How to Use Your Acceptance Deposit to Pay Your Course Fees

You may have paid an Acceptance Deposit for your Course. This Payment can be used to part pay your Course Fees.

Step 1
Complete your Online Enrolment as instructed in your enrolment letter. Once Complete move to Step 2.

Step 2
From the Home Page select **My Fees** tab. Here you will find a full listing of Course fees due along with your pre-paid Deposit. You will note your deposit will show as a "Payment received but not allocated" blue text line at the bottom of your fees due.

Step 3
You can now pay your fees noting that the **Total Selected in the To Pay column** will be different to the **Total to pay amount. The Total to pay amount will have reduced by the prepaid Acceptance Deposit**.

EXAMPLE 1. To Pay **All** Course Fees Due either select the **Click all to pay** option or type in the full amount in the To Pay selection box.

EXAMPLE 2. If you decide to Split your Tuition into two equal instalments using the Split Fees button, you will need to enter the full amount for semester one along with your levies into the **To Pay** Selection box.

Note: In both Instances the **Total to pay amount** has been reduced by the value of the "Payments received but not allocated" amount (your deposit)

Do not reduce the amount in the To Pay selection box by the amount of your deposit, else you will under pay your course fees.

Students who have paid an Acceptance Deposit and are subsequently awarded full funding/grant will have any overpayment refunded by the Fees Office in due course.