



ENROLMENT & REGISTRATION GUIDE ACADEMIC YEAR 2025/26 - FINANCIAL REGISTRATION



2) Student Homepage

Student Homepage ▾

Information/Notifications
Videos to assist you with enrolment and registration are available at <http://go.qub.ac.uk/ERVideos>.
General information on Enrolment and Registration can be found at [Welcome and Registration | New Students | Queen's University Belfast](#)

Student Center



Personal Details



Academic Record



Exams/Graduation



Classes



Finances/Financial Aid



My Student Finance



Complete Registration



Step one, From the Homepage on QSIS click into **Complete Registration**.

3) My Registration Progress

My Registration Progress



Select the tile 2 **Modules & Finance** to proceed.

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

Quick Links

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.

Anonymous ID

View My Anonymous ID

4) Modules and Finance – Page 1

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

MA (T) Arts Management

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/>

If this box is grey; you have successfully enrolled onto this program – please proceed to Financial Registration.

If this box is yellow; you should contact QUB Student Helpline - reghelp@qub.ac.uk

Financial Registration

After successfully enrolling, please complete your Financial Registration.

Proceed to Finance

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

5) Modules and Finance – Page 2

Finance

The final stage of the registration process is to agree your tuition fees and charges for 2025/26 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 2025/26 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 2025/26. 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 2025/26.

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.

Take some time 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.

6) 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 or help press the blue **i** button on any page.

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 completed the Permissions, press the button **Next** to proceed to the next step.

7) Modules and Finance – Page 4



Account Summary

Academic Year 2025/26 | Queen's University Belfast

The table below 'What I Owe' details the cost of your tuition fees and charges for the academic year 2025/26. 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 2024/25, 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 2024/25.

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 2025/26	4,855.00
Bench Fee / Research Costs	0.00
Outstanding Liability and Charges	4,855.00

Currency used is Pound Sterling

☒ 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 if my tuition fees are not paid in line with the final payment date, the University is entitled to suspend me from the University, refuse to permit me to continue on my programme of study and terminate the Contract. These sanctions are detailed at [Pay your Tuition Fees | Study | Queen's University Belfast](#).

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 are correct.

If the amount stated is incorrect, please ensure you have enrolled on the correct modules. For other fee queries contact studentfinance@qub.ac.uk

Please note that even if you are sponsored or are getting a loan, you are still personally responsible for payment of your tuition fees.

8) Modules and Finance

Message

Registration Update (28036,22)

Please ensure you read details of your responsibility to pay your tuition fees by the due date and the sanctions that will be imposed for non-payment.

OK

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 if my tuition fees are not paid in line with the final payment date, the University is entitled to suspend me from the University, refuse to permit me to continue on my programme of study and terminate the Contract. These sanctions are detailed at [Pay your Tuition Fees | Study | Queen's University Belfast](#).

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


Accept



- Once you have ticked the confirm button, this pop-up box is displayed reminding you to have read & acknowledged the responsibility to pay your tuition fees regulations on our website.
- [Pay your Tuition Fees | Study | Queen's University Belfast](#)


► 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 if my tuition fees are not paid in line with the final payment date, the University is entitled to suspend me from the University, refuse to permit me to continue on my programme of study and terminate the Contract. These sanctions are detailed at [Pay your Tuition Fees | Study | Queen's University Belfast](#).

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



Click accept to confirm your tuition fees and the responsibility to pay your fees.

9) Modules and Finance – Page 6



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

Payment Summary

Academic Year 2025/26 | Queen's University Belfast

To complete your registration, you need to settle your tuition fees and charges for 2025/26 and then press the CONFIRM button.

To complete registration, ensure either of the following:

- Your tuition fees and charges for 2025/26 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 2025/26 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 2025/26	4,855.00
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 a student loan/grant	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

- Table 1** shows your Outstanding Fees and Charges for 2025/26 (to proceed, you need to ensure that your Outstanding Fees and Charges are equal to your Commitment to Pay) by selecting an option in Table 2 or Table 3.
- To pay your tuition fees in full or to sign up to one of the payment plans click the **Make a Payment** button in Table 2 and see slides 10 to 13.
- If you are sponsored or taking out a student loan, (includes SAAS or SUSI funding) choose the relevant option in Table 3 and see slides 14 to 16.

10) Self-Financing Payments (Flywire Portal)

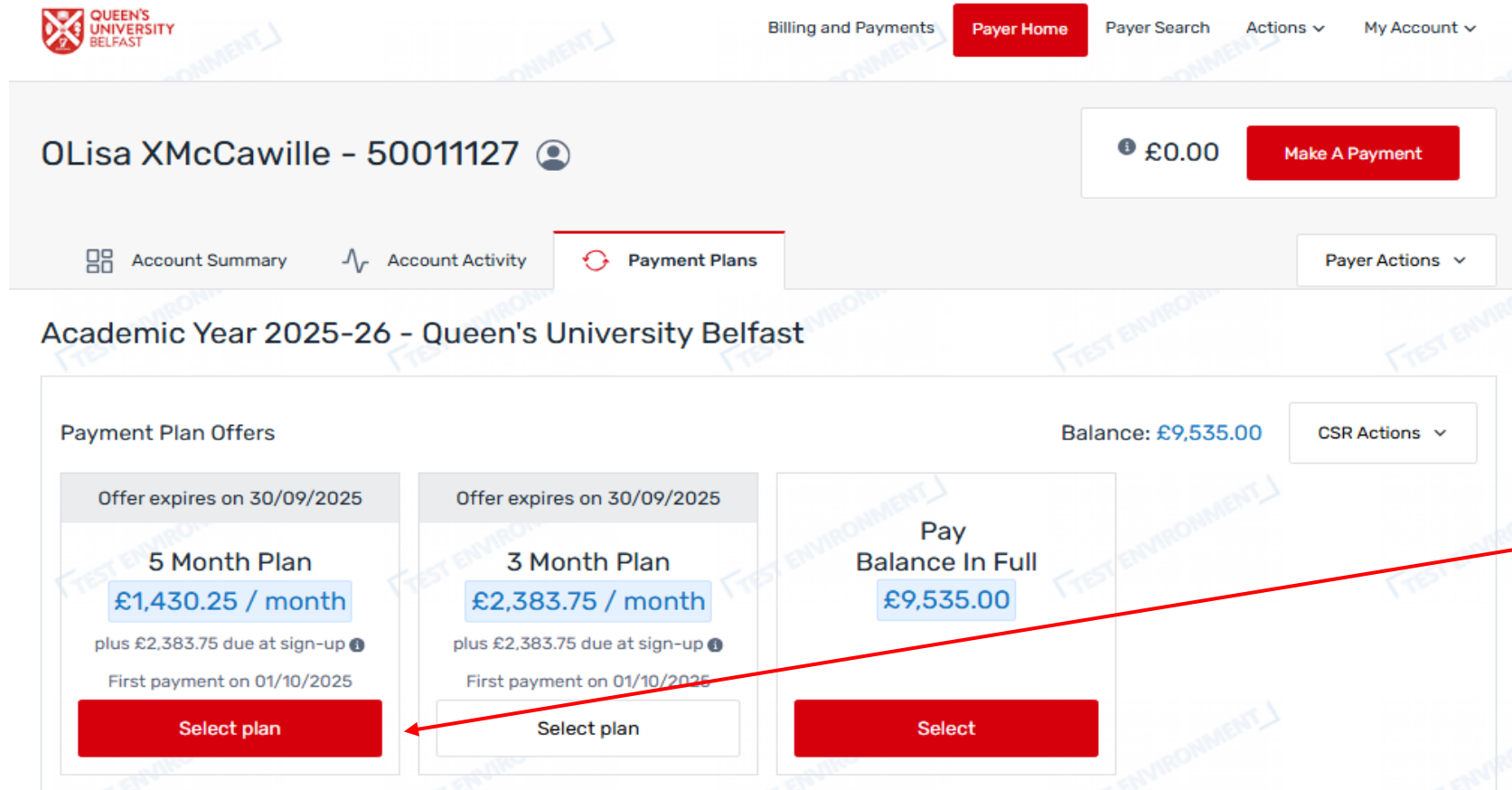
The screenshot displays the Flywire portal interface for Queen's University Belfast. At the top, the university's logo is on the left, and navigation links for 'Billing and Payments', 'Payer Home', 'Payer Search', 'Actions', and 'My Account' are on the right. The main header area shows the user's name 'OLisa XMccawille - 50011127' and a balance of '£0.00' with a 'Make A Payment' button. Below this, a navigation bar includes 'Account Summary' (selected), 'Account Activity', and 'Payment Plans', along with a 'Payer Actions' dropdown. The 'Account Summary' section for 'Academic Year 2025-26 and prior' lists: 'Account Balance' (£0.00), 'Less Expected Funding' (£0.00), 'Less Balance On Payment Plan' (£0.00), and 'Balance Due' (£0.00). To the right, a 'Quick links' section has an 'Authorised Users' link and a 'Set Up Now' button. At the bottom of the account summary, there is a 'Make A Payment' button and an 'Enrol in Plan' button, with a blue 'Offers Available!' badge above the latter. A red arrow points from the 'Enrol in Plan' button to the explanatory text on the right, and another red arrow points from the 'Make A Payment' button to the explanatory text at the bottom left.

Account Summary Academic Year 2025-26 and prior	
Account Balance	£0.00
Less Expected Funding	£0.00
Less Balance On Payment Plan	£0.00
Balance Due	£0.00

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

To pay your tuition fees in full, click Make a Payment.


11) Self-Financing Payments – choose a payment plan



The screenshot shows the 'Payer Home' page for OLisa XMccawille (50011127). The page displays the current balance as £0.00 and a 'Make A Payment' button. Below the account summary, the 'Payment Plans' tab is selected, showing 'Academic Year 2025-26 - Queen's University Belfast'. The 'Payment Plan Offers' section lists three options: a 5 Month Plan (£1,430.25 / month), a 3 Month Plan (£2,383.75 / month), and a 'Pay Balance In Full' option (£9,535.00). Each option has a 'Select plan' button. A red arrow points from the 'Pay Balance In Full' option to the 'Select plan' button of the 3 Month Plan.

QUEEN'S UNIVERSITY BELFAST

Billing and Payments **Payer Home** Payer Search Actions ▾ My Account ▾

OLisa XMccawille - 50011127 

£0.00 **Make A Payment**

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

Academic Year 2025-26 - Queen's University Belfast

Payment Plan Offers Balance: £9,535.00 CSR Actions ▾

Offer expires on 30/09/2025	Offer expires on 30/09/2025	
5 Month Plan £1,430.25 / month plus £2,383.75 due at sign-up ⓘ First payment on 01/10/2025 Select plan	3 Month Plan £2,383.75 / month plus £2,383.75 due at sign-up ⓘ First payment on 01/10/2025 Select plan	Pay Balance In Full £9,535.00 Select

- Select one of the available payment plans
- You must pay the 25% deposit immediately and you will be given the dates to pay your future instalments on.
- If you are paying by Bank Transfer it will typically take about 1 to 3 days for your payment to be processed. You will have to wait until you have been notified that the University has received the money before you can come back to complete registration.

12) Self-Financing Payments – Payment methods



Billing and Payments

Payer Home

Payer Search

Actions ▾

My Account ▾

You are enrolling in a plan for **OLisa XMcCawille** (50011127)

How Would You Like To Pay?

Payment Details

Total Plan Amount: **£9,535.00**
Down Payment Due Now: **£2,383.75**
First Monthly Payment: **£1,430.25**
Number of Payments: **5** [view schedule](#)
First Payment Date: **Due Now**
Initiate Payments By: **1st of each month**

Total Amount Due Now: **£2,383.75**

Payment Method

☐ MASTERCARD ending in 5454 - 03/2030

☒ International Payment

Test Message for INTL

☐ Add New Credit/Debit Card

☐ Direct debit

Direct debit cannot be used since a payment is due less than 10 days from today's date.

Down Payment is due Immediately

← Back

Not Now


Continue

Select your preferred payment method.

****International students**** Please note you can keep your tuition fee payments in your home currency and pay via the International Payment option. You do not have to transfer your money to a UK bank account. Choose the International Payment option and there will be a list of payment options. The International bank transfer option will be the cheapest way for you to pay your tuition fees.

Press continue to complete your payment.

13) Returning to the Portal – new students



Payment Summary

Academic Year 2025/26 | Queen's University Belfast

To complete your registration, you need to settle your tuition fees and charges for 2025/26 and then press the CONFIRM button.

To complete registration, ensure either of the following:

- Your tuition fees and charges for 2025/26 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 2025/26 in Table 1 equals your 'Commitment to Pay' balance in Table 3.

Confirm

****Notice to New Students****

After you have paid your fees or signed up to a payment plan, you must return to the QSIS Registration Portal and click the 'Confirm' button on the Payment Summary Page to complete your Financial Registration.

Once you have successfully signed up for a payment plan you will receive a confirmation email.

Continuing Students:

Once you have either paid the balance on your tuition fees, or set up a payment plan, you will automatically be financially registered. You should receive a confirmation email within 24 hours.

14) Commitment to Pay by Student Loan/Grant

Outstanding Fees and Charges for 2025/26 0.00

Total Amount	
Enter the total amount your loan/grant provider has agreed to pay towards your fees	<input type="text" value="4,855.00"/>
Please select the student loan/grant provider.	<input type="text" value="Student Loans Company"/>

If your tuition fees are being paid by an **External Student Loan** body – SLC, SAAS or SUSI please select the relevant funder from the drop-down box and follow the instruction provided for each funder.

If you are **SLC** funded:

- Please enter the amount of your tuition fee loan.
- You must ensure that you have completed your application and that your application has been approved.
- If your loan has not been approved yet, please enter the amount of the loan you have applied for.
- If your loan is not approved by 6th October 2025, you will receive a request from the University to pay your tuition fees in full.

If you are **SAAS** funded:

- Please enter the amount of your tuition fee loan.
- You must ensure that you have completed your application and that your application has been approved.
- If your loan has not been approved yet, please enter the amount of the loan you have applied for.
- If your loan is not approved by 6th October 2025, you will receive a request from the University to pay your tuition fees in full.
- Please email your funding letter to sponsors@qub.ac.uk.

If you are **SUSI** funded:

- Please convert your expected funding to sterling and enter this amount.
- If this is less than your tuition fees, please either pay the balance in full or sign up to a payment plan. Select the option – **Make a Payment** in Table 2 for details of payment plan dates.
- When your funding is received, we will apply the SUSI tuition fee contribution in GBP against your tuition fees.
- We will email you in November/December, confirming the sterling amount of funding received and notify you if any tuition fees are outstanding.
- Please email your funding letter to sponsors@qub.ac.uk.

Confirm

Enter the amount that your loan/grant provider has agreed to pay towards your fees.

Choose a provider on the drop-down menu from SAAS, SLC, or SUSI and follow the instructions box for your chosen option.

**** PGT students getting SaaS funding****

Please email studentfinance@qub.ac.uk so that we can assign your loan to your account. You can then pay your remaining balance in full or sign up to a payment plan to complete your financial registration.

15) Commitment to Pay by Sponsorship (External Sponsor)

Academic Year 2025/26 | Queen's University Belfast

Outstanding Fees and Charges for 2025/26 4,855.00

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
		Upload

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

Upload any sponsor letter 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.

16) Commitment to Pay by Funding (Internal University Fund)



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

Payment by an Internal University Fund

Academic Year 2025/26 | Queen's University Belfast

Tuition Fees and Charges for 2025/26 9,250.00

Enter total to be paid by the Internal University Fund:	<input type="text" value="9250.00"/>
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
Details of the **Internal University Fund** approver (e.g. Supervisor etc.)

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.

Return to Payment Summary

Cancel

Confirm

Press **confirm** to proceed.

17) Modules and Finance Confirmation – page 7

Payment Summary

Academic Year 2025/26 | Queen's University Belfast

To complete your registration, you need to settle your tuition fees and charges for 2025/26 and then press the CONFIRM button.

Confirm

To complete registration, ensure either of the following:

- Your tuition fees and charges for 2025/26 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 2025/26 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 2025/26	9,250.00
Commitment to Pay	9,250.00

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

Check the balances of Fees and Charges and Commitment to Pay are the same

Once your Commitment to Pay is equal to your Outstanding Fees and Charges for 2025/26, press the **Confirm** button to proceed to the next page.

18) Completion – Congratulations !

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 contact us via the methods 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

- You have now completed Enrolment and Registration and you will receive an email in the next 24 hours.
- If you don't receive an email, please go to [Enrolment and Registration | My Queen's | Queen's University Belfast](#) & select one of the contact options under “Need Assistance”.