

Paying for the course

Before you start this process please make a note of your registration number which can be found in your registration confirmation e-mail.

Step 1: Click on this link: <https://students.convera.com/chhgp#!/> to start the process. There are 4 stages to complete.

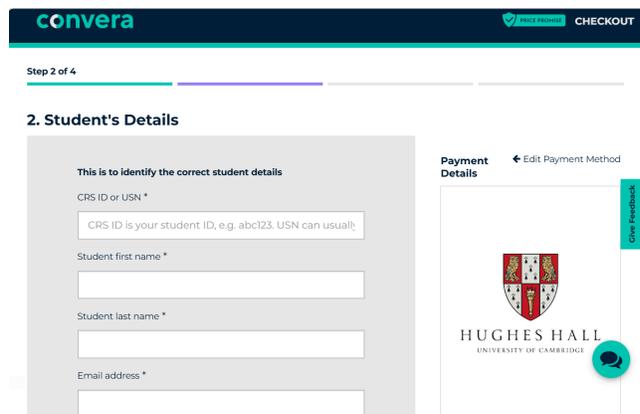
Step 2: Choose the country where your bank is located from the drop down menu (If your country is not listed please contact us at defi@hughes.cam.ac.uk)

Step 3: Put the course fee of **£750 GBP** in the 1)Tuition/College Fees box (you do not need to complete sections 2 and 3)

Step 4: Click on the 'Get a quote' button at the bottom of the page which will take you to page 2.

Step 5: Choose your preferred way to pay from the options available.

Step 6: You will be taken to a screen which looks like this:



The screenshot shows the 'convera' checkout interface. At the top, it says 'Step 2 of 4' and '2. Student's Details'. Below this, there is a form with the following fields:

- CRS ID or USN * (with a note: CRS ID is your student ID, e.g. abc123. USN can usually...)
- Student first name *
- Student last name *
- Email address *

To the right of the form is a 'Payment Details' section with a link to 'Edit Payment Method'. Below this is the Hughes Hall University of Cambridge logo and a 'Give Feedback' button.

- In the first box where it says 'CRS ID or USN*' please write **DEFI251**
- Complete your first name, last name and e-mail address in the relevant boxes
- Where it requests an account number please put in **DEFI251** again.
- In the Invoice/Document number box please put your registration number from your registration confirmation e mail.
- Complete the boxes asking for your address
- Click the 'Next' button to get to Stage 3 of the process

Step 7: In answer to the question ‘Who will be making this payment’ choose the option: ‘Someone else’ (You do not have to answer the question about what your relationship is to the student)

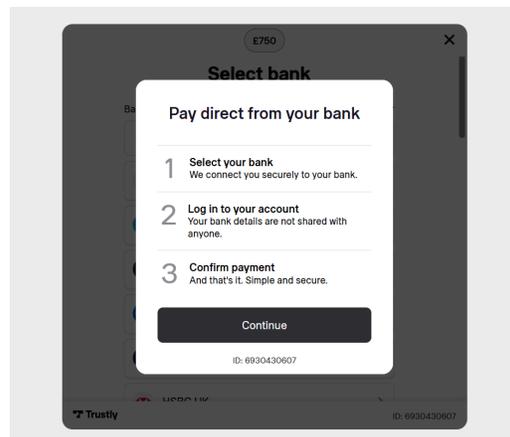
Step 8: Complete your name, e-mail address and billing address in the boxes below.

Step 9: Check the Terms and Conditions box to show that you have read them.

Step 10: If you have chosen **Bank transfer** or **Trustly** options go to **Step 11**. If you have chosen to pay in **euros** or **dollars** go to **Step 12**.

Step 11: Fill in the name and country where your bank is based.

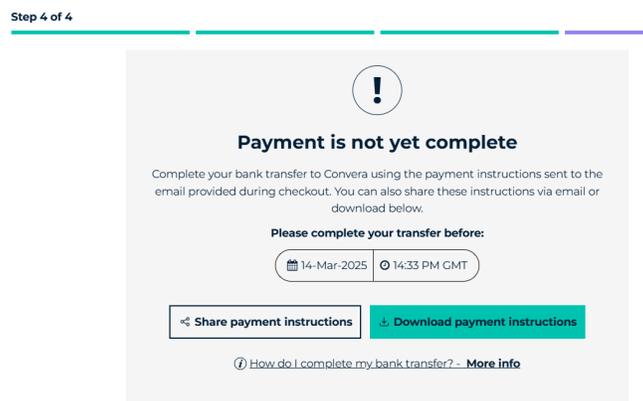
Click ‘Proceed to payment’ button. You will get a screen like this:



Click ‘Continue’

Choose your bank and follow your usual payment verification process. Then go to **Step 14**

Step 12: If you have chosen to pay in **euros** or **dollars**, follow the instructions above from Step 6 to Step 9 and you will get a screen that looks like this:





You will receive an e-mail with payment instructions or you can download the instructions directly.

Step 13: Before leaving the page make a note of your payment reference number and fill in your mobile phone number to be notified when your payment is sent to Hughes Hall (my institution)

The screenshot shows a web interface for payment instructions. At the top, there are two buttons: "Share payment instructions" and "Download payment instructions". Below these is a link: "How do I complete my bank transfer? - More info". The next section is titled "Payment reference number" and contains a text box with the value "EGB24135-UK-S002110573392" and a QR code icon. Below that is a section for SMS notifications: "Notify me by SMS when my payment is sent to my institution." It features a dropdown menu with a UK flag icon and a "Submit" button. At the bottom, there is a link: "RETURN TO UNIVERSITY OF CAMBRIDGE HUGHES HALL".

Please follow the instructions to make your payment.

Step 14: E mail defi@hughes.cam.ac.uk to let us know you have made your payment. We will confirm your place once it has been received.

If you have any difficulties, please contact defi@hughes.cam.ac.uk.

We look forward to seeing you in Cambridge on Thursday 15th May.