



## Payment Methods

Students can apply and register online and make use of the online payment facility to pay their fees by credit or debit card. Alternatively, if you are paying an outstanding fee then please login to your [Student Portal](#) to pay online.

However, we recognise that some students may not be able to take advantage of online payments because of local factors such as foreign currency regulations, banking controls, costs or practical issues. Therefore we will accept the offline payment methods listed below. Please note that using any of these other offline payment methods which involves the postal service will mean it will take longer for us to receive and process your payment and consequently it may delay the dispatch of materials or other services.

### Offline Payment Methods

We do not accept cash via the postal service. The following offline payment methods are currently accepted:

- [1. Western Union - Quick Pay](#)
- [2. Sterling Banker's Draft/Cheque](#)
- [3. International Money/Postal Order](#)
- [4. Telephone Payments](#)

Details of these are given below. For further queries please [contact us](#).

#### 1. Western Union - Quick Pay

Fees can be paid via a local Western Union Agent. To ensure the payment correctly reaches the University of London International Programmes you must ensure that you select Western Union's **Quick Pay method**.

For detailed information of how to make a payment using [Western Union Quick Pay](#) please see the end of this document.

Once you have submitted your payment to a local agent you will be issued with a Money Transfer Control Number (MTCN) from Western Union and the payment confirmation. This MTCN should be sent to the University of London International Programmes Fees Office with the relevant completed documentation (Offline Payment Form).

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#### 2. Sterling Banker's Draft/Cheque

Sterling Bank Drafts/Cheques should:

- be made payable to the 'University of London'
- be drawn on a UK bank and in Pound Sterling
- clearly show the name and address and sort code of the UK bank where it may be presented for payment.

Please print your Student Number, full name and date of birth on the reverse of the Draft/Cheque. The Draft/Cheque should be sent to the University of London International Programmes Fees Office with the relevant completed documentation (Offline Payment Form).

We recommend you use secure post or registered mail to send your payment to us by this method.

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### **3. International Money/Postal Order**

An International Money/Postal Order must be:

- made payable to the 'University of London'
- denominated in Pounds Sterling.

The University does not accept Canadian Postal Orders as these cannot be processed via the UK banking system.

Please print your Student Number, full name and date of birth on the reverse of the International Money/Postal Order. The International Money/Postal Order should be sent to the University of London International Programmes Fees Office with the relevant completed documentation (Offline Payment Form).

We recommend you use secure post or registered mail to send your payment to us by this method.

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### **4. Telephone Payments**

You can call the Fees Office on +44 20 7862 8360 (option 3) and pay the outstanding balance over the telephone using a credit or debit card. The student must have completed the online task and selected Offline Payment method prior to calling. Please also note that the Fees Office staff will only take the payment from the cardholder.

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### **Student Portal**

If you have an outstanding balance on your fees account and have access to your online fees statement you can submit your outstanding payment using the on-line payment system via our Student Portal at:

<http://my.londoninternational.ac.uk>

After logging in to the Portal, select the My Account tab and follow the instructions given.

If you have an outstanding balance and would like to pay this using the online payment system but **do not** have Student Portal access, contact the Student Advice Centre at <https://enquiries.londoninternational.ac.uk/> and make a request. Please allow 10 working days for the username and password to be emailed to you.

If you have an outstanding balance and do not wish to submit a payment online you can use one of the offline payment methods described above. Please quote your student number and full name and also confirm what the payment relates to when sending payment.

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### **Queries**

If you are a student or applicant and have any fee or account queries please contact us via the web form:

<https://enquiries.londoninternational.ac.uk/>

Current students are recommended to go via the [student portal](#) for relevant contact details.

By Telephone: +44 20 7862 8360

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## PAYING YOUR FEES TO THE UNIVERSITY OF LONDON INTERNATIONAL PROGRAMMES USING WESTERN UNION

To send us a payment using Western Union Quick Pay please follow these steps:

**Step 1:** Fill in the Quick Pay form as shown below in a Western Union Agent location. You can find your nearest location at <http://www.payment-solutions.com> (Please note that the exact layout of the form may vary depending on your location.)

**Payment Services Quick Pay** **WESTERN UNION**

**PAY TO**

AMOUNT  
500  
(In words)  
FIVE HUNDRED

**COMPANY NAME**  
UNIVERSITY OF LONDON

**COMPANY CODE**  
UNIVERSITYOFLONDON GB

**COUNTRY**  
UNITED KINGDOM

If you would like payment directed to an individual or department, please specify here.  
**NAME/DEPARTMENT**  
FEES OFFICE

Check your money transfer status online at **It is free!** **WESTERN UNION**

**CUSTOMER SIGNATURE**

**SENDER**

WESTERN UNION goldcard NUMBER  
Would you like to sign up to the goldcard? Yes No

**ACCOUNT NUMBER**  
1 2 3 4 5 6 7 8 9 DDMMYY

**REFERENCE NUMBER**

Mr Mrs Miss  
**FIRST GIVEN NAME(S)**  
FORENAME

**LAST/FAMILY NAME**  
SURNAME

**ADDRESS**  
EXAMPLE STREET 27  
POSTCODE 1 2 3 4 5 6

**COUNTRY/PROVINCE**  
UNITED KINGDOM

**TELEPHONE NUMBER (optional)**  
1 2 3 4 5 6

**NOTIFY ME OF TRANSFER COLLECTION BY SMS TEXT MESSAGE**  
COUNTRY CODE MOBILE NUMBER (optional)  
0044 123 1234567

**E-MAIL ADDRESS (optional)**  
NAME@MAIL.CO.UK

If you choose to provide details of your landline/mobile phone and/or your e-mail to the optional entries above you also expressly consent to receipt of such commercial communications in the indicated medium (telephone/SMS/WWW/e-mail), to being notified of transfer calls (due by SMS) and agree that any charges imposed by the provider of such services are your sole responsibility.

**OFFICE USE ONLY**  
Please do not write below

**AGENCY**

**OPERATOR NUMBER**

**FILING DATE AND TIME**  
D M Y

**MONEY TRANSFER CONTROL NUMBER (MTCN)**

**AMOUNT** **EXCHANGE RATE**

**TRANSFER FEE** **TOTAL AMOUNT RECEIVED**

**TOTAL AMOUNT COLLECTED**

**AGENT'S SIGNATURE**

\* By signing this form I:

- Expressly consent to the transfer of my personal data entered above to WU Affiliates located outside of the European Economic Area, including to the U.S. for the purpose of providing the money transfer service to me and undertaking the additional data processing activities specified in the Data Protection section of the terms and conditions. I have the right to withdraw my consent at any time.
- Expressly consent to the carrying out of profiling activities and marketing communications.
- Confirm that the information I have provided is correct and that I have read and accepted the terms and conditions of the service offered, and the loyalty programme terms if applicable.

**IMPORTANT NOTICE**  
THE TERMS AND CONDITIONS ON WHICH THE SERVICE IS PROVIDED ARE SET OUT ON THE REVERSE OF THIS FORM. YOU ARE ADVISED TO READ THESE TERMS AND CONDITIONS, ESPECIALLY THOSE RELATING TO LIABILITY AND DATA PROTECTION, BEFORE SIGNING THIS FORM. IN ADDITION TO THE TRANSFER FEE, WESTERN UNION AND ITS AGENTS ALSO MAKE MONEY FROM THE EXCHANGE OF CURRENCIES. PLEASE SEE FURTHER IMPORTANT INFORMATION REGARDING CURRENCY EXCHANGE, UNLAWFUL WIRE TRANSFERS THAT MAY OCCUR AT THE TRANSFER BENEFIT OR ON THE BACK OF THIS FORM. PROTECT YOURSELF FROM CONSUMERS WHO BE CAREFUL WHEN A STRANGER ASKS YOU TO SEND MONEY.

DO NOT DIVULGE THE DETAILS OF THIS TRANSFER TO A THIRD PARTY.

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Please complete all of the information as shown above. It is particularly important that you use the following details for the University of London International Programmes so that your payment is correctly allocated to you student account:

- A COMPANY NAME: UNIVERSITY OF LONDON
- B COMPANY CODE: UNIVERSITYOFLONDON GB
- C ACCOUNT NUMBER: This must be your:

- 9 digit student registration number which is unique to you,
- followed by a space,
- and then your date of birth in the format DDMMYY.

For example 123456789 010189. Without this information the University of London may not be able to process your payment.

Do not enter anything in the field labelled REFERENCE NUMBER.

Western Union will only make payments to the University of London International Programmes in Pounds Sterling. Your Western Union agent will usually accept major currencies and exchange these into Pounds Sterling for you. Please check with your agent before paying.

**Step 2:** Hand over the form, with the amount in cash and a valid ID to the Western Union agent.

**Step 3:** Receive your Money Transfer Control Number from Western Union and the payment confirmation. Your payment is then on its way to the University of London International Programmes.

**Step 4:** Keep the original payment confirmation for your own records. To help us allocate your payment correctly please send us a copy of your Western Union Payment Confirmation with your remittance advice, or other details of the fee you are paying. You can either:

- Upload the file via the Student Portal including the words “Western Union Payment Confirmation + Your Student Number” in your message:

- 1) Login to the Portal (<http://my.londoninternational.ac.uk>).
- 2) Go to the ‘Ask a Question’ tab, then ‘Log an enquiry’.
- 3) Select the Fees category.
- 4) Click ‘Proceed with logging enquiry’.
- 5) From the ‘Files to Upload’ drop down menu, select the number of files you wish to add. Fill in the Title and Description and then click ‘Log Now’.
- 6) Click the word ‘below’ in the first sentence to view your File Upload Request Page.
- 7) Click ‘Browse’ in the File Upload Request section and choose file or files to upload. Add description if necessary. Click ‘Upload Now’.

**Or**

- Post to us at Fees Office, University of London International Programmes, 32 Russell Square, Stewart House, London, WC1B 5DN, United Kingdom.

**Important:** These Western Union details can only be used to pay student fees to the **University of London International Programmes**.

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