Financial Information & Payment Methods

You can pay your tuition fee or accommodation charges online or make an arrangement to pay by a recognised University payment plan via Sussex Direct – www.sussex.ac.uk/direct. Tuition fees and accommodation charges will be downloaded and available for payment on this system at the start of September each year. You can also use Sussex Direct anytime throughout the year to check the status of your account.

International Students (bank transfer options):

1. **Western Union bank-to-bank transfer** (through Pay 24-7 and Western Union). The option to make a Western Union payment will be available through online registration. This provides a guaranteed exchange rate with no additional charges from the University or Western Union when making transfers from an overseas bank account. It is also cheaper than using a credit card.

2. **Standard** bank transfer. If you are unable to make a Travelex transfer a standard bank transfer can be made to the University’s account. *However, the exchange rate will be subject to fluctuation and you will incur additional bank charges as well as having to provide further information to the University.*

   The University's bank account details are available on request. Please email cashiers@sussex.ac.uk

   When making a standard bank transfer, you should quote your registration number and name as a reference. If you pay by this method please fax a copy of the transfer form to Student Accounts annotated with your registration number. Fax +44 (0)1273 877367.

If you pay by standard bank transfer, there will be a delay in updating your account while we wait for the funds to arrive. It normally takes 3 working days for a transfer from an EU bank account and up to 10 working days for a transfer from other overseas bank accounts to reach the University. During this time you will be unable to complete registration online through Sussex Direct. If you have been unable to complete registration online you should click the ‘I need help’ option at the bottom of the registration screen checklist, this will direct you to your in person registration session. Please take a copy of the bank transfer documentation with you to your in person registration session.

Options for Payment of Tuition Fees or Rent in Full:

1. **Credit or Debit card.**
   Online via Sussex Direct – www.sussex.ac.uk/direct
   Tuition fees and accommodation charges will be downloaded and available for payment on this system at the start of September each year.

2. **Bank Drafts**
   If you want to make a payment for your tuition fees or rent in full by bank draft you can send the draft to Student Accounts at the address indicated below. Alternatively if you are already on campus there is a post box in the main reception area of Sussex House where you can deposit the bank draft. Please ensure that you write your name and registration number on the back of the draft. We only accept bank drafts in £ sterling.

3. **Cash and Travellers’ Cheques**
   If you wish to pay by cash or travellers’ cheques you will not be able to register online.
you go online to register and click the ‘I need help’ button at the bottom of the registration screen checklist, this will direct you to your in person registration session. If paying by cash you will need to pay this directly into the University’s bank account at a bank and then come to your in person registration session with your receipt. We cannot accept cash at in person registration. Please note that we do not give change for payments made by travellers’ cheques. The university will accept Euro €, US $ and sterling (GBP) travellers’ cheques.

After the in person registration session additional payments can be made at Student Accounts by credit or debit card. Travellers’ cheques and bank drafts are also accepted at the Student Accounts counter during opening hours. Opening times are 10am to 4pm weekdays.

**Options for Payment of Tuition Fees or Rent in Instalments:**

**Credit or Debit card - this payment option can only be arranged online.**
Fees and rent in three instalments. The first instalment is taken immediately, the remaining instalments will automatically be charged to your card in January and April.

**Fees** - to participate in this payment option plan your fees must be more than £300.00.

**Rent** - students who are in campus accommodation and have an eleven or twelve monthly tenancy pay in four installments.

**General Information**

- **If you are unable to pay or make an arrangement** to pay online, you can make a card payment by telephoning Student Accounts on 0800 849 4979. The telephone lines are open 10.00am – 1.00pm and 2.00pm – 4.00pm weekdays. Please always ensure you have your registration number to hand, this saves time and allows us to uniquely identify your account.

- **Please ensure you check your University email account on a regular basis as all messages will be sent to this account.**

- For general enquiries about fees or your account with the University you should contact Student Accounts by telephone on 0800 849 4979 or fax on +44 (0)1273 877367 or in writing to:

  Student Accounts  
  Sussex House  
  University of Sussex  
  Falmer  
  Brighton  
  BN1 9RH