

# ACCOMMODATION FEE PAYMENT OPTIONS

## 8 Instalments by Direct Debit or Recurring Card Payment.

### 1 Direct Debit Instalments 8 monthly instalments via UK bank account from October to May.

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 October – May.

To pay by direct debit please print off and complete the [direct debit form](#) then post it to the Finance Office or bring it with you when you arrive. Your completed direct debit form should be returned to the Finance Office at least 15 working days before the first instalment date. Payment plan dates are detailed on the direct debit form and you should select either plan A or B. If you are an **EU/international student** and intend to open a UK bank account you can arrange this after arrival.

### 2 Recurring Card Payment (RCP) 8 monthly instalments by credit/debit card from October to May.

To set up a RCP using your debit/credit card you should login to the [QMU Student Portal](#) where you will see your invoice and the option to pay in instalments. Please ensure the invoiced amount excludes any payments you have already made (e.g. Prepayment of £250). If the invoice is not visible or your payments have not already been deducted, please contact the Finance Office before setting up the RCP.

#### Example if paying by 8 instalments:

Total Accommodation Fees (Standard Room)	£4319.84
Prepayment (Non Refundable)	- £250.00
	£4069.84 paid over 8 monthly instalments of £508.73 from October to May

**One Payment in Full** by credit/debit card payment by telephone, cheque, cash or bank transfer on or before arrival.

**Two Equal Semester Instalments** by credit/debit card, cheque, cash or bank transfer. Semester 1 instalment to be paid on or before arrival and Semester 2 instalment due in the 1st week of January.

### 3 Credit/Debit Card Payment

Call **+44 (0)131 474 0000** and **ask for Finance** to make payment by credit/debit card. Please have your Student ID number and your accommodation offer details with you when you call.

Please note American Express and Diners cards are **not** accepted.

### 4 Cheque or Cash

**Cash** payments can be made **in person only** at the Finance Office. Do **not** send cash through the post.

**Cheques** must be in £GBP only and made payable to Queen Margaret University. Please **ensure** you write your name, student ID number and 'Accommodation Prepayment' on the back of the cheque and post to:

**Finance Office  
Queen Margaret University  
Queen Margaret University Drive  
Musselburgh  
EH21 6UU**

### 5 Bank Transfer

If you choose to pay the University by bank transfer then please use our bank details provided below.

**It is important that we identify the sender when the money is received in our bank account therefore please ensure you reference your Student ID number, full name and state "Accommodation Fees".**

#### BANK DETAILS

Account Name - **Queen Margaret University - No 1 Account**  
Account Number - **50858838**  
Sort Code - **20 33 70**  
Swift Code - **BARCGB22**  
IBAN - **GB47 BARC 203370 50858838**

**Barclays Bank**  
120 Bothwell Street  
GLASGOW  
G2 7JT