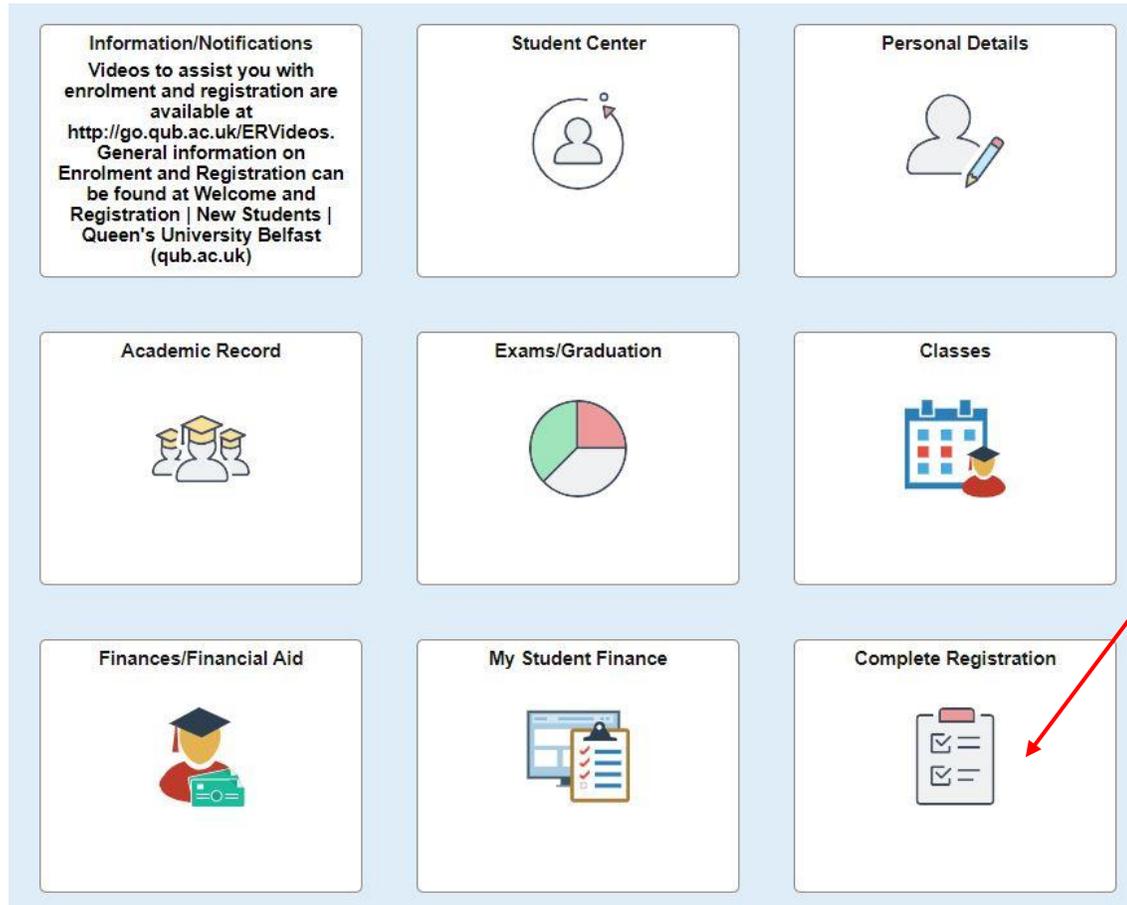




ENROLMENT & REGISTRATION GUIDE ACADEMIC YEAR 2024/25



1) Student Homepage



From the Homepage on QSIS click into **Complete Registration** .

2) My Registration Progress

My Registration Progress



Click on the relevant stage to progress.
All stages must be completed before you are fully registered.

If you have any queries, please contact the Student Helpline at
reghelp@qub.ac.uk or +44(0)28 9097 3223

A screenshot of a 'Quick Links' menu. The menu items are: 'Registration - Personal Details', 'Registration - Modules and Finance', 'Registration - Immigration Document Uploads', 'Student Center - Use the student center to view your enrolments, transcripts, make a payment and personal details', 'View Your Grades - View your published grades and classification', 'Class Schedule - View your class schedule for a specified term.', and 'Anonymous ID - View My Anonymous ID'. A red arrow points from the right side of the slide to the 'Registration - Immigration Document Uploads' link.

Select either the **Tile (2.Modules & Finance)** or the **Quick Link (Registration)** to proceed.

3) Modules and Finance – Page 1

My Academics

Please select the programme(s) below that you wish to enrol on. You must enrol on all programmes before you can complete your financial registration.

My Programmes

MB (S) Medicine

Enrolled

If you see programmes present that you don't intend enrolling on for the current term, please contact your School.

If you have any other queries, please visit our website for Support and Contact Details at: <https://www.qub.ac.uk/sites/my-queens/enrolment-and-registration/>

Financial Registration

After successfully enrolling, please complete your Financial Registration.

Proceed to Finance

- If this box is grey; You have successfully enrolled to this program – please proceed to the next step in this guide.
- If this box is yellow; You should contact QUB Student Helpline - reghelp@qub.ac.uk

When you have successfully enrolled on your program, please press this button **Proceed to Finance** to go to the next step.

3) Modules and Finance – Page 2

Modules and Finance

Finance

The final stage of the registration process is to agree your tuition fees and charges for 2024/25 and make appropriate arrangements to pay them.

The following summarises the pages you must complete to finish the registration process. To assist in completing your Financial Registration, please read the notes below and/or press the INFORMATION button before proceeding to the next page.

Stranmillis University College Students are advised to visit <https://www.stran.ac.uk/courses/fees-and-finance/> for further information. Please ensure you have completed and returned all relevant documentation to Stranmillis University College directly. If you require any assistance please contact Stranmillis Student Finance on 028 90384266 or studentfinance@stran.ac.uk

Page 1: Financial Permission

For data protection purposes you will be asked if you wish to give us permission to discuss your tuition fee position with a third party.

Page 2: Tuition Account Summary

You will be asked to accept liability for your outstanding tuition fees and charges. The cost of your tuition fees and charges for the academic year 2024/25 will be calculated based on the modules you are currently enrolled on. This will be subject to change if modules are subsequently added or dropped, in line with the terms of the University's Student Finance Framework 2024/25. Please refer to <http://www.qub.ac.uk/Study/Feesandfinance> for details.

Page 3: Payment Summary

You will be asked to confirm how you intend to pay your tuition fees and charges for the academic year 2024/25.

It is vital that the information you provide is accurate. If you provide inaccurate or false information, this will be investigated and may lead to possible sanctions by the University.

For details of the University's Tuition Fee Payment Options and the Student Finance Framework, please refer to <http://www.qub.ac.uk/Study/Feesandfinance>

Page 4: Payment Arrangements

You will be asked to complete further information relating to the payment option(s) you have selected. This may involve completing a number of pages, depending on the option(s) selected.

Confirmation of Registration

You will also see a pop-up confirmation that you have successfully completed the Registration Portal. You will also receive a confirmation email within 24 hours of completing the Portal.

Next

For more information/ help press the blue button i.

• Take some to read through this brief overview of the enrolment process.

• Ensure you read your responsibility to pay your tuition fees on time and possible sanctions for non-payment at this link

Once you have read through press the button **Next** to go to the next step.

3) Modules and Finance – Page 3

Modules and Finance

Financial Permission

Under Data Protection Legislation, if at any time in the future you require us to speak to anyone, other than yourself, for example your parents, about your tuition fees, we must have your permission.

The table below allows you to give us permission to discuss your tuition fee position with a third party.

REMEMBER, IF YOU HAVE NOT SELECTED ANYONE OTHER THAN YOURSELF, WE CANNOT SPEAK TO THEM ABOUT ANY ASPECT OF YOUR FEES.

- No one but myself
- Both Parents
- Only Father
- Only Mother
- Guardian
- Partner/Spouse
- Sponsor
- Other - Please provide details

[Go to top](#)

Next

For more information/ help press the blue button **i**.

- Select a third party that you give the University permission to discuss your tuition fee position with.

If you don't want anyone other than yourself to be able to discuss your tuition fees – Select **No one but myself**.

- If you want to give someone permission who isn't listed – Select **Other** and tell us who.

Once you have read through this overview press the button **Next** to proceed to the next step.

3) Modules and Finance – Page 4

Modules and Finance



For more information/ help press the blue button i.

Account Summary

Academic Year 2024/25 | Queen's University Belfast

The table below 'What I Owe' details the cost of your tuition fees and charges for the academic year 2024/25. Your tuition fees and charges have been calculated based on the modules you are currently enrolled on. If modules are subsequently added or dropped, the cost of your tuition fees and charges may change.

The table also shows your outstanding liability, after deduction of all payments and third party pending commitments received by the University. Where you have outstanding tuition fees and charges for 2023/24, these will be included in the outstanding liability below. Please refer to the INFORMATION button above for details of how to settle your outstanding debt for 2023/24.

Please review this information and ensure it is correct. If you agree, please tick the 'Acceptance of Liability' button below and proceed.

What I Owe

Tuition Fees and Charges for 2024/25	4,750.00
Bench Fee / Research Costs	0.00
Outstanding Liability and Charges	0.00

Currency used is Pound Sterling

Remittance Addresses

I confirm that the information above in the 'What I Owe' table is correct. I accept full liability for the cost of my tuition fees and charges and any outstanding amounts. I acknowledge that should any third party not subsequently provide funding, then I will be liable for the outstanding liability.



I acknowledge that in the event that my tuition fees have not been paid in full by the relevant final payment date or in accordance with fee payment plans, the University shall be entitled to suspend me from the University, refuse to permit me to continue on my programme of study and terminate the Contract.

Please note that 25% of your tuition fees are non-refundable following completion of financial registration.

For further information, please click the 'Information' icon for the relevant University contact details.

Go to top

Accept

- Review the **What I Owe** table to ensure your tuition fees and charges to ensure they are correct
- If the amount stated is incorrect, please contact **QUB Student Helpline** reghelp@qub.ac.uk
- If correct click to confirm that the information is correct.
- Once you have confirmed that **What I owe** is correct select the box **Accept** to proceed.

3) Modules and Finance – Page 5

Modules and Finance

For more information/ help press the blue button i.

Payment Summary

Academic Year 2024/25 | Queen's University Belfast
To complete your registration, you need to settle your tuition fees and charges for 2023/24 and then press the CONFIRM button.

To complete registration, ensure either of the following:

- Your tuition fees and charges for 2024/25 in Table 1 is balanced by making a payment in full or signing up to a payment plan.
- OR
- Your tuition fees and charges for 2024/25 in Table 1 equals your 'Commitment to Pay' balance in Table 3.

Please select your preferred payment method from Tables 2 and/or 3.

Table 1 - My Payment Summary	
Outstanding Fees and Charges for 2024/25	4,750.00
Commitment to Pay	0.00

Select the Refresh button to update table. This can take up to 15 seconds. When refreshed, the Confirm button will become available.

Table 2 - Self-Financing Payments	
Pay now or spread the cost with a Payment Plan	Make a Payment

Once your payment plan set-up or payment is complete, please return to this page and click confirm.

Table 3 - Commitment to Pay by Funding or Sponsorship	
	Amount
My fees will be paid by the Student Loans Company	0.00 <input type="button" value="Select"/>
My fees will be paid by an External Sponsor	0.00 <input type="button" value="Select"/>
My fees will be paid by an Internal University Fund.	0.00 <input type="button" value="Select"/>

Currency used is Pound Sterling

Confirm

- **Table 1** shows your Outstanding Fees and Charges for 2024/25. [To proceed, you need to ensure that your Outstanding Fees and Charges are equal to your Commitment to Pay]
- If you are paying your own fees choose **Self-Financing Payments**
- If you are sponsored or taking out a student loan choose **Commitments to Pay by Funding or Sponsorship**

3) Self-Financing Payments (Flywire)

Modules and Finance



For more information/ help press the blue button i.

Payment Summary

Academic Year 2024/25 | Queen's University Belfast

To complete your registration, you need to settle your tuition fees and charges for 2023/24 and then press the CONFIRM button.

Confirm

To complete registration, ensure either of the following:

- Your tuition fees and charges for 2024/25 in Table 1 is balanced by making a payment in full or signing up to a payment plan.
- OR
- Your tuition fees and charges for 2024/25 in Table 1 equals your 'Commitment to Pay' balance in Table 3.

Please select your preferred payment method from Tables 2 and/or 3.

Table 1 - My Payment Summary	
Outstanding Fees and Charges for 2024/25	4,750.00
Commitment to Pay	0.00
Select the Refresh button to update table. This can take up to 15 seconds. When refreshed, the Confirm button will become available.	
Refresh My Payment Balance	
Table 2 - Self-Financing Payments	
Pay now or spread the cost with a Payment Plan	Make a Payment
Once your payment plan set-up or payment is complete, please return to this page and click confirm.	
Table 3 - Commitment to Pay by Funding or Sponsorship	
	Amount
My fees will be paid by the Student Loans Company	0.00 Select
My fees will be paid by an External Sponsor	0.00 Select
My fees will be paid by an Internal University Fund	0.00 Select

Currency used is Pound Sterling

Confirm

To pay your tuition fees **in full** or to sign up to one of the available **payment plans** via **Flywire** click the following link. This will take you to the **Flywire Portal**

- If you are paying by Bank Transfer it will take 2-3 days for your payment to be processed
- If you are paying by credit or debit card the payment should update following confirmation of a successful payment

3) In the Flywire Portal Self-Financing Payments (Flywire)



Description	Amount
Account Balance	£4,750.00
Less Anticipated Aid	£0.00
Less Balance On Payment Plan	£0.00
Balance Due	£4,750.00

To pay your tuition fees via **Flywire** press make a payment and enter your payment details when presented.

To see and sign up for one of the available payment plans click on the 'Enroll in Plan' button.

3) In the Flywire Portal Self-Financing Payments (Flywire)

Account Summary Account Activity **Payment Plans** Payer Actions ▾

AY 2024-25 - Queen's University Belfast

Payment Plan Offers Balance: £4,750.00 CSR Actions ▾

Offer expires on 30/09/2024	Offer expires on 30/09/2024	
5 Month Plan £950.00 / month	3 Installment Plan	Pay Balance In Full £4,750.00
First payment on 01/10/2024	First payment on 01/10/2024	
Select plan	Select plan	Select

Select one of the available payment plans

3) In the Flywire Portal Self-Financing Payments (Flywire)

How Would You Like To Pay?

Payment Details

Total Plan Amount:	£4,750.00
First Monthly Payment:	£950.00
Number of Payments:	5 view schedule
First Payment Date:	01-Oct-2024
Automatic Withdrawal:	1st of each month

Payment Method

- MASTERCARD
- International Payment
via Flywire - external fees may apply
- Add New Credit/Debit Card

← Back Not Now **Continue**

Select your preferred payment method and input your payments details as required.

- Once you have successfully signed up for a payment plan you will receive a confirmation email.
- Return to the Q SIS Registration Portal and click the 'Confirm' button on the Payment Summary Page.

Modules and Finance

Payment Summary

Academic Year 2024/25 | Queen's University Belfast
To complete your registration, you need to settle your tuition fees and charges for 2023/24 and then press the CONFIRM button.

To complete registration, ensure either of the following:

- Your tuition fees and charges for 2024/25 in Table 1 is balanced by making a payment in full or signing up to a payment plan.
- OR
- Your tuition fees and charges for 2024/25 in Table 1 equals your 'Commitment to Pay' balance in Table 3.

Confirm

3) Commitment to Pay by Funding or Sponsorship (Student Loans Company)



For more information/ help press the blue button i.

- When you are happy with your choices for **SLC** press confirm to continue.

Payment by the Student Loans Company

Academic Year 2024/25 Queen's University Belfast

Outstanding Fees and Charges for 2024/25 4,750.00

Enter the total amount the SLC has agreed to pay towards your fees.

Total Amount
<input type="text"/>

Commitment to Pay
Do the SLC pay your fees directly into your Bank Account?

Payment Date	Amount
1 30 September 2022	
2 31 January 2023	
3 30 April 2023	

Full details of the current Payment Plans offered for the academic year are available at:

<https://www.qub.ac.uk/Study/Feesandfinance/>

Please note that to fully sign up to your Payment Plan following completion of your financial registration, it is essential that you complete all necessary action set out in the link below. If you do not complete these, you will not have successfully signed up to a Payment Plan.

Full details on signing up to a Payment Plan are available at:

<https://www.qub.ac.uk/Study/Feesandfinance/pay-tuition-fees/self-funded/>

Please enter the amount that **SLC** has agreed to pay towards your fees.

Will the **SLC** be paying your fees into your bank account?

For more details on the current Payment Plans press one of these links.

When you are happy with your choices for **SLC** press confirm to continue.

3) PGT NI Students Completing this Page



For more information/ help
press the blue button i.

Please enter the amount that **SLC** has
agreed to pay towards your fees.

Your student loan information will be imported to your student financial account by mid-late September. Once your loan of £6500 is added, your remaining balance which needs assigned to a payment plan.

In the registration portal you should update £6500 in the SLC page and then select the Self-Financing option to either pay the remaining balance in full, or set up a Payment Plan to pay in instalments. Flywire will calculate the plan based on your full fees when you are completing your financial registration. Once we import the student loan information and assign your loan to your student financial account, the Payment Plan will readjust and your instalments will be based on your tuition fee balance after the loan is deducted.

SFNI PG fee loan payments come directly to us so you will not be involved in this side of things. You just need to commit to a payment plan for your self-funded element. **PLEASE NOTE - if your loan has not yet been approved, your 1st instalment payment due on the 1/10/24 will be calculated off your FULL remaining balance.**

Payment by the Student Loans Company

Academic Year 2024/25 Queen's University Belfast

Outstanding Fees and Charges for 2024/25 4,750.00

Enter the total amount the SLC has agreed to pay towards your fees.		Total Amount
<input type="text"/>		<input type="text"/>

Commitment to Pay
Do the SLC pay your fees directly into your Bank Account?

Payment Date	Amount
1 30 September 2022	
2 31 January 2023	
3 30 April 2023	

Full details of the current Payment Plans offered for the academic year are available at:
<https://www.qub.ac.uk/Study/Feesandfinance/>.

Please note that to fully sign up to your Payment Plan following completion of your financial registration, it is essential that you complete all necessary action set out in the link below. If you do not complete these, you will not have successfully signed up to a Payment Plan.

Full details on signing up to a Payment Plan are available at:
<https://www.qub.ac.uk/Study/Feesandfinance/pay-tuition-fees/self-funded/>.

3) Commitment to Pay by Funding or Sponsorship (External Sponsor)

Payment by an External Sponsor

Academic Year 2024/25 Queen's University Belfast
Outstanding Fees and Charges for 2024/25 4,750.00

Sponsor Details View All First 1 of 1 Last

Sponsor Name

Sponsor Address:

Address Line 1

Address Line 2

Address Line 3

City

Country

Postcode

Sponsor Contact Name

Sponsor Contact Telephone Number

Sponsor Contact Email Address

Are you employed by the sponsor?

Duration of Sponsorship

Sponsorship Start Date

Sponsorship Duration

How much has your sponsor agreed to pay for the current Academic Year?

How much has your sponsor agreed to pay in total?

Documents

Attached File	Description	Upload
<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>

If you would like to add more than one sponsor, please select the + button to the right of the Sponsor Name.

By clicking the 'Confirm' button below you are confirming that the above named sponsor has agreed to pay the amount entered above and that you will be liable to pay any outstanding fees if your sponsor fails to pay your fees.

I agree to provide a sponsor letter to the University as part of my registration. The letter should contain all of the information above. If you cannot upload it now in the Documents section above you should email it to sponsors@qub.ac.uk as soon as possible. Failure to provide all of this information will mean that we cannot invoice your sponsor and the tuition fee liability will stay on your account.

Please note that you will need to submit a sponsor letter for every year of sponsorship. If you do not submit this letter, your tuition fees will remain outstanding and you may be suspended from the University until they are paid.

An invoice will normally be issued to sponsors in November 2024. Payment is due 30 days from the date of invoice.

If you have any further queries please contact sponsors@qub.ac.uk

Please take your time and ensure you fill in the details of the **External Sponsor** correctly.

Upload and give a brief description of attached files.

If you have any further queries, contact sponsors@qub.ac.uk

When you are happy with your choices for **External Sponsor** press confirm to continue.

3) Commitment to Pay by Funding or Sponsorship (Internal University Fund)



For more information/ help press the blue button i.

Payment by an Internal University Fund

Academic Year 2024/25 | Queen's University Belfast

Tuition Fees and Charges for 2024/25 4,750.00

Enter total to be paid by the Internal University Fund:	<input type="text" value="0.00"/>
Enter the name of the Internal University Fund	<input type="text"/>
Enter the name of the Queen's academic staff member responsible for the internal fund	<input type="text"/>

Enter the total amount and details of the **Internal University Fund** .

Please note Internal University Funding is funding that has been arranged through the University.

I confirm that I have been notified that the amount entered above will be paid by the Internal University fund.

Press **confirm** to proceed.

[Return to Payment Summary](#)

[Cancel](#)

[Confirm](#)

3) Modules and Finance – Page 6

Modules and Finance



For more information/ help press the blue button i.

Payment Summary

Academic Year 2024/25 | Queen's University Belfast

To complete your registration, you need to settle your tuition fees and charges for 2023/24 and then press the CONFIRM button.

Confirm

To complete registration, ensure either of the following:

- Your tuition fees and charges for 2024/25 in Table 1 is balanced by making a payment in full or signing up to a payment plan.
- OR
- Your tuition fees and charges for 2024/25 in Table 1 equals your 'Commitment to Pay' balance in Table 3.

Please select your preferred payment method from Tables 2 and/or 3.

Table 1 - My Payment Summary

Outstanding Fees and Charges for 2024/25	4,750.00
Commitment to Pay	4,750.00

Select the Refresh button to update table. This can take up to 15 seconds. When refreshed, the Confirm button will become available.

Refresh My Payment Balance

Table 2 - Self-Financing Payments

Pay now or spread the cost with a Payment Plan

Make a Payment

Once your payment plan set-up or payment is complete, please return to this page and click confirm.

Table 3 - Commitment to Pay by Funding or Sponsorship

	Amount	
My fees will be paid by the Student Loans Company	4,750.00	Select
My fees will be paid by an External Sponsor	0.00	Select
My fees will be paid by an Internal University Fund	0.00	Select

Currency used is Pound Sterling

Confirm

Once your Commitment to Pay is equal to your Outstanding Fees and Charges for 2023/24 press the **Continue** button to proceed to the next page.

4) Completion

Modules and Finance

My Academics

Please select the programme(s) below that you wish to enrol on. You must enrol on all programmes before you can complete your financial registration.

My Programmes

MB (S) Medicine Enrolled

If you see programmes present that you don't intend enrolling on for the current term, please contact your School.

If you have any other queries, please visit our website for Support and Contact Details at: <https://www.qub.ac.uk/sites/my-queens/enrolment-and-registration/>

Registration Complete

Congratulations you have completed all stages of Registration. You should receive an email in the next 24 hours. If you do not receive an email please visit our website for Support and Contact Details at: <https://www.qub.ac.uk/sites/my-queens/enrolment-and-registration/>

Message

Registration and Enrolment Complete (28036,17)

Congratulations you have completed all stages of Registration. You should receive an email in the next 24 hours. If you do not receive an email please contact us via the methods at: <https://www.qub.ac.uk/sites/my-queens/enrolment-and-registration/>

OK

- **Congratulations!** You have now completed Enrolment and Registration you will receive an email in the next 24 hours.
- If you don't receive an email, please contact us via the methods at:
<https://www.qub.ac.uk/sites/my-queens/enrolment-and-registration/>