



## HERIOT-WATT UNIVERSITY ONLINE PAYMENTS USER GUIDE

\*\*For Applicant only

- Click at the link <https://my.hw.ac.uk/payments/faces/Start.jsp>

### User Guide Page Index

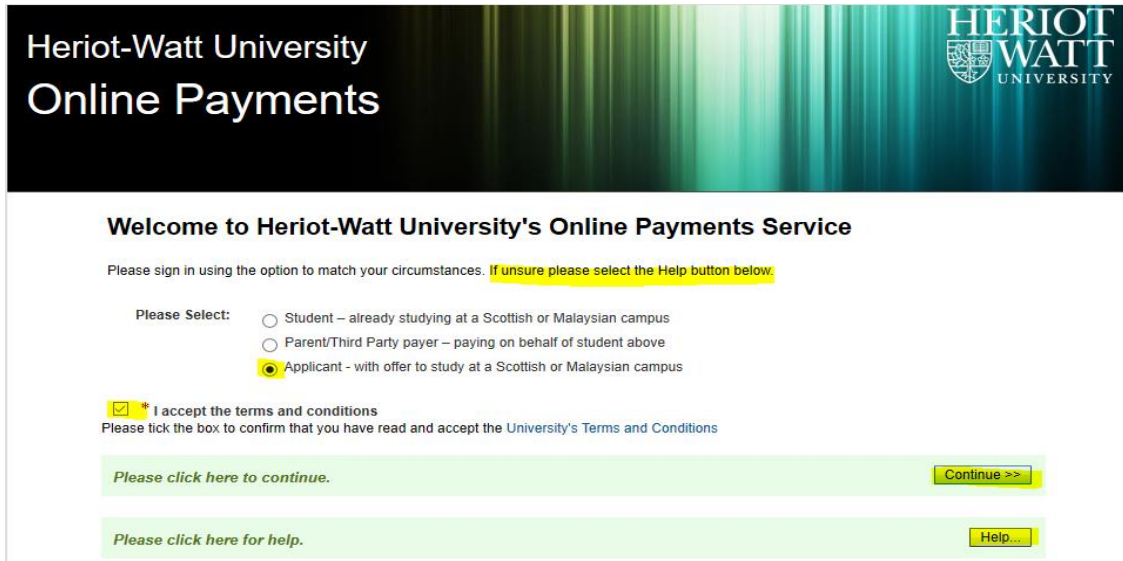
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## (A) Applicant / Parent

### Step 1 - Payer Selection Page

- Select the "**Applicant**" criteria and tick to accept the T&C.
- Click on the "**Continue >>**" button to proceed to login page.
- Please click on the "**Help...**" button for more information and assistance.



Heriot-Watt University  
Online Payments

**Welcome to Heriot-Watt University's Online Payments Service**

Please sign in using the option to match your circumstances. **If unsure please select the Help button below.**

Please Select:

- Student – already studying at a Scottish or Malaysian campus
- Parent/Third Party payer – paying on behalf of student above
- Applicant - with offer to study at a Scottish or Malaysian campus

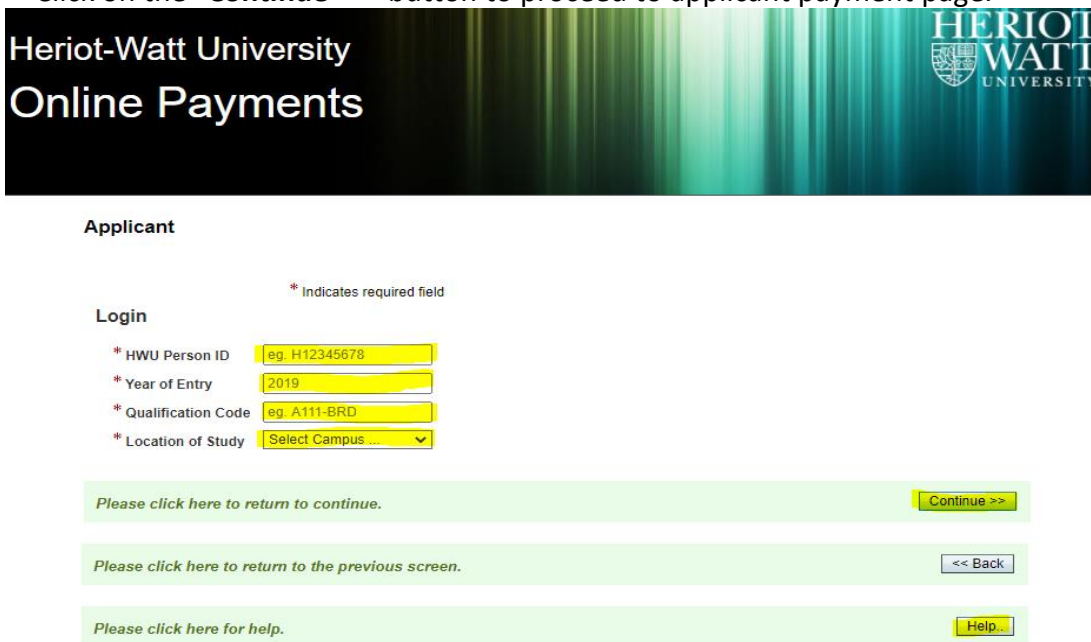
\* I accept the terms and conditions  
Please tick the box to confirm that you have read and accept the University's Terms and Conditions

Please click here to continue. [Continue >>](#)

Please click here for help. [Help...](#)

### Step 2 - Applicant Login Page

- Login using your HWU Person ID, Year of Entry, Qualification Code, and Location of Study.
- Please refer to **Appendix 1 & 2** for information
- Please click on the "**Help...**" button for more information and assistance.
- Click on the "**Continue >>**" button to proceed to applicant payment page.



Heriot-Watt University  
Online Payments

**Applicant**

\* Indicates required field

Login

\* HWU Person ID

\* Year of Entry

\* Qualification Code

\* Location of Study

Please click here to return to continue. [Continue >>](#)

Please click here to return to the previous screen. [<< Back](#)

Please click here for help. [Help...](#)

### Step 3A - One-Off Payment

- Select the "One-Off Payment" and select the payment description that you wish to pay.
- Enter the amount you wish to pay and click on "Pay MYR Invoices >>".
- You may click on the "Unselect All" to untick the One-off Card Payment.
- Please click on the "Help..." button for more information and assistance.



#### Outstanding Invoices

One-Off Payment
  Pay by Instalment with Maybank Card [?](#)

Description	Invoice Date	Amount to Pay?	Select to Pay
Registration Fee	14/08/2020	MYR <input type="text" value="500.00"/>	<input checked="" type="radio"/>
Personal Bond	14/08/2020	MYR <input type="text" value="0.00"/>	<input type="radio"/>
EMGS Fee	14/08/2020	MYR <input type="text" value="0.00"/>	<input type="radio"/>
Accommodation Deposit	14/08/2020	MYR <input type="text" value="0.00"/>	<input type="radio"/>
Accommodation Fee	14/08/2020	MYR <input type="text" value="0.00"/>	<input type="radio"/>
Tuition Fee	14/08/2020	MYR <input type="text" value="23500.00"/>	<input checked="" type="radio"/>

[Pay MYR Invoices >>](#)

[Click here to Unselect All.](#)

[Unselect All](#)

[Please click here to return to the previous screen.](#)

[<< Back](#)

[Please click here for help.](#)


[Help...](#)

## Step 3B - 6 Months Instalment with Maybank Credit Card

- This is a 6-months instalment option.
- The instalment is only applicable to credit card issued by Maybank in Malaysia.
- The minimum amount to sign up with this instalment option is MYR 15,000.
- Administration fee of MYR 200 will be charged for each successful instalment.
- Please click on the "**Help...**" or "**?**" button for more information and assistance.
- Enter the amount you wish to pay and click on "**Pay MYR Invoices >>**".



Outstanding Invoices

One-Off Payment
  Pay by Instalment with Maybank Card 

Description	Invoice Date	Amount to Pay?	Select to Pay
Registration Fee	14/08/2020	MYR <input type="text" value="500.00"/>	<input checked="" type="radio"/>
Personal Bond	14/08/2020	MYR <input type="text" value="0.00"/>	<input type="radio"/>
EMGS Fee	14/08/2020	MYR <input type="text" value="0.00"/>	<input type="radio"/>
Accommodation Deposit	14/08/2020	MYR <input type="text" value="0.00"/>	<input type="radio"/>
Accommodation Fee	14/08/2020	MYR <input type="text" value="0.00"/>	<input type="radio"/>
Tuition Fee	14/08/2020	MYR <input type="text" value="17750.00"/>	<input checked="" type="radio"/>

[Pay MYR Invoices >>](#)

[Click here to Unselect All.](#) [Unselect All](#)

[Please click here to return to the previous screen.](#) [<< Back](#)

[Please click here for help.](#) [Help...](#)

### Step 4 - Payment Amount Confirmation

- At this "Confirm Payment Screen", please check and confirm the amount to be paid.
- Click on the "Continue >>" button to proceed to payment method selection.

### To pay by One-Off Payment



#### Confirm Payment

Name	Person ID	Dept	Programme/Course
		Malaysia Foundation Programme	Foundation in Business

You are about to pay the following invoices:

#### Invoices to be Paid

Description	Invoice Date	Due Date	Original Amount	Outstanding Amount	Amount To Pay
Registration Fee	14/08/2020				MYR500.00
Tuition Fee	14/08/2020				MYR23,500.00

You have chosen to pay as a one-off payment

To proceed click Continue.

Continue >>

### To pay by Instalment with Maybank Credit Card



#### Confirm Payment

Name	Person ID	Dept	Programme/Course
		Malaysia Foundation Programme	Foundation in Business

You are about to pay the following invoices:

#### Invoices to be Paid

Description	Invoice Date	Due Date	Original Amount	Outstanding Amount	Amount To Pay
Registration Fee	14/08/2020				MYR500.00
Tuition Fee	14/08/2020				MYR17,750.00
Administration Fee	14/08/2020				MYR200.00

You have chosen to pay by Instalment with Maybank Card

To proceed click Continue.

Continue >>

## **Step 5 - Payment Method Selection**

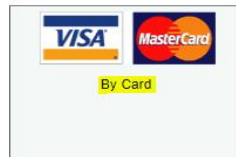
- You can select to pay "**By Card**" or "**By Bank Transfer**".
- The 6 months instalment with Maybank credit card is defaulted to "**By Card**".
- Clicking on either tile will direct you to a secured payment platform provided by our partner, Razer Merchant Services (Formerly known as MOLPay).
- You will be required to fill in payment detail to complete the online payment.
- A payment notification will be sent to your desired e-mail address if the payment is successful.



### Confirm Payment Screen

Name	Person ID	Dept	Programme/Course
		Malaysia Foundation Programme	Foundation in Business

How do you want to pay?



Please click here to return to the previous screen.

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## **(B) Appendix 1**

### **Applicant Login Criteria**

#### HWU Person ID

- This is a unique ID which will be provided by our Education Consultant.

#### Year of Entry

- This is the year in which you will begin studying at Heriot-Watt University Malaysia.
- Example 1 - If you are joining September 2020 intake, then it would be 2020.
- Example 2 - If you are joining January 2021 intake, then it would be 2021.
- Example 3 - If you are joining April 2021 intake, then it would be 2021.

#### Location of Study

- This is the campus location you choose to study.



## **(C) Appendix 2**

### **Applicant Login Criteria**

#### Qualification Code

- This is a 8-digits code which can be found in your offer letter.
- This is a unique code for the programme you have chosen to study.

#### List of Qualification Code

K101-FDN	Foundation in Science
K102-FDN	Foundation in Business
K103-PSI	Pre-Sessional English : Intermediate
K105-PSL	Pre-Sessional English: Lower Intermediate
B311-EEE	BEng (Hons) Electrical and Electronic Engineering
B411-CEN	BEng (Hons) Chemical Engineering
B421-PET	BEng (Hons) Petroleum Engineering
B511-MEG	BEng (Hons) Mechanical Engineering
C1BA-BBA	Bachelor of Business Admin
C1GM-IBM	MA International Business Management
C1IM-IBK	MA International Business Management with Marketing
C1JM-IBH	MA International Business Management with Human Resource Management
C1KM-IBE	MA International Business Management with Enterprise
C1LM-BYA	MA International Business Management with Year Aboard
C301-ABF	MA Acc and Bus Fin
C37M-BUF	MA Business & Finance
C912-PSY	BSc Psychology
C913-PWM	BSc Psychology with Management
D211-CIE	Bachelor of Engineering in Civil Engineering
D3F1-QSU	Bachelor of Science in Quantity Surveying
D3M1-CPM	Bachelor of Science in Construction Project Management
F723-ACS	BSc (Hons) Actuarial Science
F740-SDS	BSc (Hons) Statistical Data Science
B5B7-ENE	MSc Energy
B5E7-REE	MSc Renewable Energy Engineering
C115-BLC	MSc in Business Strategy, LC
C147-SPM	MSc Strategic Project Mgt
C1E7-MKG	MSc Int Bus Mgt with Marketing
C1G7-FIN	MSc Int Bus Mgt with Finance
C9P7-PRB	MSc Business Psychology
D3K7-CPM	Master of Science in Construction Project Management
D307-CMQ	Master of Science in Commercial Management and Quantity Surveying
G137-PEE	Master of Science in Petroleum Engineering