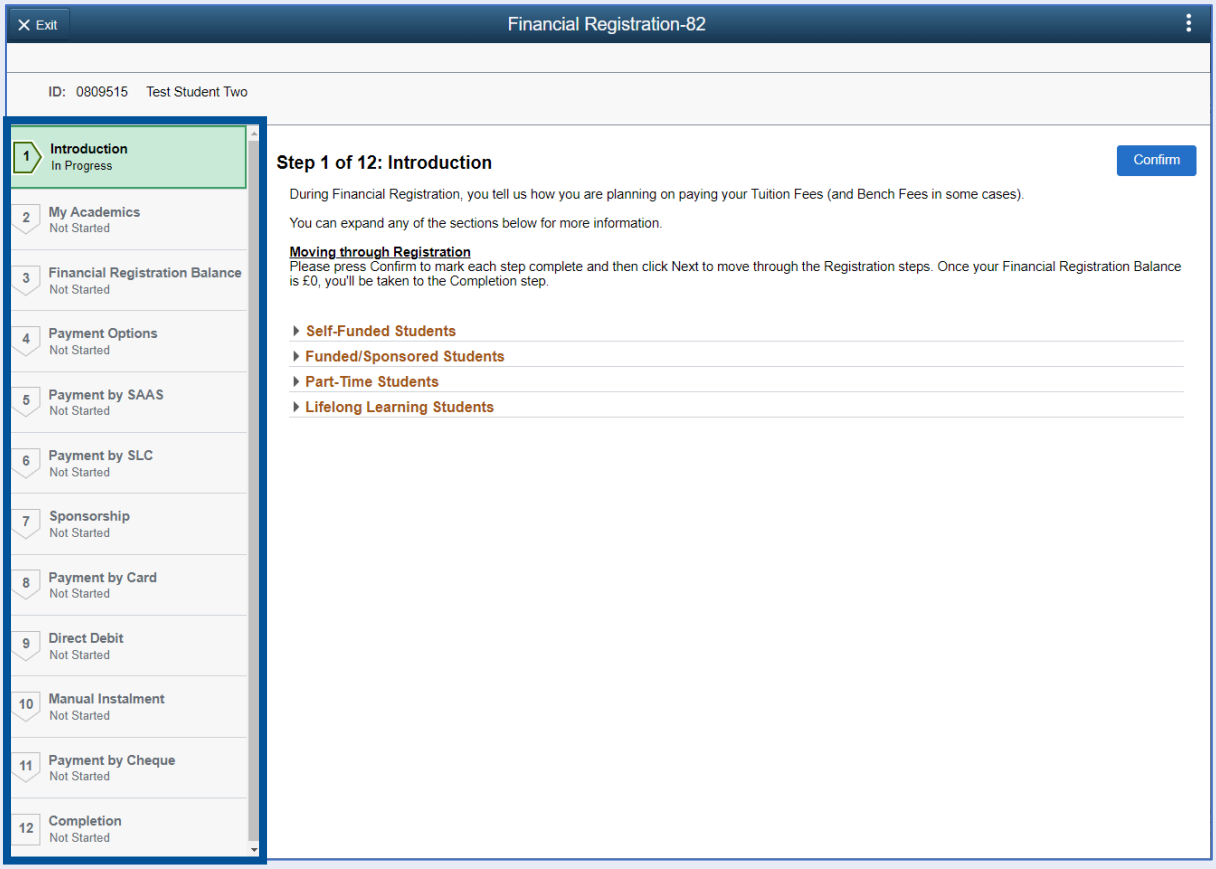


If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

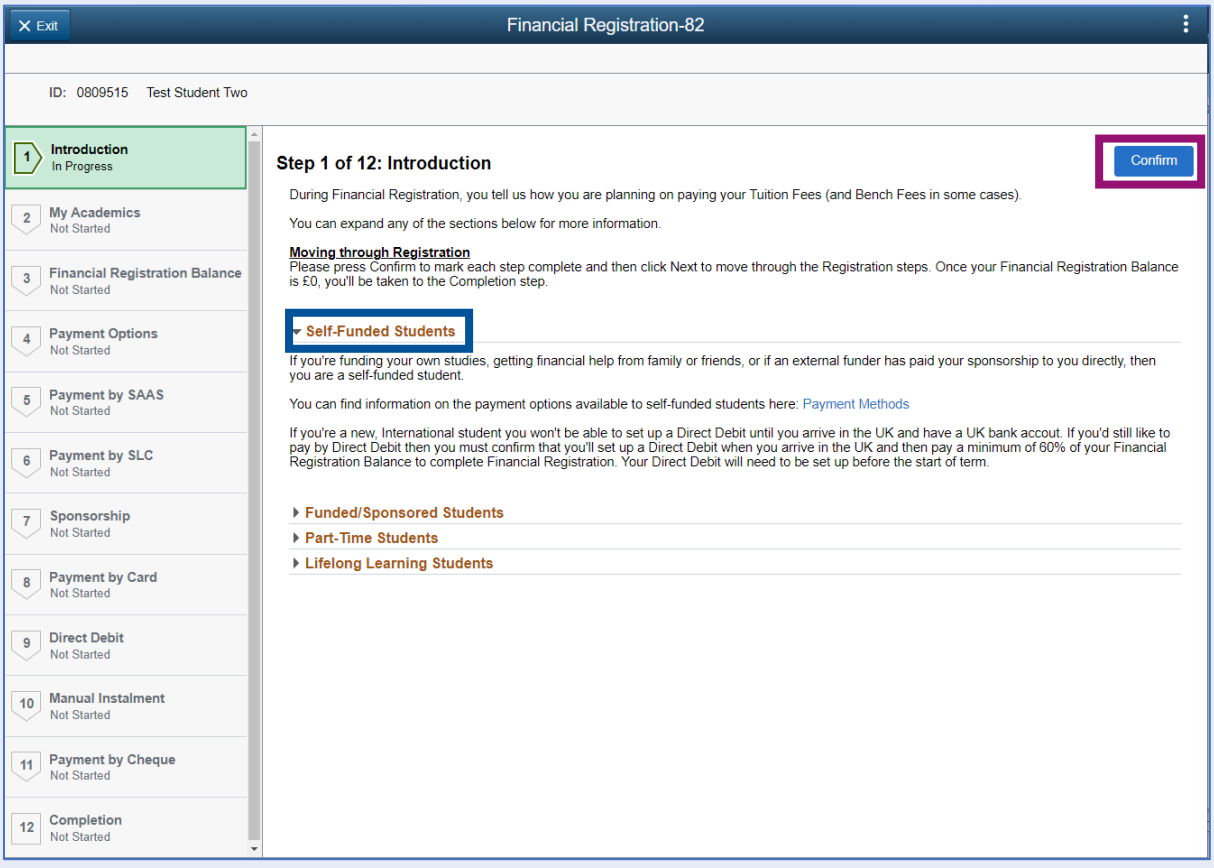


Step 1. Introduction

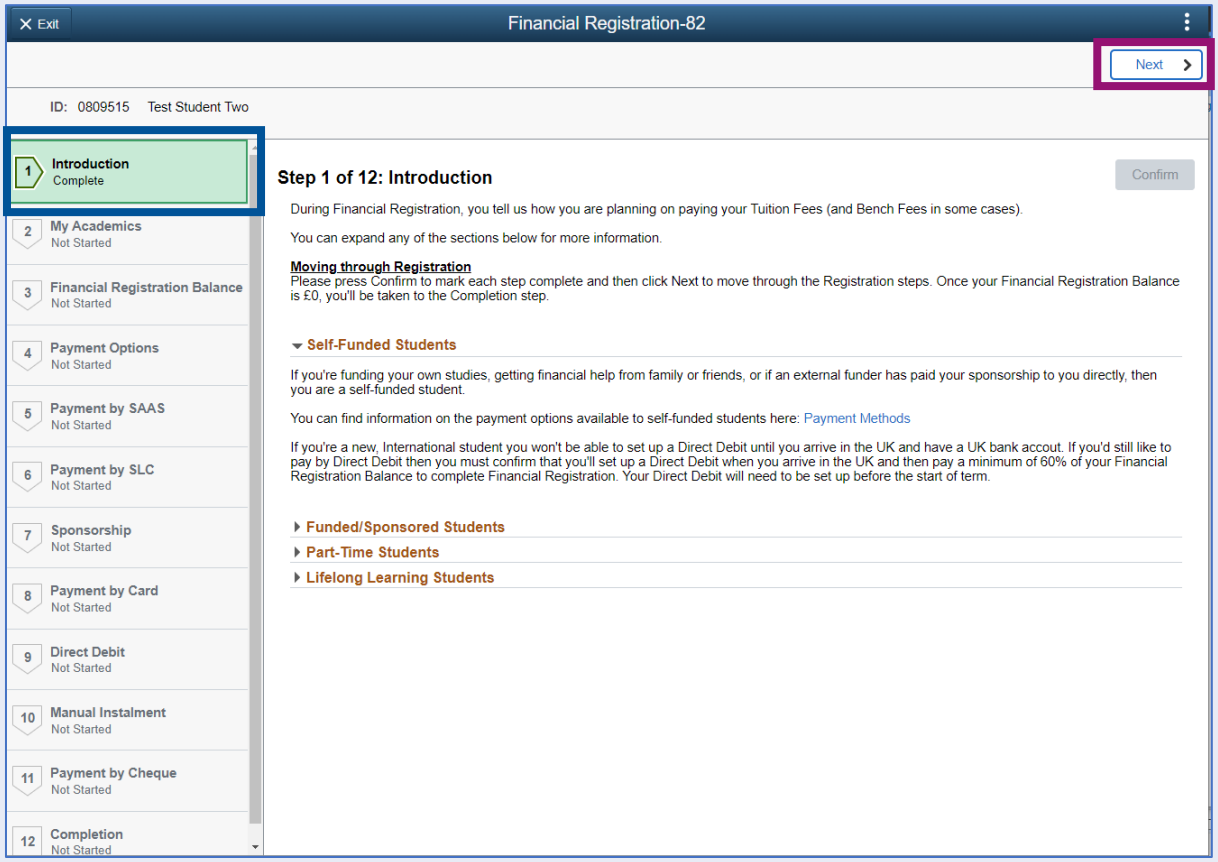
In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.



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

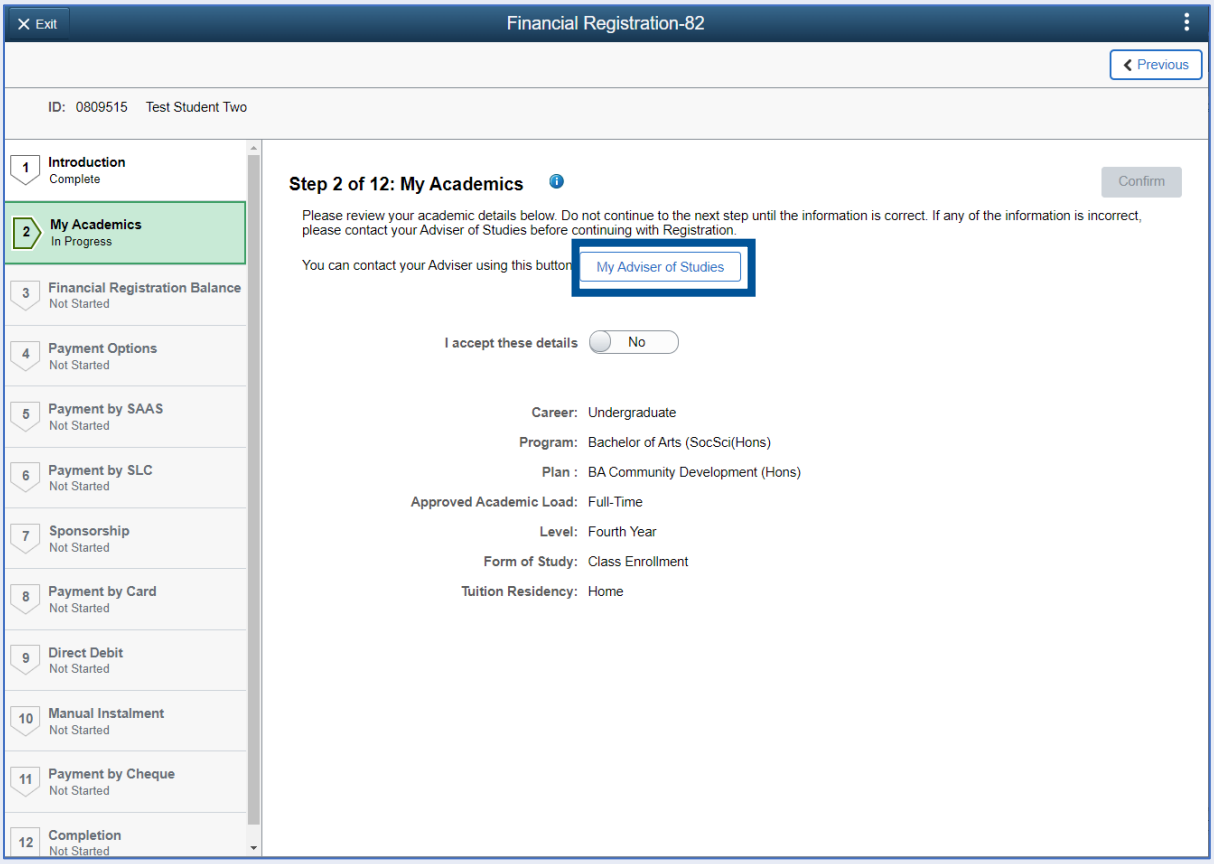


Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

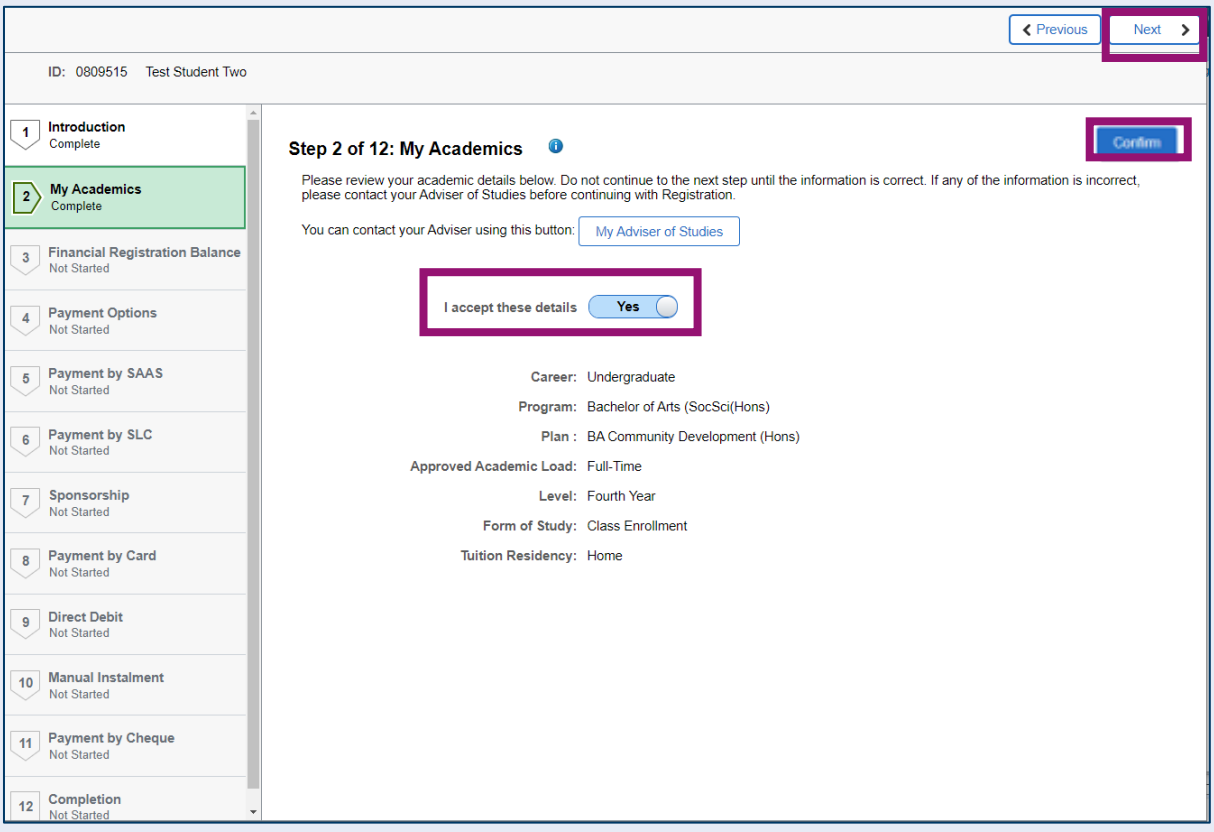


Step 2. My Academics

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

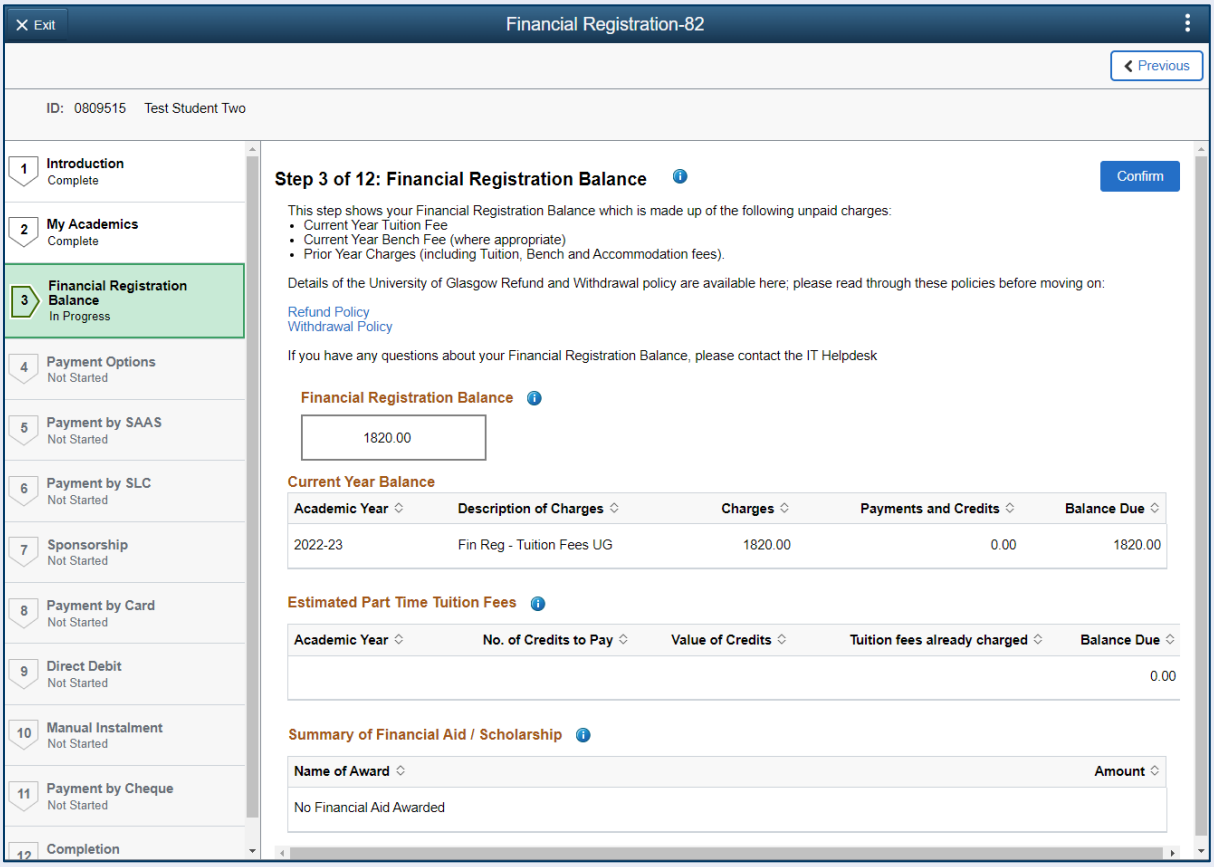


If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

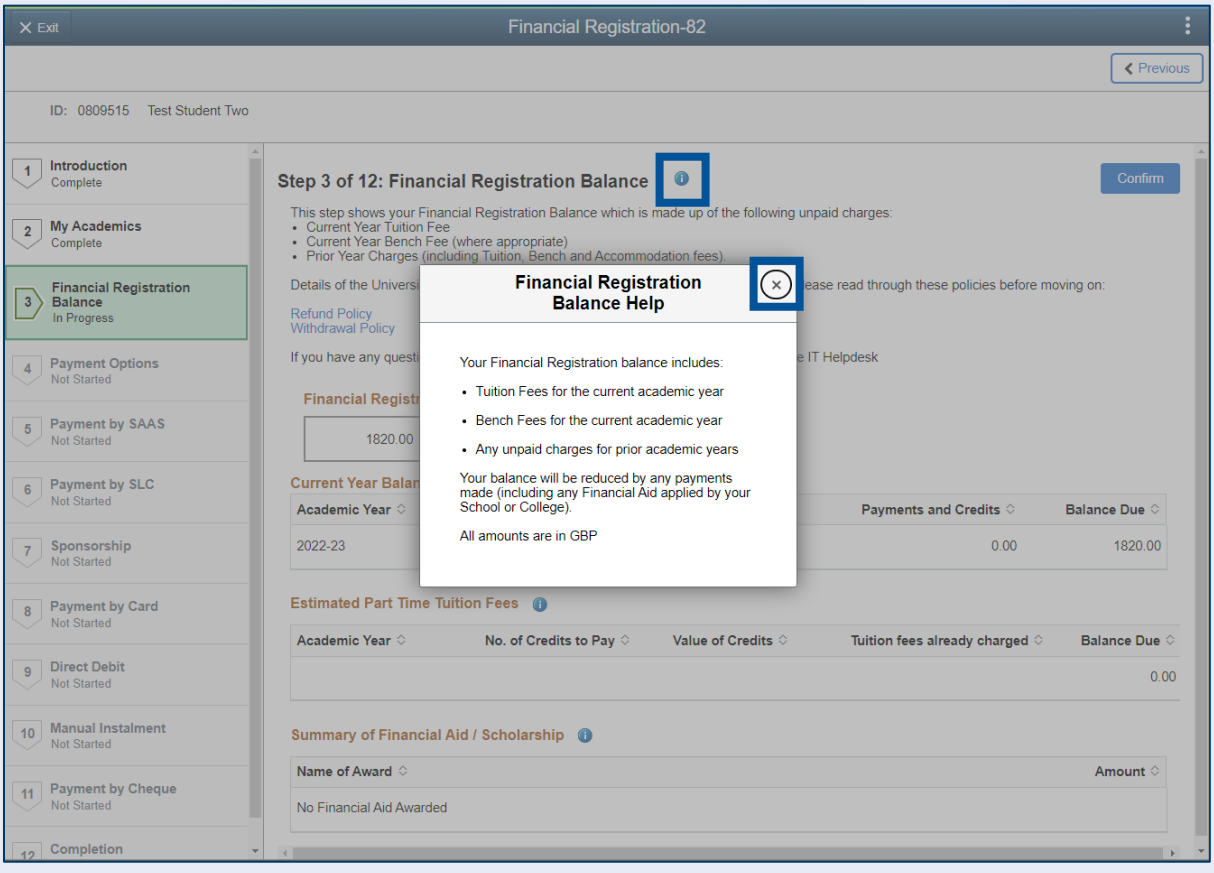


Step 3. Financial Registration Balance

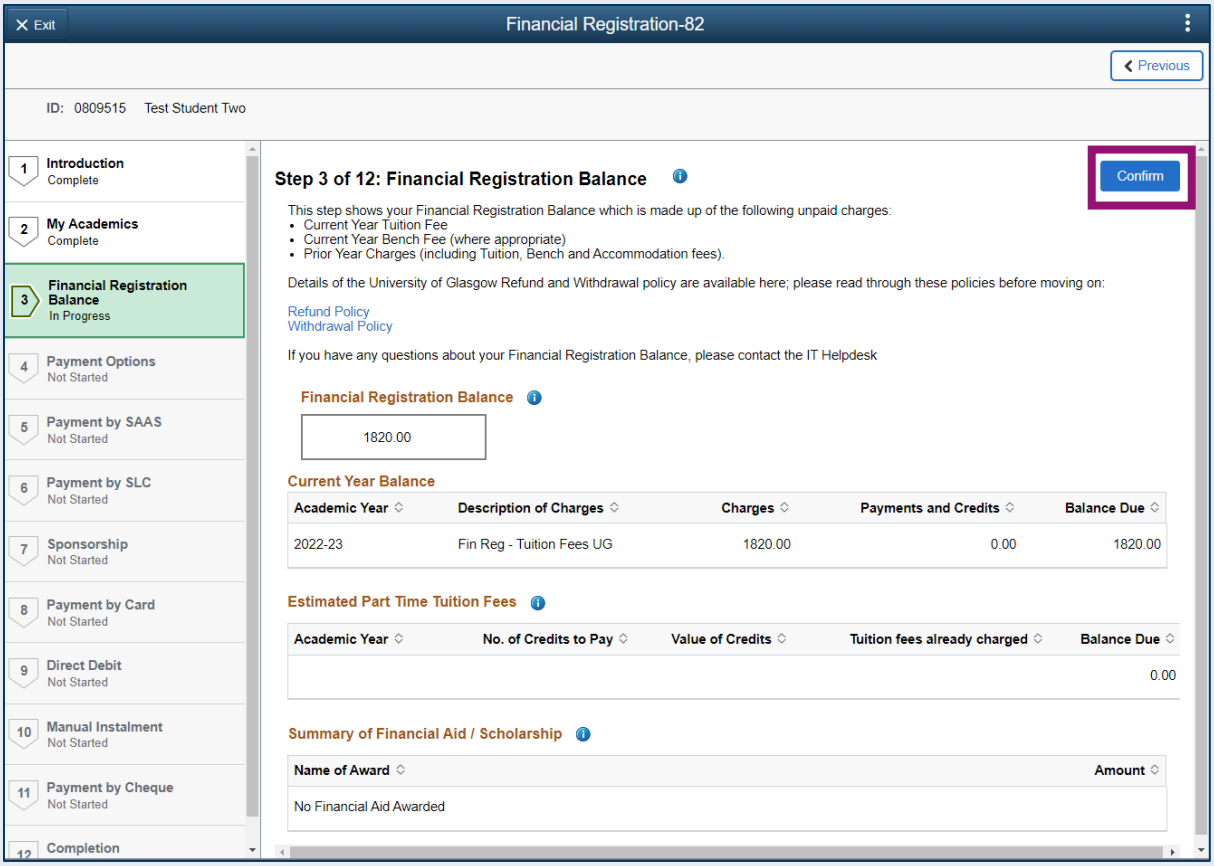
Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.



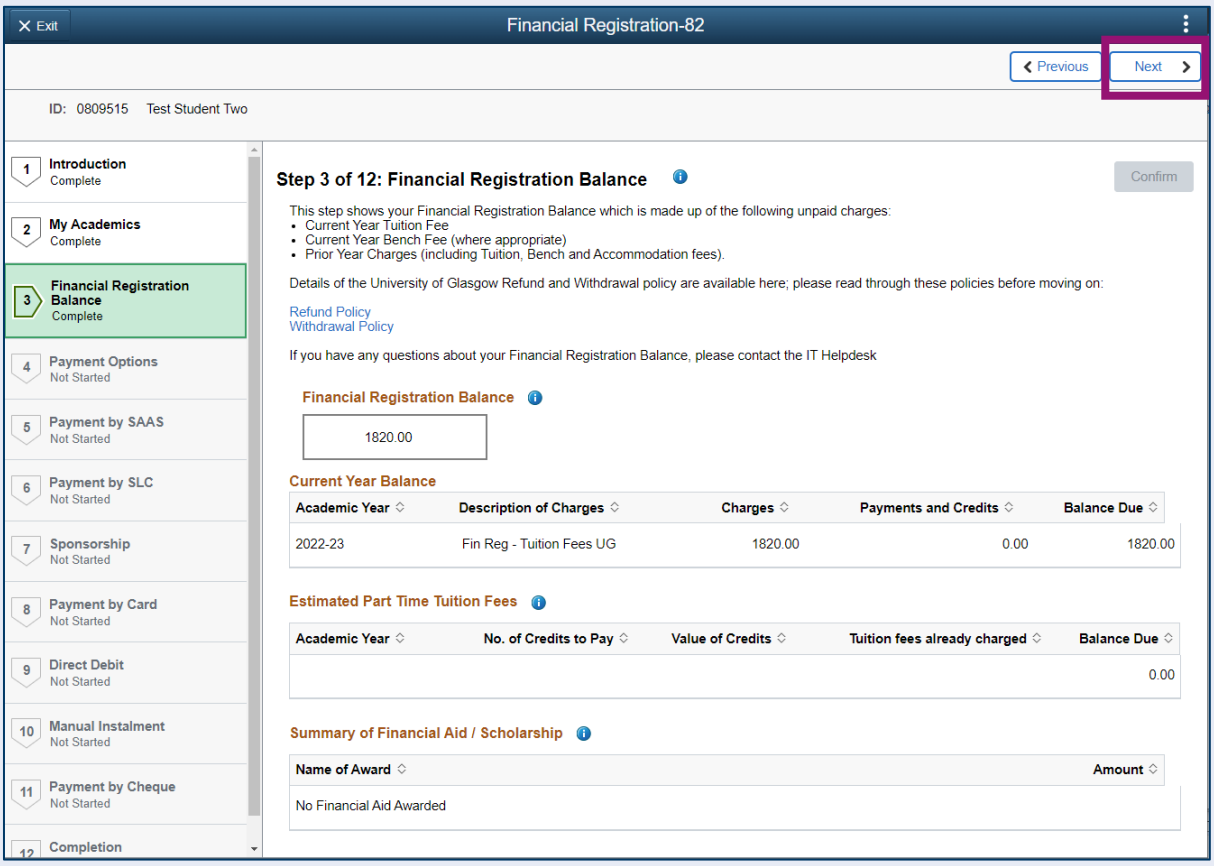
Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.



Press Confirm.

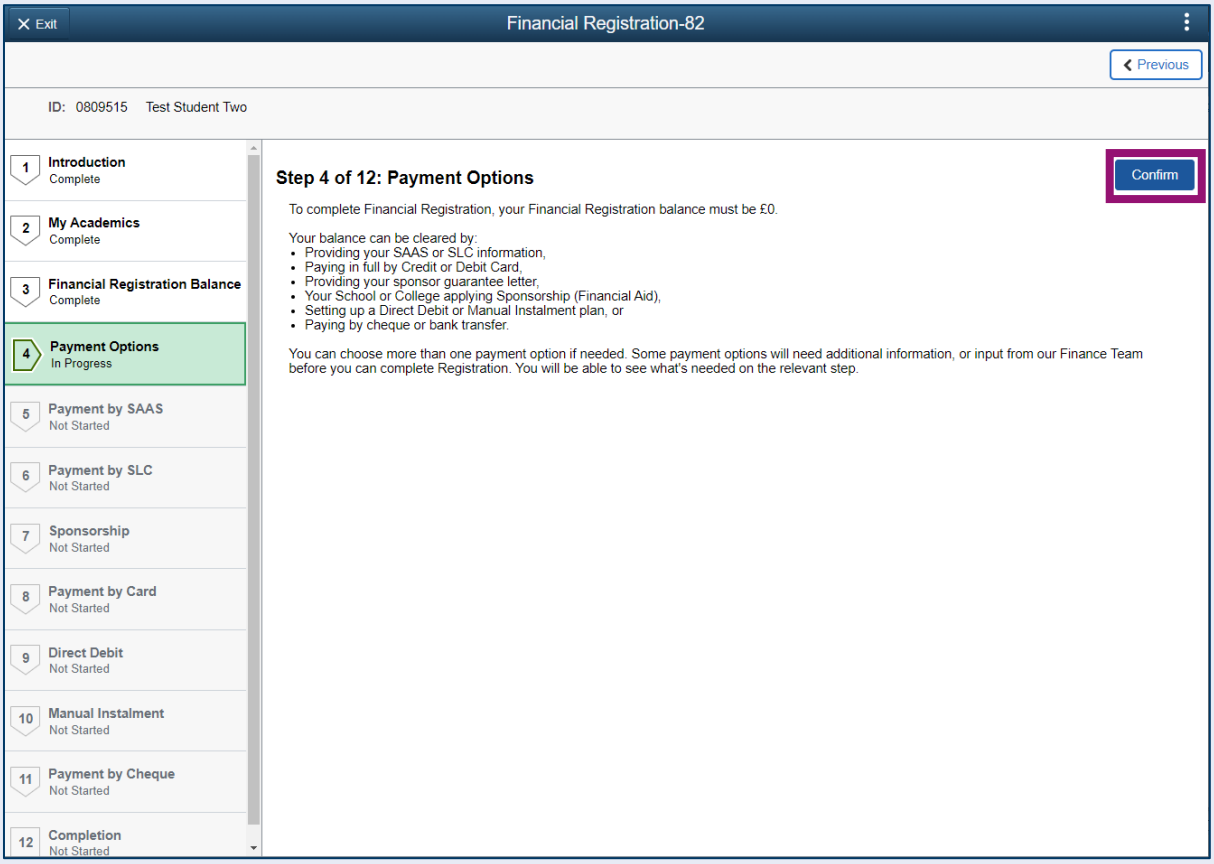


The Next button will then be available. Click Next.

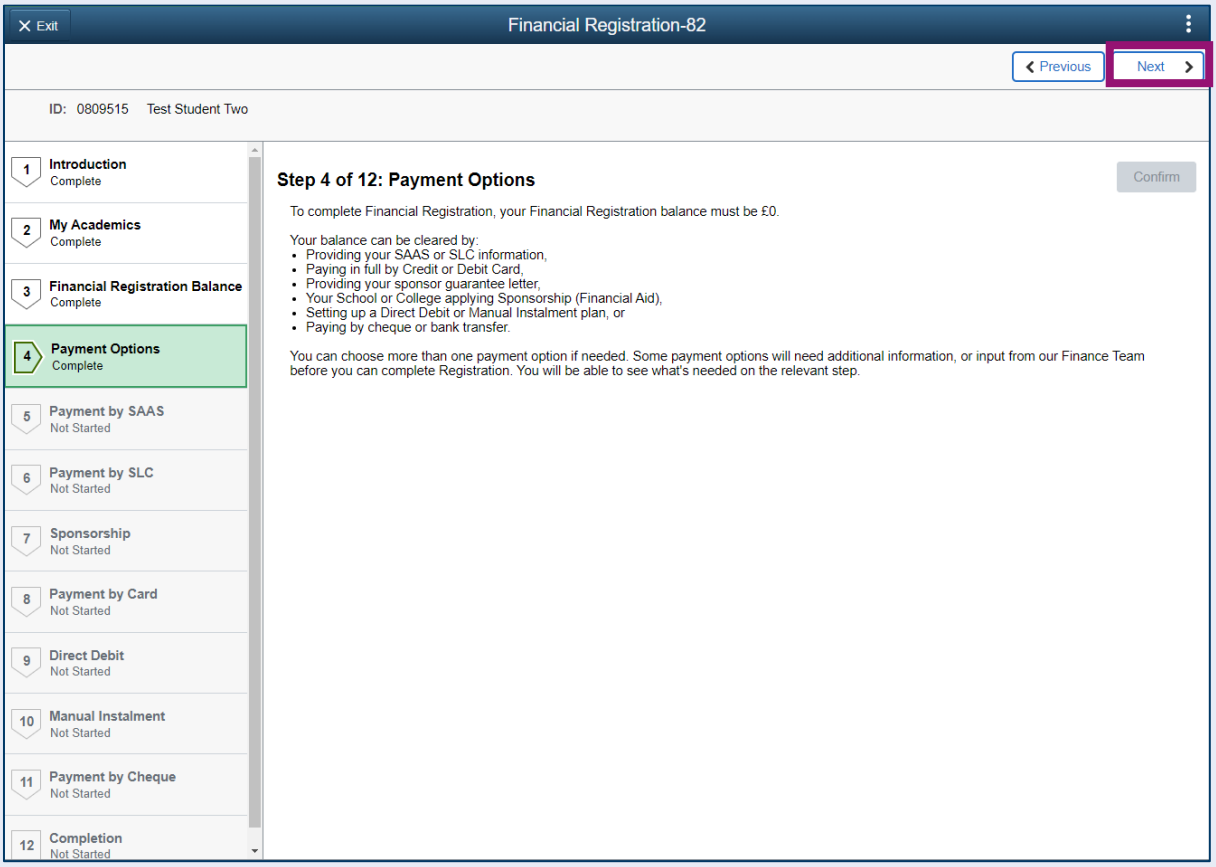


Step 4. Payment Options

Read the information provided. Then press Confirm.

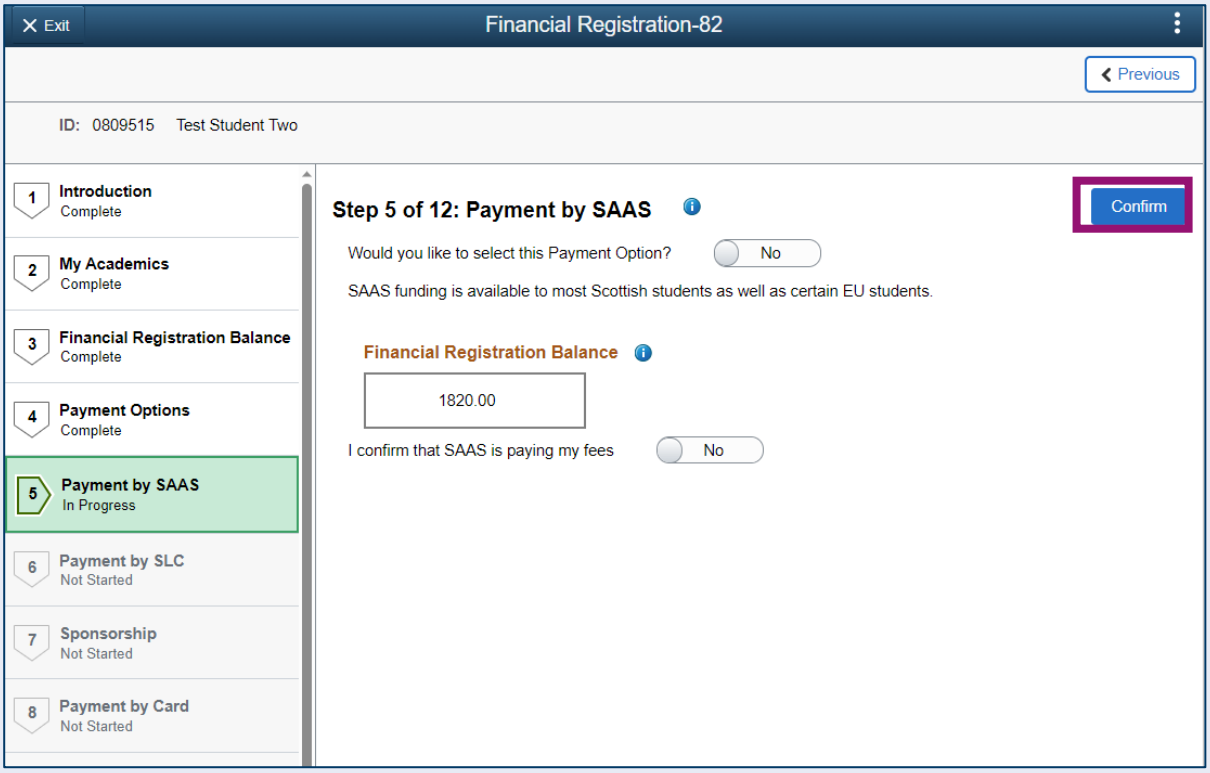


The Next button will then be available. Click Next.

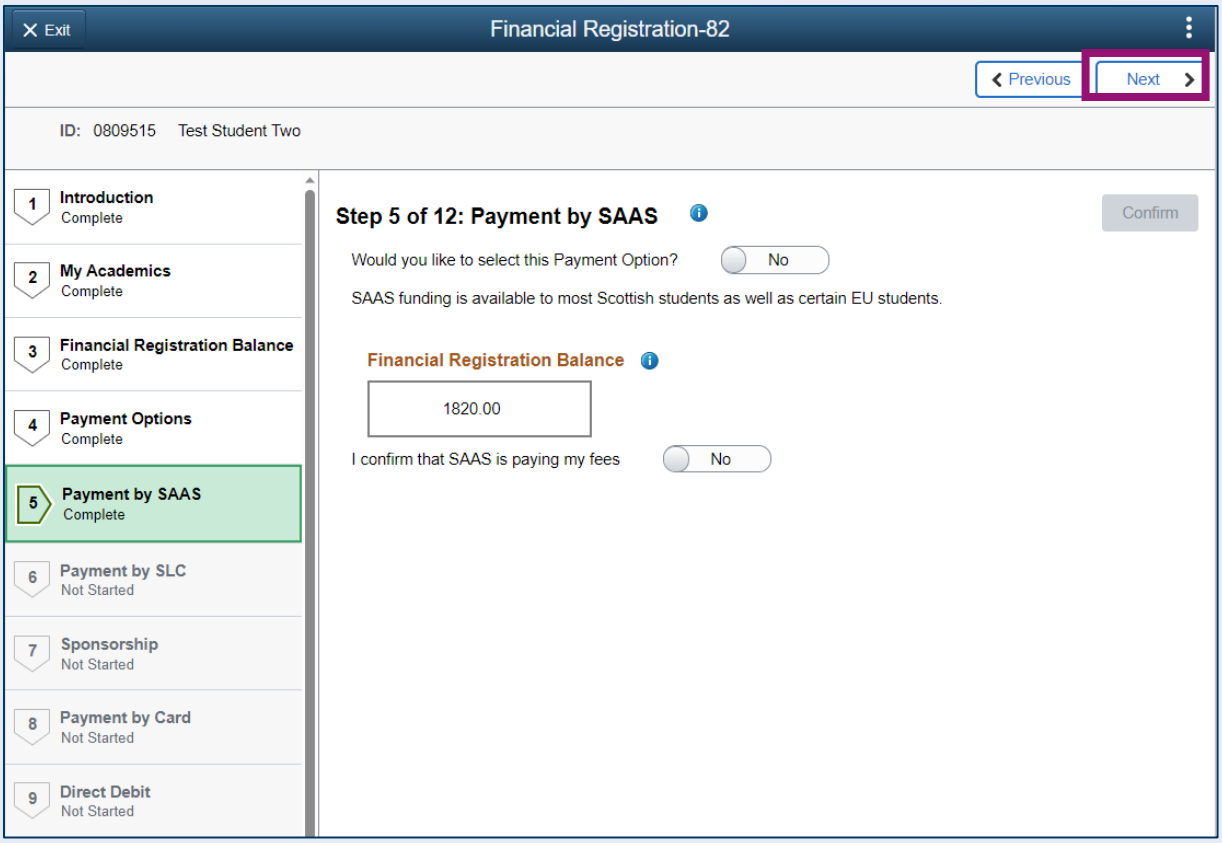


Step 5. Payment by SAAS

Leave the *Would you like to select this payment option* slider at No and click Confirm.

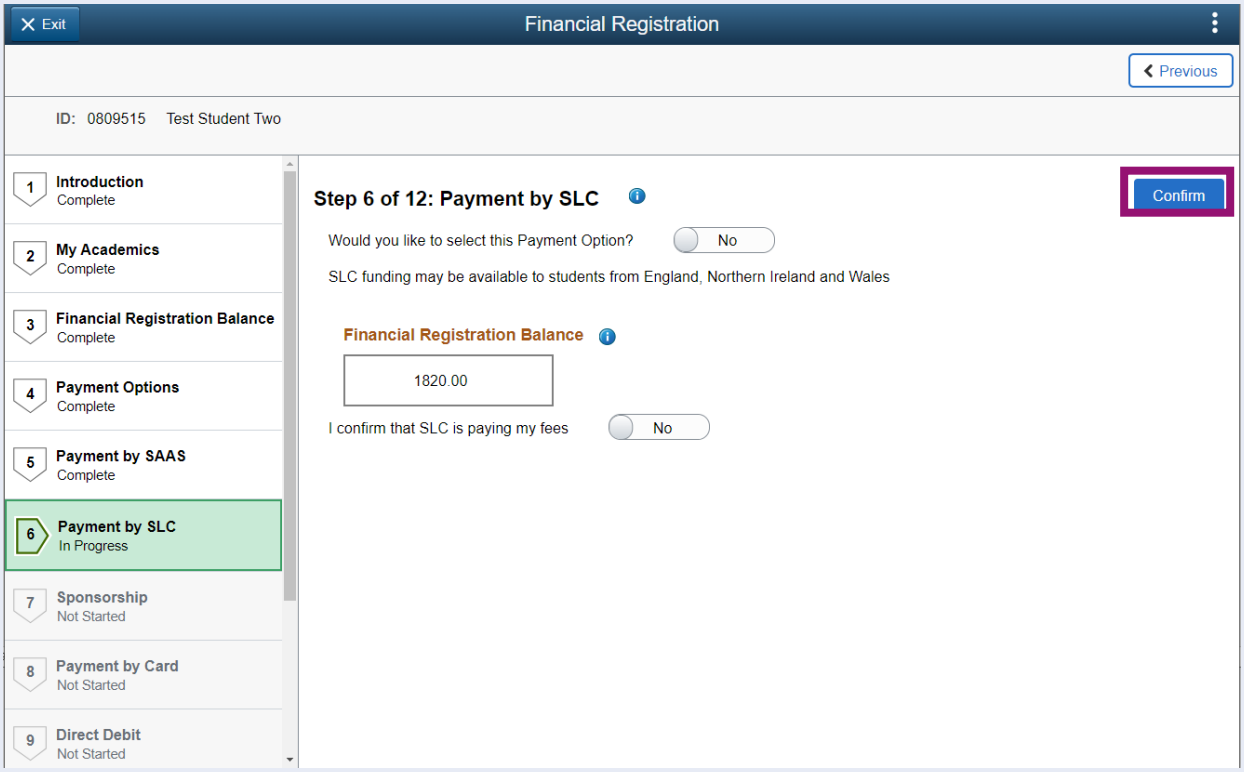


The Next button will then be available. Click Next.

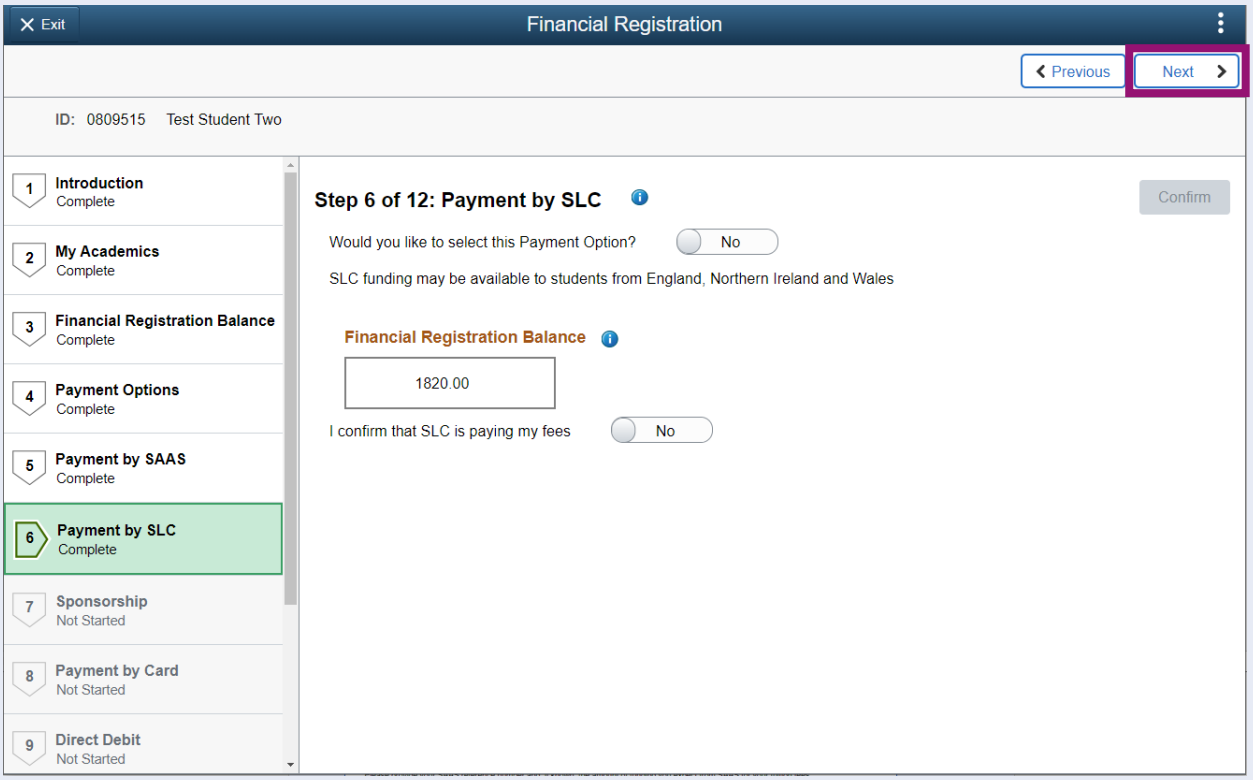


Step 6. Payment by SLC

Leave the *Would you like to select this Payment Option* slider at No and click Confirm.

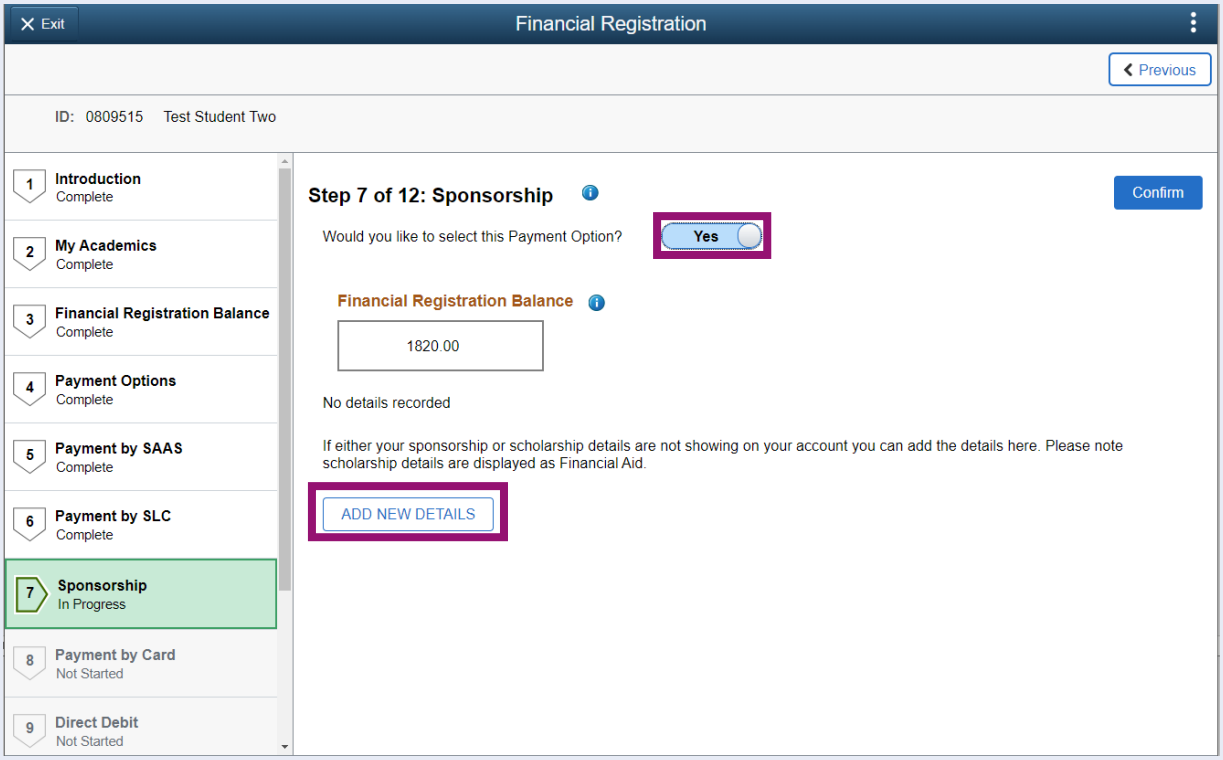


The Next button will then be available. Click Next.

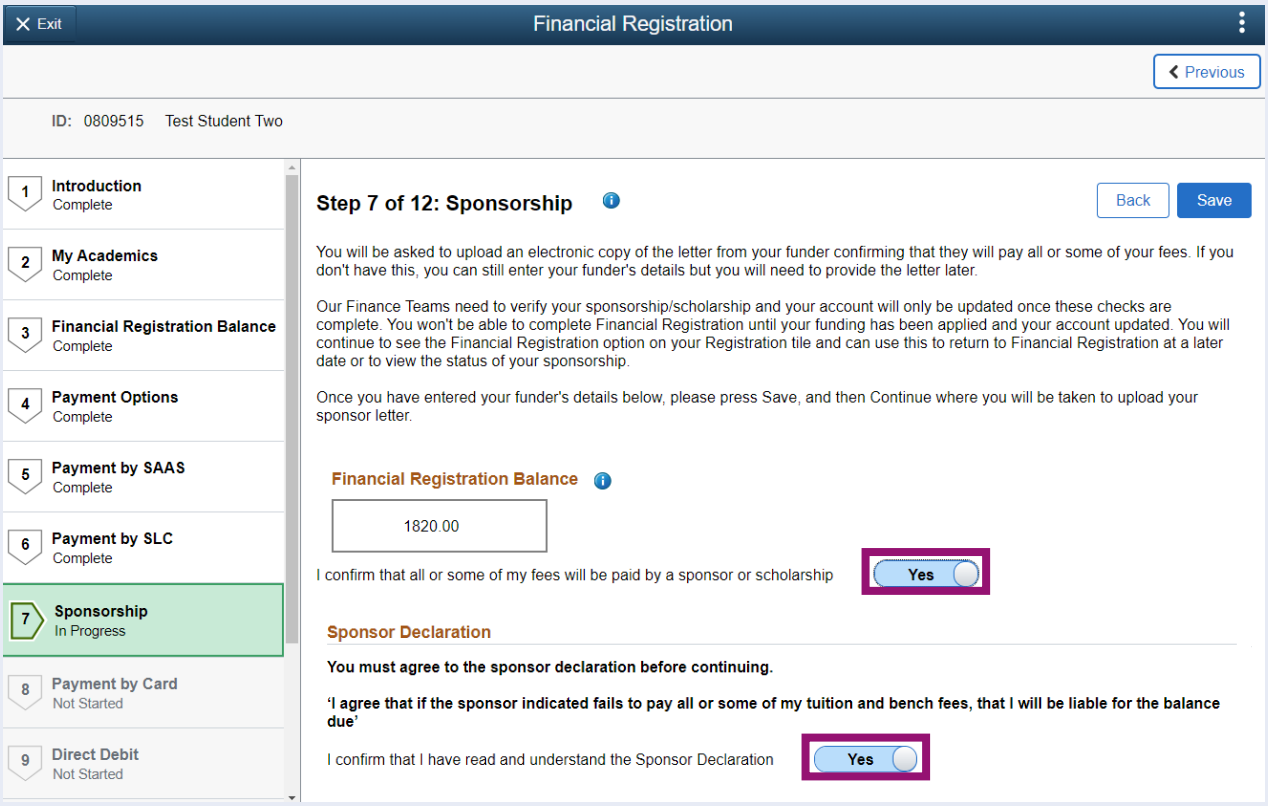


Step 7. Sponsorship

Update the *Would you like to select this Payment Option* slider at Yes. Then click Add New Details

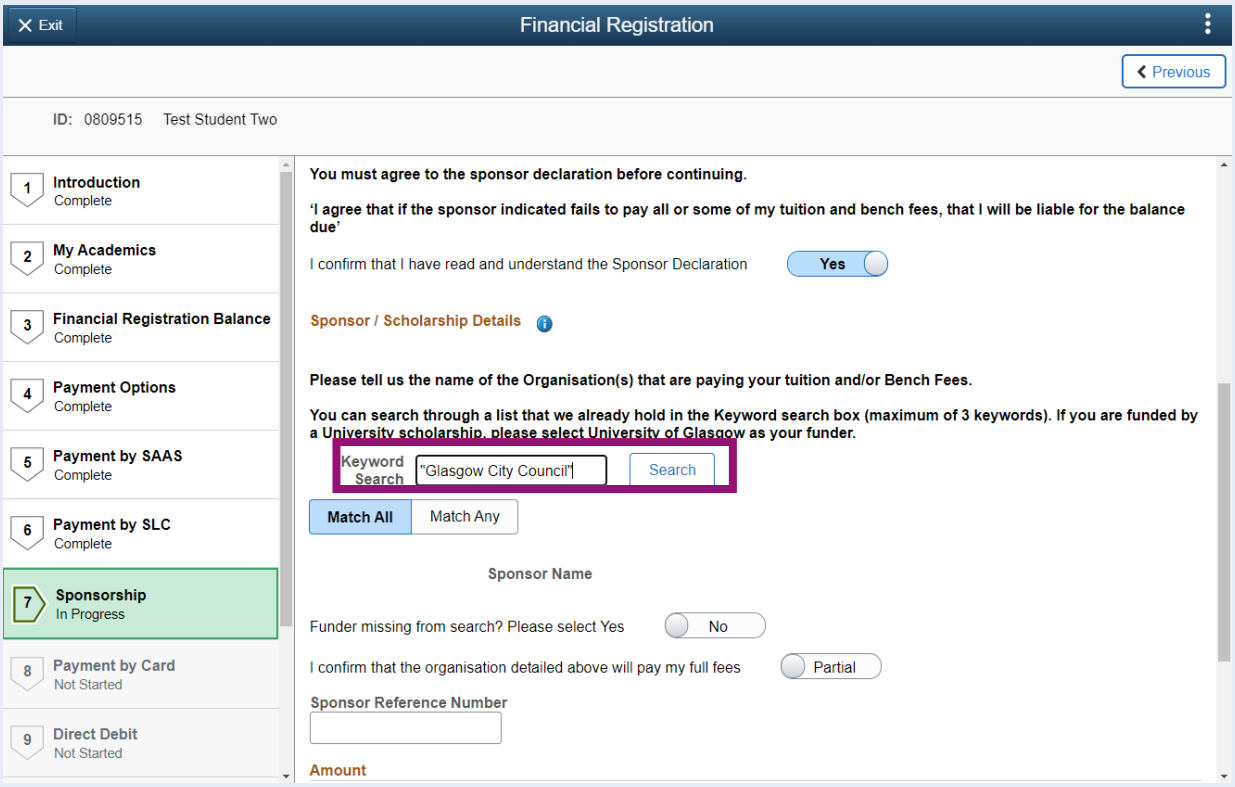


Additional information will then be available. Read the information and then update the *I confirm that all or some of my fees will be paid by a Sponsor* slider to Yes. The Sponsorship Declaration will then be displayed. Read the information and then update the *I confirm that I have read and understand the Sponsor Declaration* Slider to Yes.

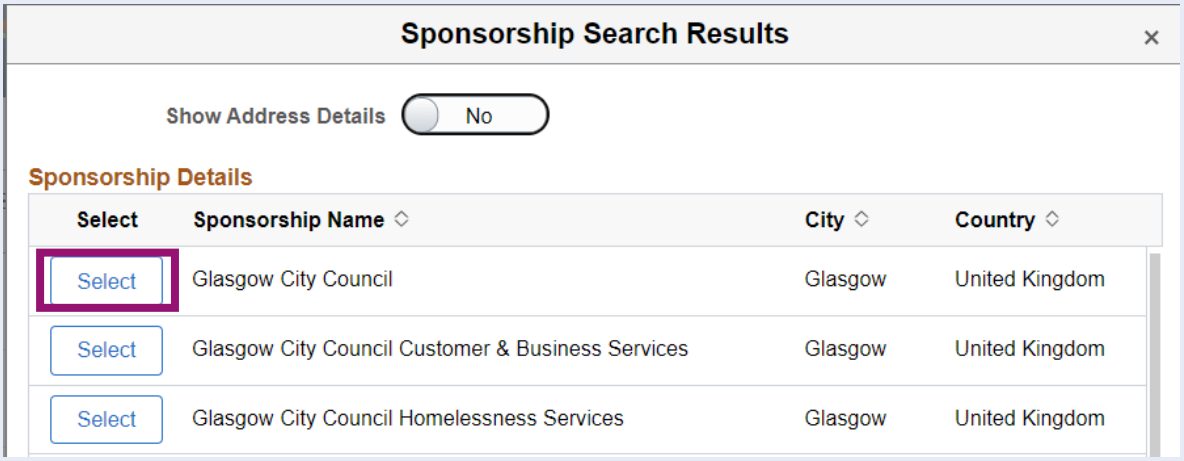


The Sponsor/Scholarship Details section will then be displayed. Here you can use the Keyword Search to look up your funder from a list held by the University. If you can't find your funder in the Keyword Search, you can update the *Funder missing from search* slider to Yes and then key in the information manually.

To use the Keyword Search, enter up to 3 keywords and press Search. (Use quotation marks to search for a complete phrase, e.g., "Glasgow City Council")

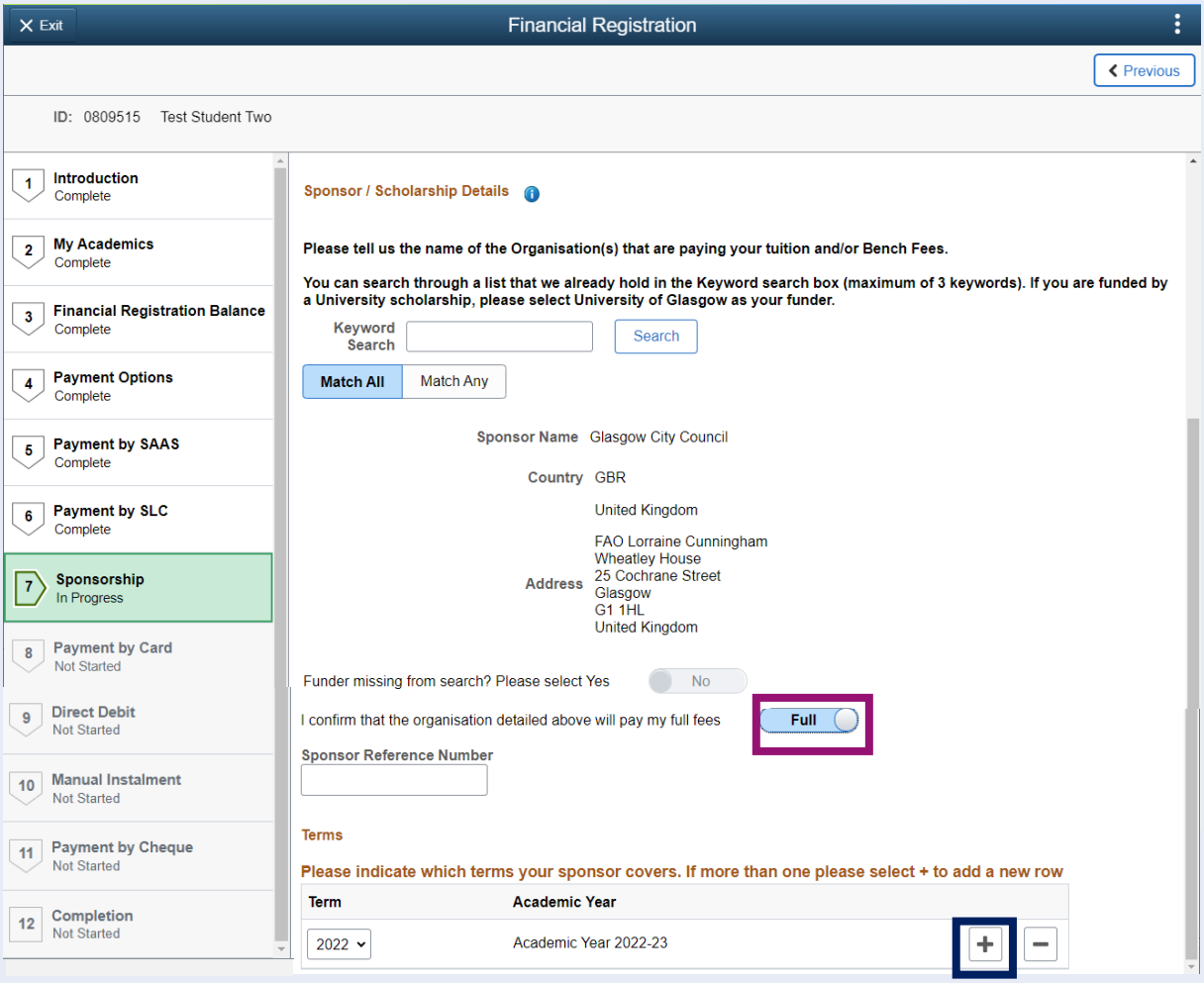


The Sponsorship search window will pop up. Press Select alongside your desired sponsor.

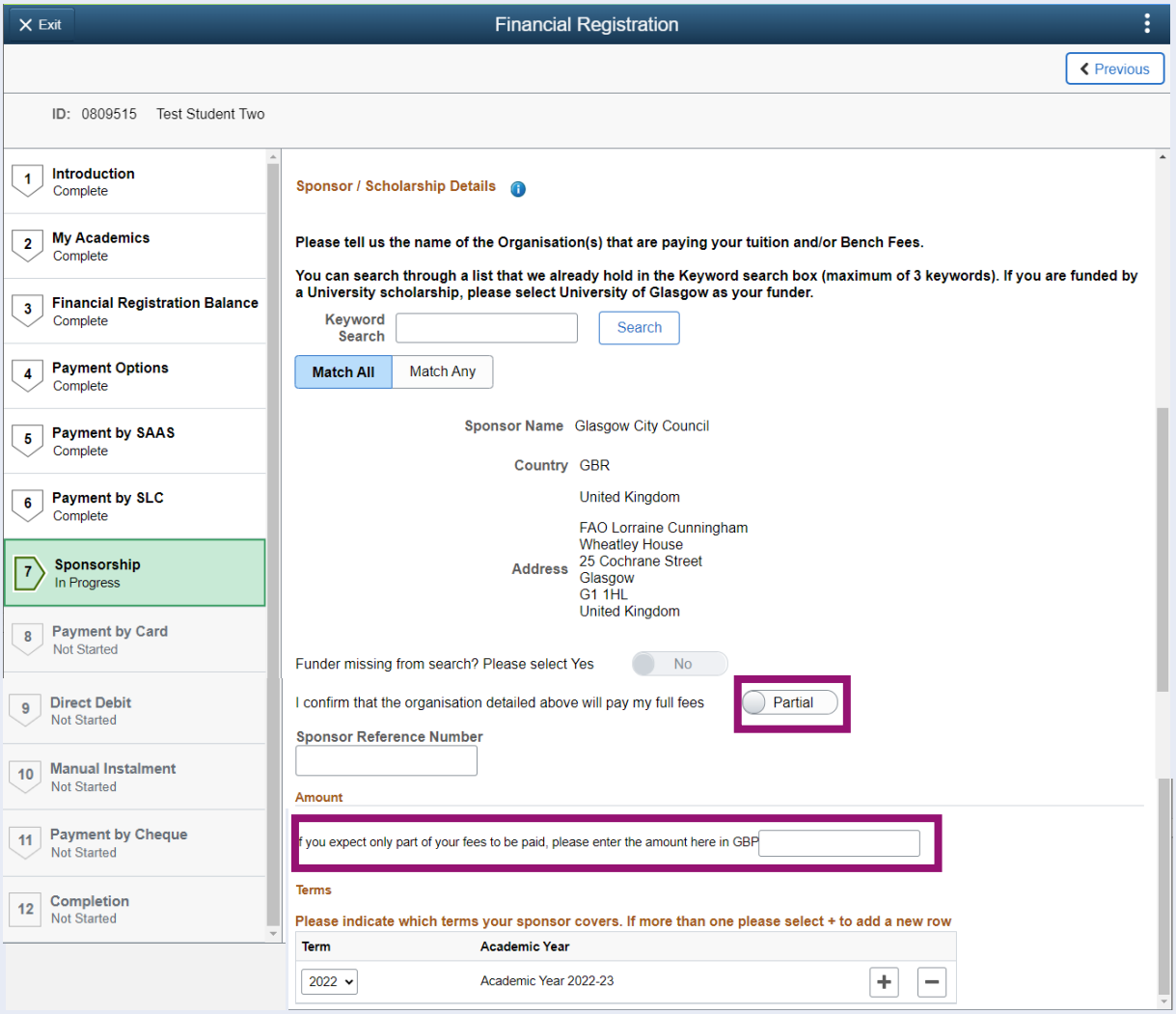


You will then return to the Sponsor/Scholarship Details section, where you detail whether your funder is paying your full fee, or part of your fee. You can also notify us if your sponsor will cover additional Terms by pressing the + button and entering in the term/s for which your sponsor will pay,

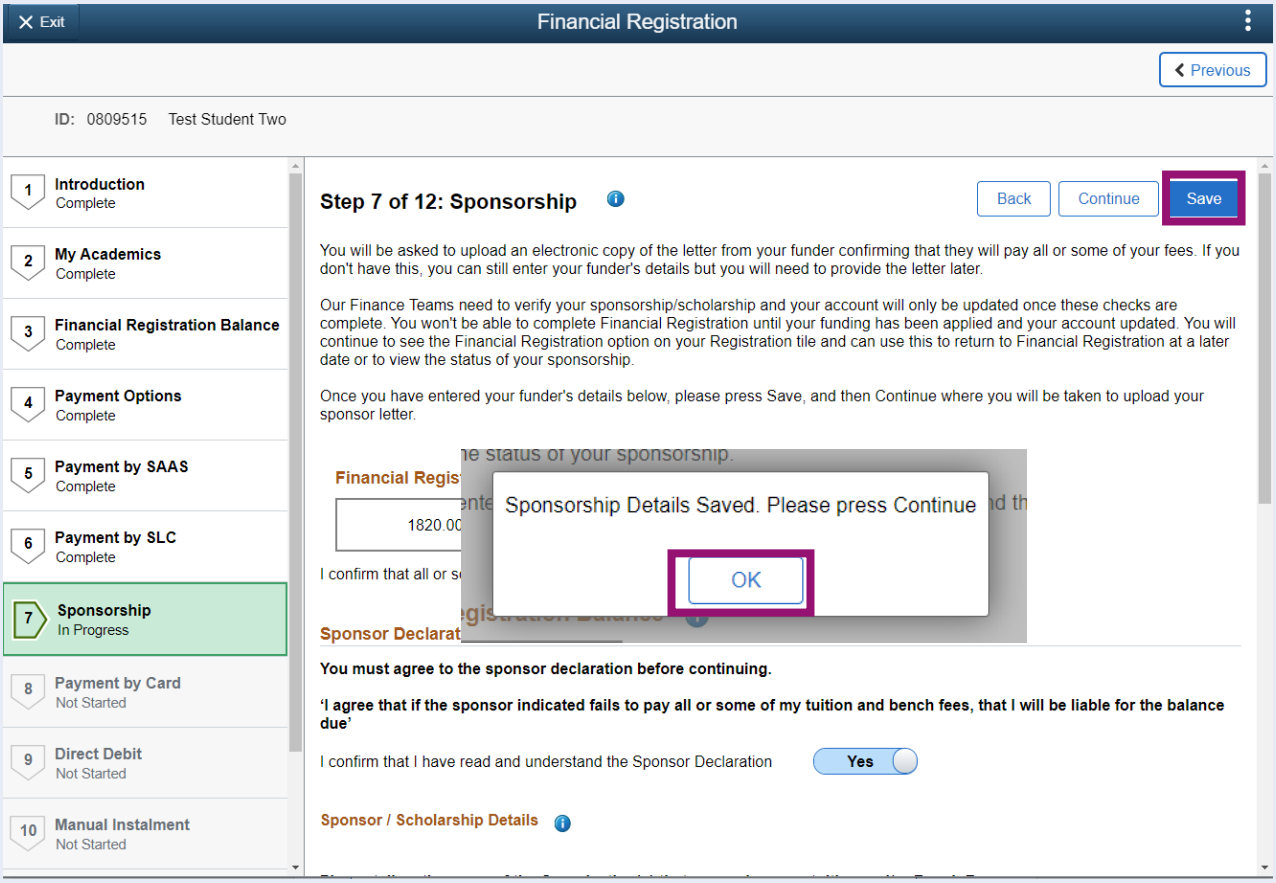
If your funder is paying your full fee, update the *I confirm that the organisation detailed above will pay my full fees* to Full.



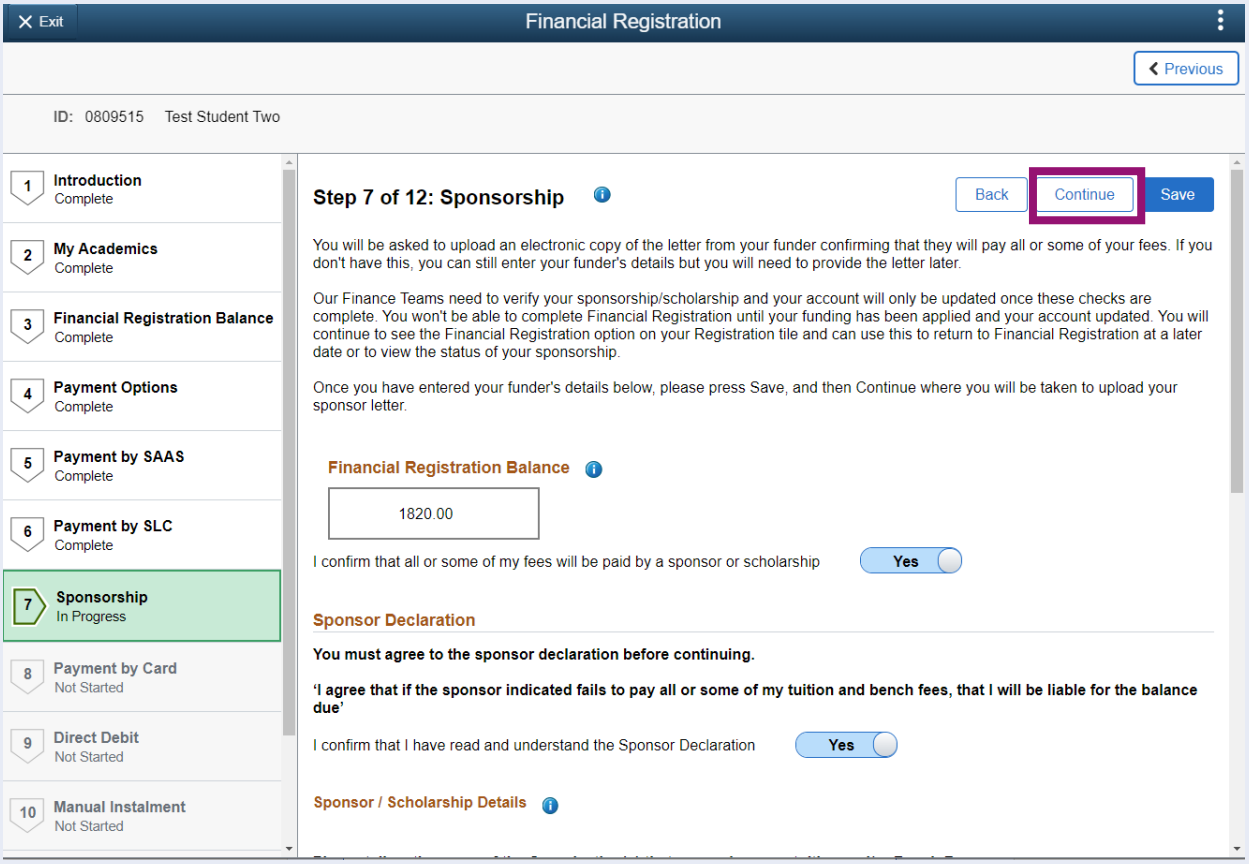
If the funder is paying part of your fee, leave the *I confirm that the organisation detailed above will pay my full fees* slider at Partial, and then input an Amount in the relevant box.



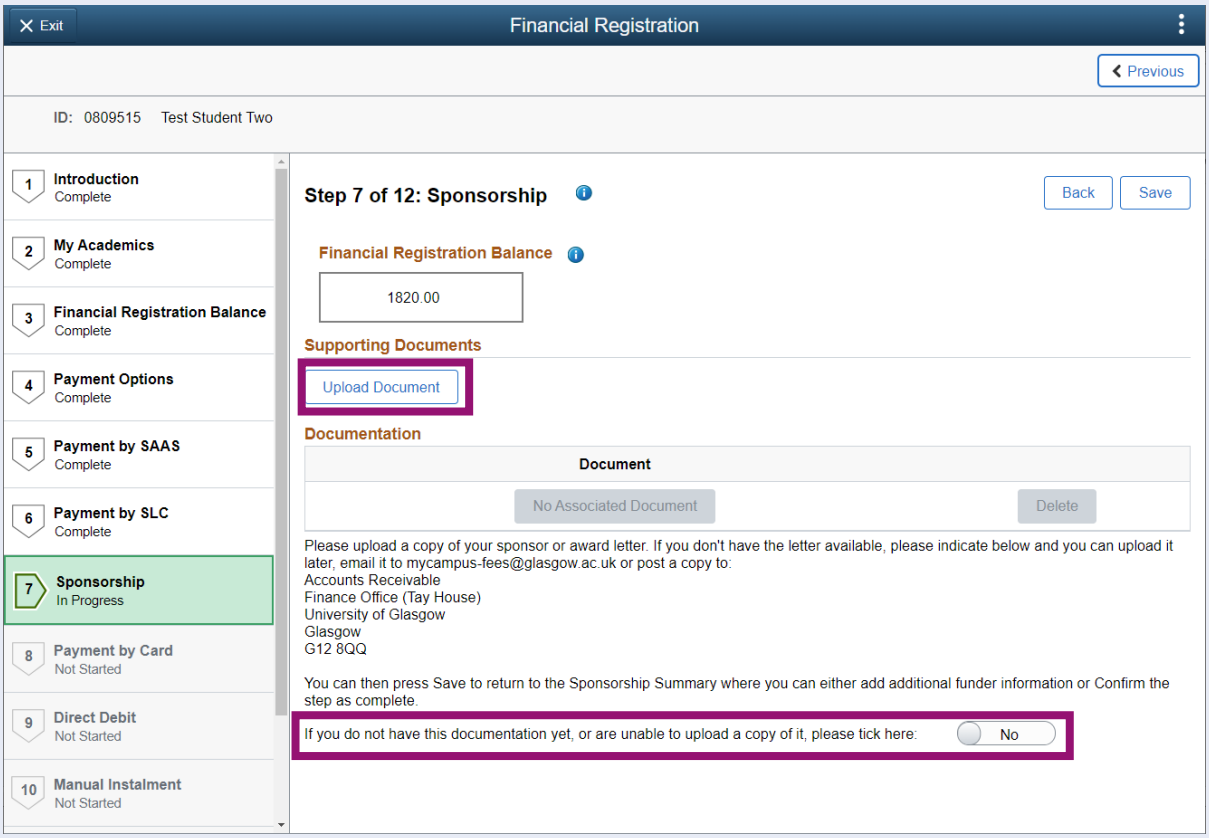
Scroll up to the top of the page, and then press Save. You will then see a Pop-up message confirming that your details have saved. Press OK to clear the message.



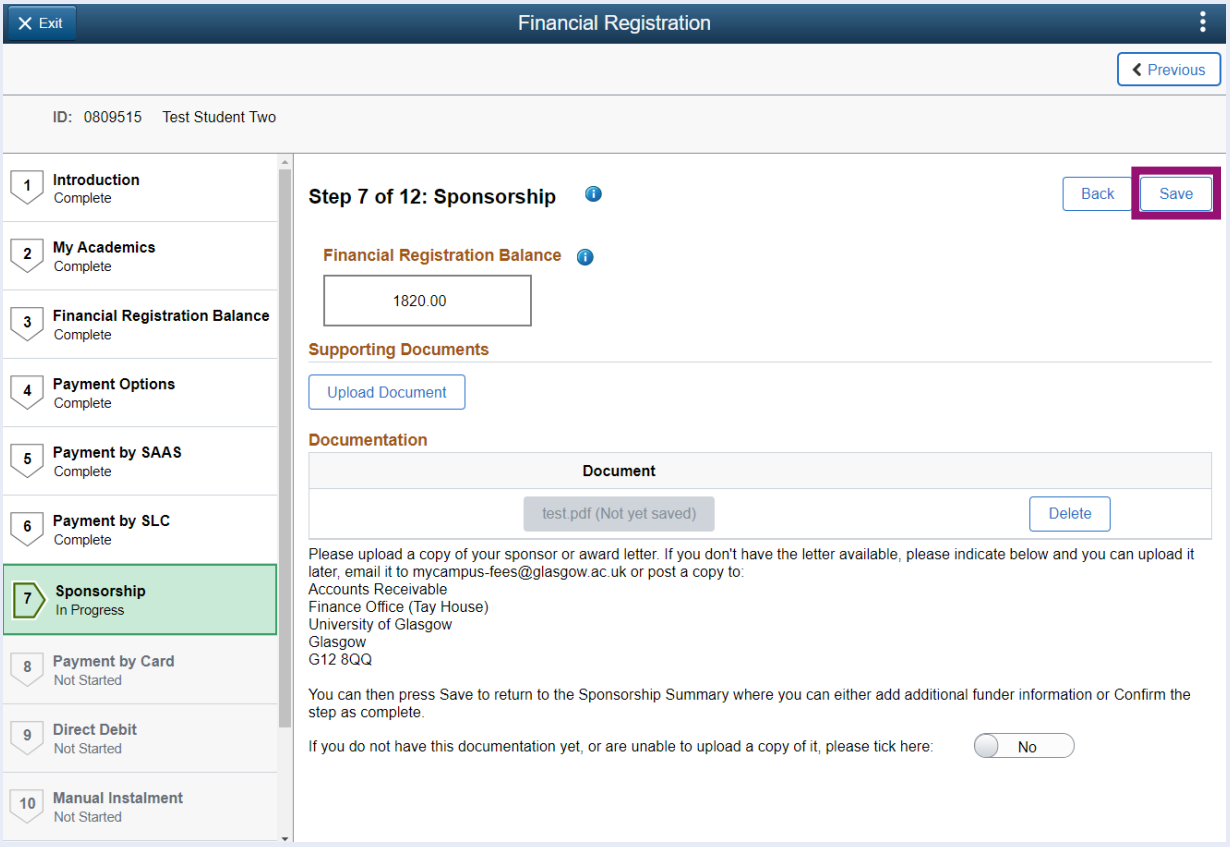
Then press Continue.



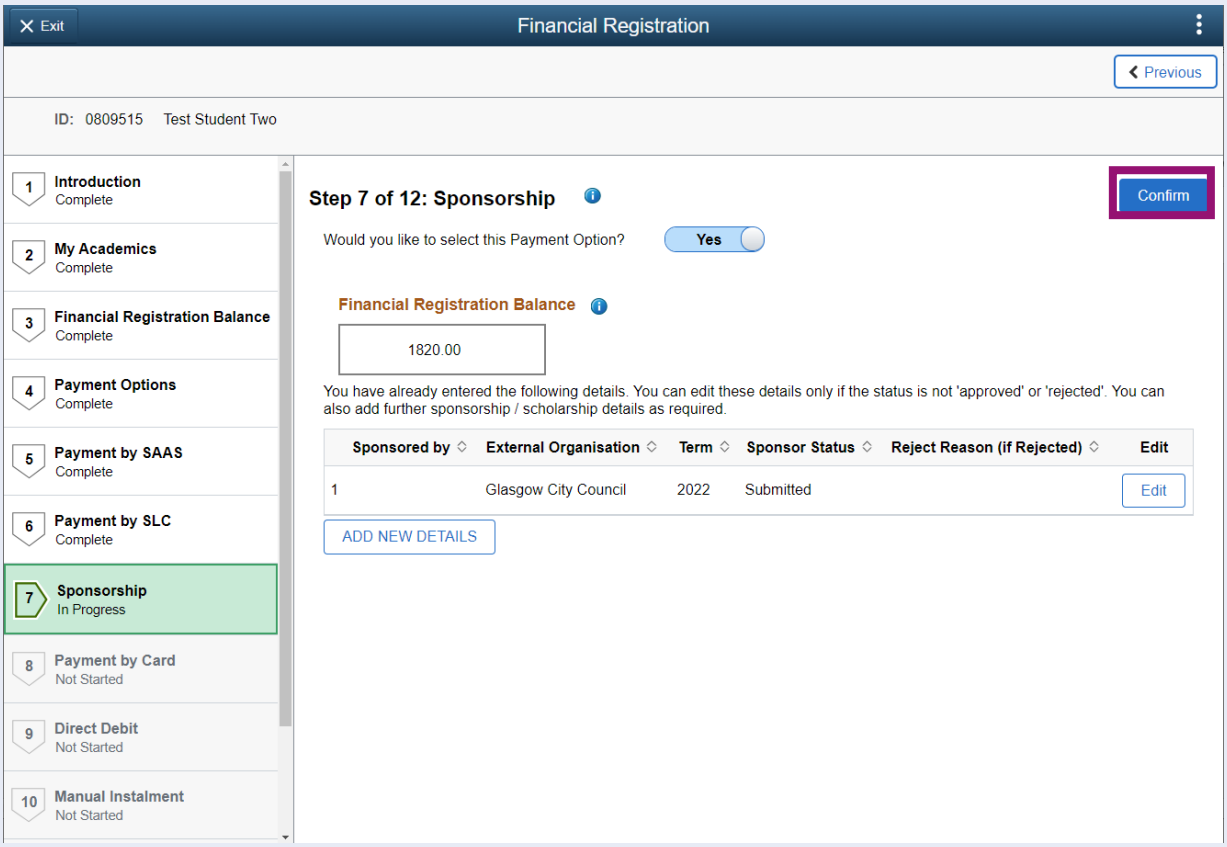
You will then see the Supporting Documents section, where you can use the Upload Documents button and follow the instructions to add a copy of your Sponsor Guarantee letter. If you don't have your sponsor letter, please update the *If you do not have this documentation yet….* slider to Yes.



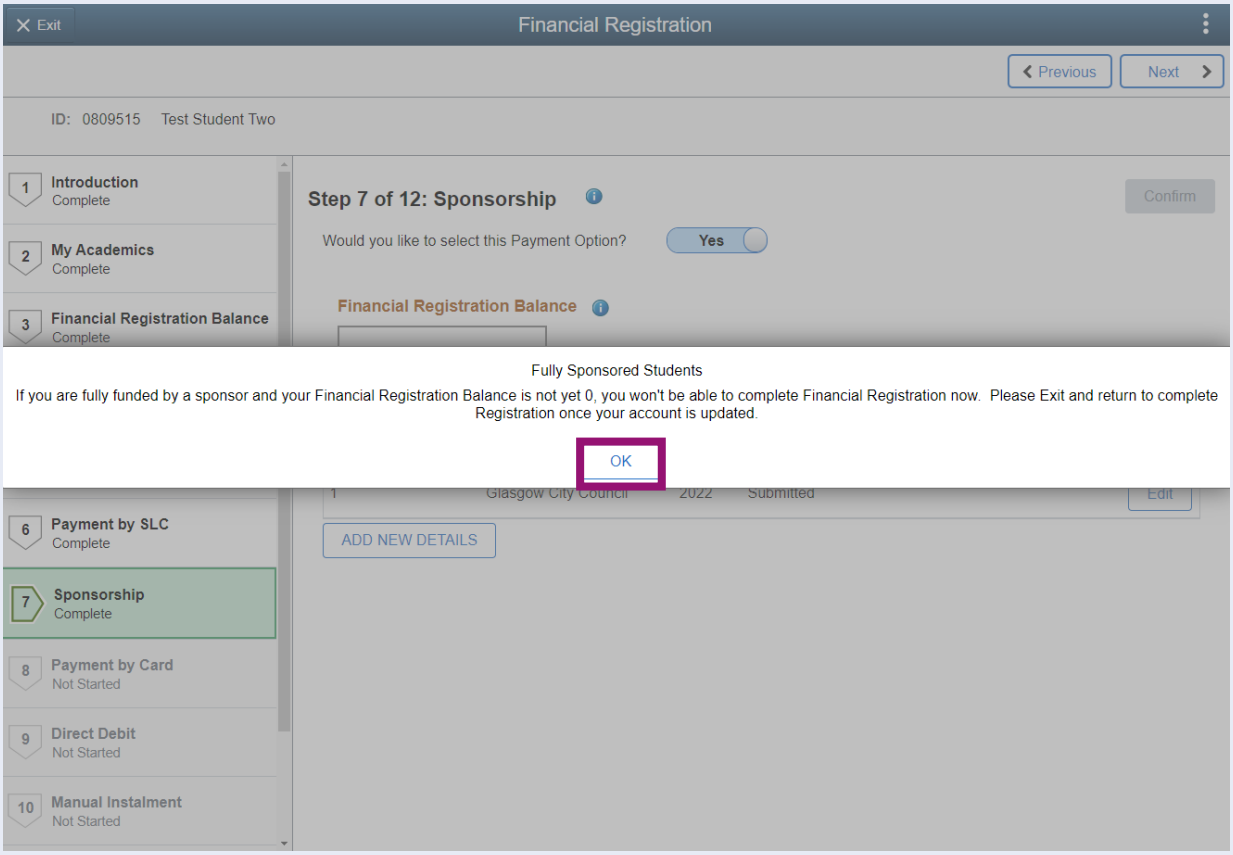
Once you have either uploaded your document, or confirmed that you don't have your document, press Save.



You will then return to the Sponsorship summary page, where the information you entered will be shown. You can either press Confirm to mark the step as complete, Add New Details for an additional sponsor, or edit the information you've already entered.

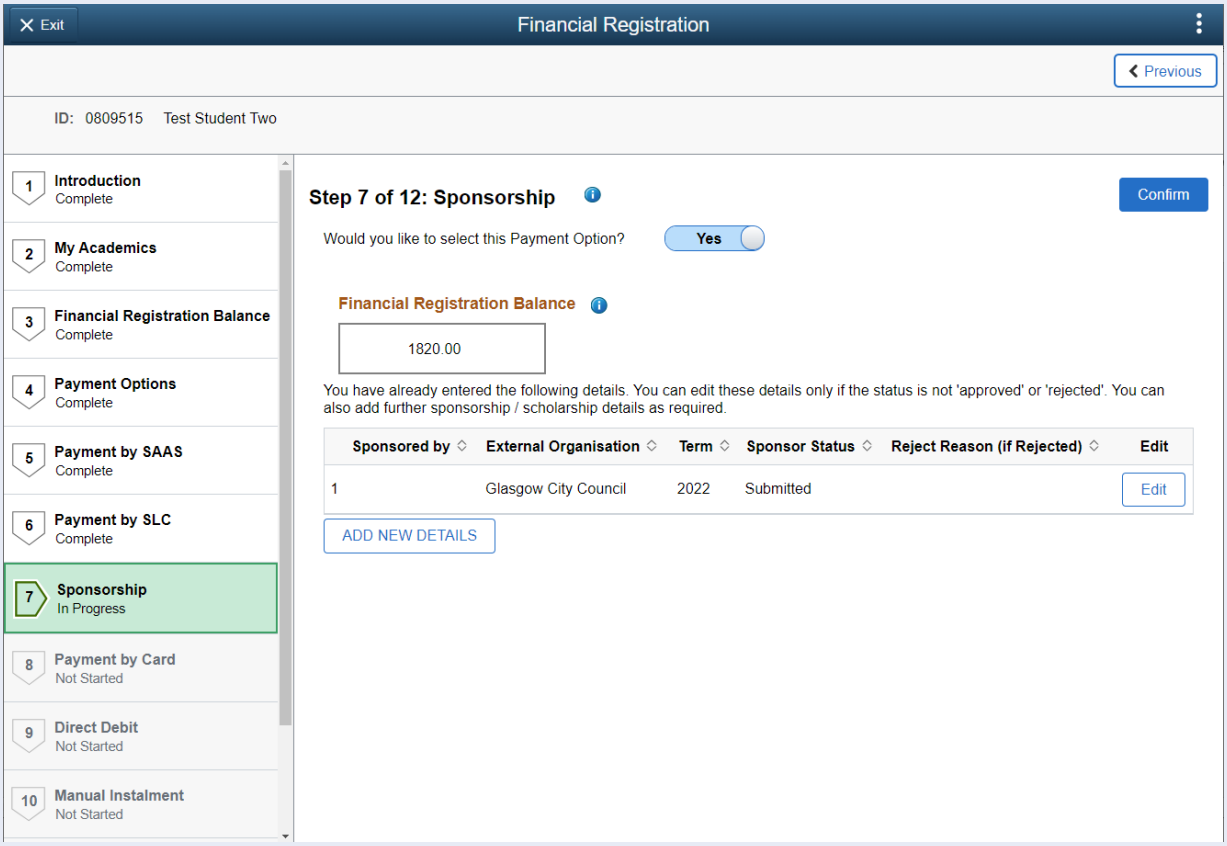


You will then see a pop-up message that confirms that you can only complete registration if your balance is 0, and your funding has been applied. Press OK to clear the message. If your balance is not yet 0, please press Exit.



You can return to any incomplete Financial Registration by clicking the Registration tile. You can then select Step 7. Sponsorship to check the status of your sponsorship.

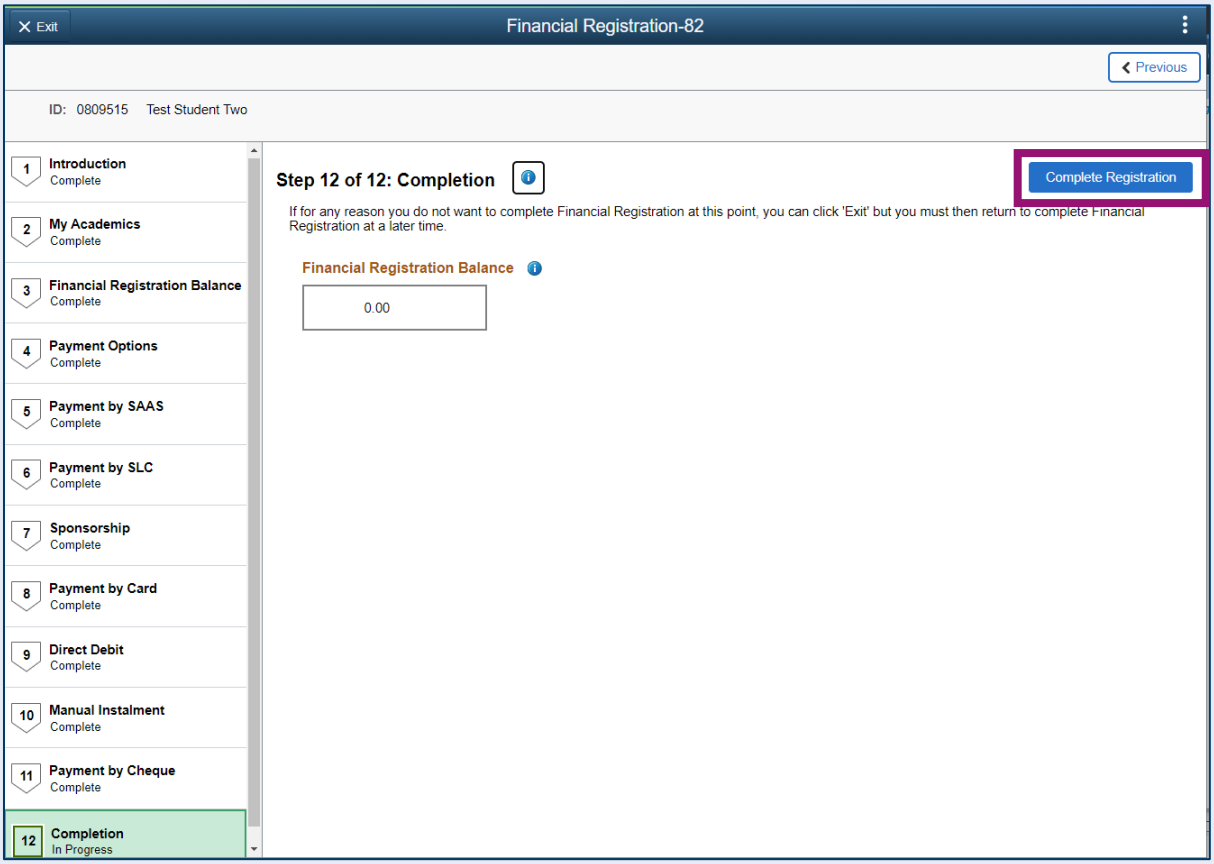
This may be updated to accepted (in which case your Financial Registration Balance will have been updated accordingly), or it may be Rejected, in which case you will have had an email from Accounts Receivable confirming the reason.



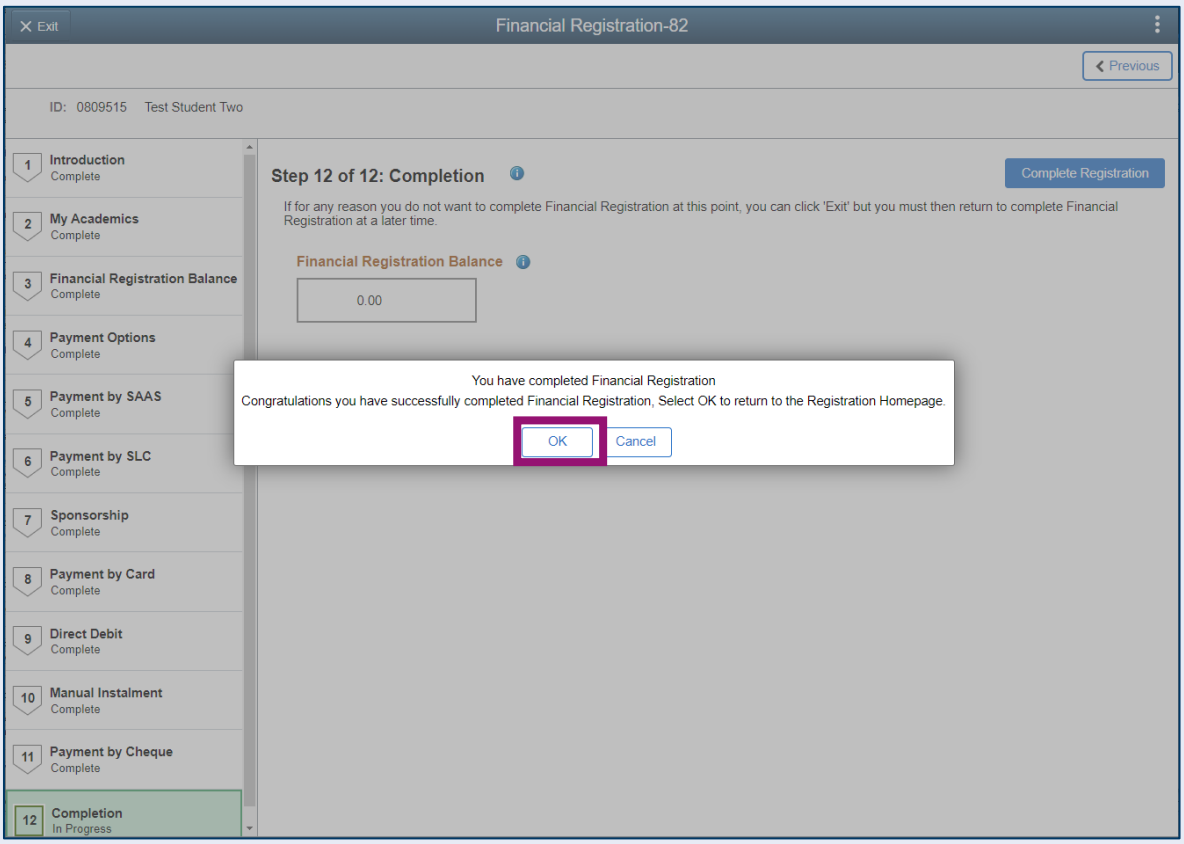
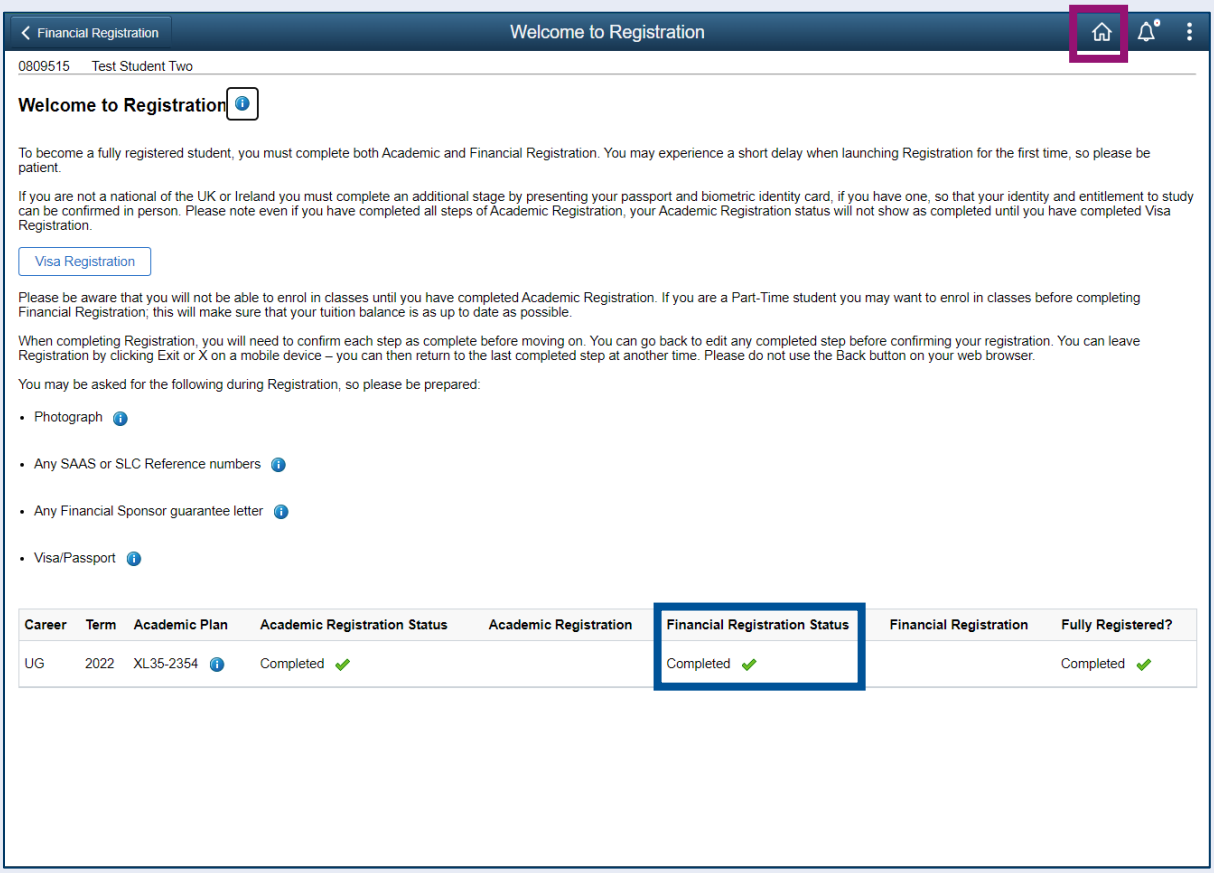
You can choose to edit the details of existing sponsorship by pressing the Edit button. You can upload a fresh sponsor letter if required, alternatively, you can email this to mycampus-fees@glasgow.ac.uk

Completing Registration

Only once your funding has been applied and your Financial Registration Balance is 0, will you 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.