

The deadline for paying your second instalment of fees is **31 January 2022**.

You can pay your outstanding fees by logging in to **MyStudentAdmin**, opening the **Fees** folder, and selecting **Fees Currently Due** from the drop-down menu.

Please note that there are additional security measures when paying online, which are as follows:

- Please make sure that the cardholder's address you enter is the same as that on the account.
- The cardholder's phone number should also match the information held by the bank. *Please note that the format will be +353821234567 rather than 083 1234567.*
- The cardholder may receive notification to approve the transaction, please let them know when you are about to make the payment.
- If you are not sure that your payment has been processed, you can check in the E-payment History section of the Fees folder in your student portal.
- Where you see Transaction Failed, please contact the cardholder's bank regarding SCA compliance and attempt to make a payment again by entering the correct details.

If you are still encountering problems, please call the Fees helpline on (021) 4901807/1808/1809.

The helpline is available from Monday-Friday during office hours (09:00-13:00 and 14:00-17:00).