Deposit payment steps for agents - text version

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Deposit payment steps for direct applicants

Deposit payment steps for UCAS applicants

Payment by card

1. My Dashboard view
   a. On your dashboard which displays Student Applications, select 'More Information' next to the application you wish to make a deposit payment for.
2. Decision response
   a. On the next page, under 'Decision Response', click 'Respond Now'.
3. Application response
   a. On the next page, check if the details of the application are correct, and click 'I accept the terms of offer' if you have read and understood the terms of offer.
4. Pay Deposit options
   a. To pay the deposit, click either 'Pay Now' or 'Pay Later'.
5. Choose action on My Account
   a. On the next page, choose 'Pay Deposit' next to the application you wish to pay the deposit for.
6. Order summary display
   a. The next page will display an Order Summary. Check the details and click 'Make Online Payment'.
7. Payment by card view
   a. The next page will display a payment summary. Check the details and click 'Continue'.
8. Payment by card view - enter address
   a. On the next page, enter the payer address, card holder name and email address. The address provided here will determine the currency options offered on the next screen.
   b. The agent should update the name and address associated with the payment card.
   c. Click 'Continue'.
9. Local currency view
   a. The next page will offer the payment in the local currency (based on the address provided in the previous step).
   b. Click the preferred payment method and click 'Next'.
10. Input payment details
    a. Once the payment method is selected, the next page will prompt the payment details to be inputted: Card holder's first name, card holder's family name, card number, expiry date and CVV.
    b. Once these details are inputted, click 'Pay'.
11. Payment by card - final confirmation
    a. On the next page, a confirmation page will appear.
    b. Final confirmation is in GBP to reflect the actual amount that will be received by Oxford Brookes University.

c. Click 'Continue'.
12. Payment by card - email confirmation
    a. An email confirmation of the payment will be sent to the payer at the email address provided. This is not a receipt.

Payment by bank transfer

13. Payment by bank transfer
    a. An alternative payment method is payment by bank transfer.
    b. If this option is selected, the payer is redirected to **https://payments.brookes.ac.uk/open/**
    c. They will need to input the Student ID and date of birth in the Payment Login Details section.
    d. Click 'I accept the Terms and Conditions' once these have been read and agreed to.
    e. Click 'Continue'.
14. Input payment amount
    a. On the next page, select the correct payment type (Deposit/advanced tuition fees).
    b. Input the payment amount (which is equal to the deposit amount the student needs to pay).
    c. Click 'Continue'.
15. Payment summary - bank transfer
    a. Check the details on the Payment Summary are correct, and click 'Continue'.
16. Enter payer details
    a. The next page will prompt the Payer Details to be entered.
    b. The payer will need to input the details for the address that receives the statements for their credit or debit card.
    c. The address provided here will determine the currency options offered on the next screen.
    d. Once the address details are added, click 'Continue'.#
17. Select payment method
    a. Under 'Select payment method', card payment is offered in addition to bank transfer.
    b. In the case of bank transfer being selected, click the appropriate bank transfer option.
    c. Click 'I have read, understood and agree to the Flywire Terms of use and Privacy Policy' if the policies are read and agreed to.
    d. Click 'Next'.
18. Transfer your funds

a. The next page will display instructions to the payer, detailing how to make the payment and transfer the funds from their bank account.
b. Flywire cannot take the funds automatically.
c. The payer will need to ensure they have read all details on the screen and followed the instructions to complete the bank transfer.
d. Once this is understood, click 'I understand I need to initiate a transfer from my bank. Click here to continue'.

19. Complete transfer of funds
   a. The next page displays further reminders about completing the bank transfer.
   b. The payer will need to ensure the payment has been completed via online banking, following the instructions on the screen.
   c. Payment instructions can be downloaded in PDF format, if required.
   d. The student can also view the bank transfer details by selecting 'Pay Deposit' from the 'My Account' page.
   e. Once the payment is completed, click 'Continue'.

20. Receive confirmation email
   a. Next, the payer receives a confirmation email. This is not a receipt.
   b. The payer is then redirected to **www.brookes.ac.uk/studying-at-brookes/finance**

Deposit payment steps for UCAS applicants

21. Deposit payments for UCAS applicants
   a. URL: Create portal account via **https://brookesacuk.elluciancrmrecruit.com/apply/account/CreateAccountVerify**
   b. Enter the student's Date of Birth and click Verify.

22. Create account
   a. Select 'all undergraduate' next to 'Subject Group'.
   b. Under 'course', the course that the student applied to defaults into the course field.
   c. Create and enter a password.
   d. Click 'Create Account'.

23. My Account
   a. On the 'My Account' page, click 'Pay Deposit'.

24. Order summary display
   a. The next page will display an Order Summary. Check the details and click 'Make Online Payment'.

25. Payment by card view
   a. The next page will display a payment summary. Check the details and click 'Continue'.

26. Payment by card view - enter address

a. On the next page, enter the payer address, card holder name and email address. The address provided here will determine the currency options offered on the next screen.
b. The agent should update the name and address associated with the payment card.
c. Click 'Continue'.

27. Local currency view
a. The next page will offer the payment in the local currency (based on the address provided in the previous step).
b. Click the preferred payment method and click 'Next'.

28. Input payment details
a. Once the payment method is selected, the next page will prompt the payment details to be inputted: Card holder's first name, card holder's family name, card number, expiry date and CVV.
b. Once these details are inputted, click 'Pay'.

29. Payment by card - final confirmation
a. On the next page, a confirmation page will appear.
b. Final confirmation is in GBP to reflect the actual amount that will be received by Oxford Brookes University.
c. Click 'Continue'.

30. Payment by card - email confirmation
a. An email confirmation of the payment will be sent to the payer at the email address provided. This is not a receipt.

31. Payment by bank transfer
a. An alternative payment method is payment by bank transfer.
b. If this option is selected, the payer is redirected to **https://payments.brookes.ac.uk/open/**
c. They will need to input the Student ID and date of birth in the Payment Login Details section.
d. Click 'I accept the Terms and Conditions' once these have been read and agreed to.
e. Click 'Continue'.

32. Input payment amount
a. On the next page, select the correct payment type (Deposit/advanced tuition fees).
b. Input the payment amount (which is equal to the deposit amount the student needs to pay).
c. Click 'Continue'.

33. Payment summary - bank transfer
a. Check the details on the Payment Summary are correct, and click 'Continue'.

34. Enter payer details
a. The next page will prompt the Payer Details to be entered.

b.   The payer will need to input the details for the address that receives the statements for their credit or debit card.

c.   The address provided here will determine the currency options offered on the next screen.

d.   Once the address details are added, click 'Continue'.#

35. Select payment method

a.   Under 'Select payment method', card payment is offered in addition to bank transfer.

b.   In the case of bank transfer being selected, click the appropriate bank transfer option.

c.   Click 'I have read, understood and agree to the Flywire Terms of use and Privacy Policy' if the policies are read and agreed to.

d.   Click 'Next'.

36. Transfer your funds

a.   The next page will display instructions to the payer, detailing how to make the payment and transfer the funds from their bank account.

b.   Flywire cannot take the funds automatically.

c.   The payer will need to ensure they have read all details on the screen and followed the instructions to complete the bank transfer.

d.   Once this is understood, click 'I understand I need to initiate a transfer from my bank. Click here to continue'.

37. Complete transfer of funds

a.   The next page displays further reminders about completing the bank transfer.

b.   The payer will need to ensure the payment has been completed via online banking, following the instructions on the screen.

c.   Payment instructions can be downloaded in PDF format, if required.

d.   The student can also view the bank transfer details by selecting 'Pay Deposit' from the 'My Account' page.

e.   Once the payment is completed, click 'Continue'.

38. Receive confirmation email

a.   Next, the payer receives a confirmation email. This is not a receipt.

b.   The payer is then redirected to **www.brookes.ac.uk/studying-at-brookes/finance**