USER GUIDE PAYING TUITION FEES IN NOTTINGHAM HUB
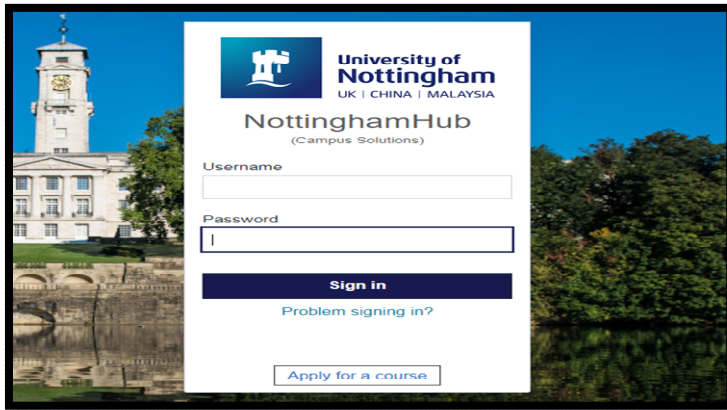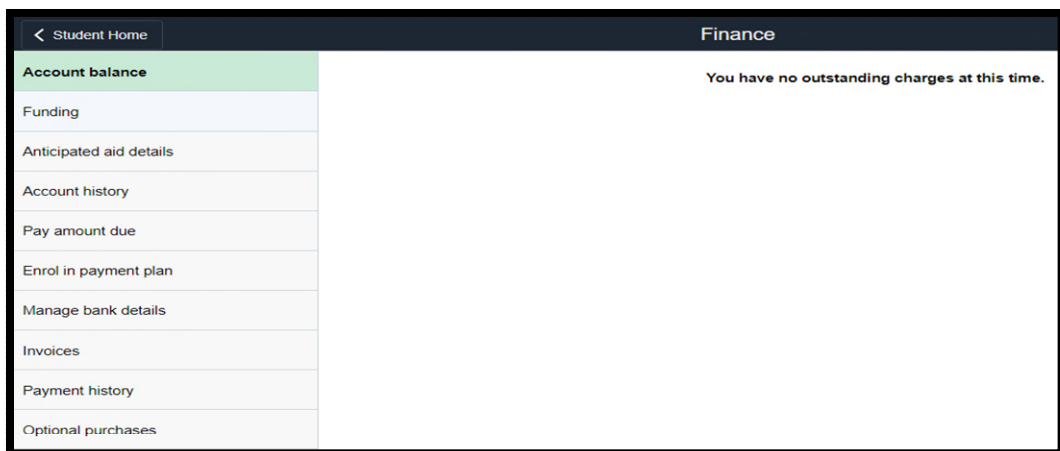
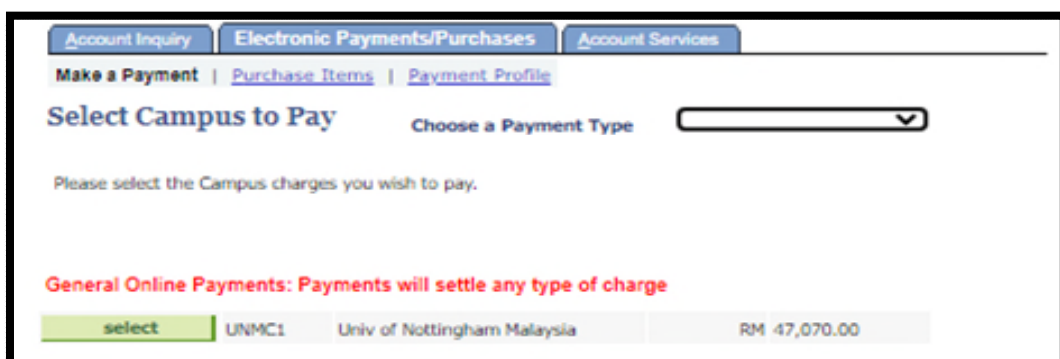1. You may access the NottinghamHub via:
   a) Please log in to Nottingham Homepage and click to NottinghamHub
   b) Please use this URL : hub.nottingham.ac.uk

2. Click to Finance tiles and the web page will appear as below;

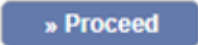3. Please click to button and below page will appear;

4. Please choose MY Tuition from the choose a payment Type list and all charges relating to tuition fees will be appear and select <mark>UNMC1</mark> <mark>Univ of Nottingham Malaysia</mark>

5. Please key in the amount that you want to pay at **payment amount** if the fee charge already appears in the NottinghamHub,

    If the fee is does not appear in the NottinghamHub, please key in the amount that you want to pay in the **ONLINE TUT DEPOSIT - MALAYSIA** column.

    Total payment will appear once you click <mark>Calculate Grand Total</mark>. Once confirmed click <mark>Next</mark> button.

6. To proceed with the payment, kindly click to <mark>Continue to Make Payment</mark> button.

7. You will directly to the payment portal as per below. Select the payment method and key in the information required. Once complete, please click [» Proceed] button.

8. Click the submit button once you have confirmed the information are correct.

9. This page will appear, and student will be notified through email. If you didn't receive any email from ipay88 after the successful transaction, please email to ITServiceDesk@nottingham.edu.my.

Account Inquiry | Electronic Payments/Purchases | Account Services

Make a Payment | Purchase Items | Payment Profile

Make a Payment

Payment Result

✔ Your payment has been accepted. Save the following information for your reference.

Confirmation Details

Reference Number 000000444000	Payment Amount 1.00
Card Number 8301	Transaction Date 03/12/2021
	Transaction Status Successfully Posted
Currency used is Malaysian Ringgit	

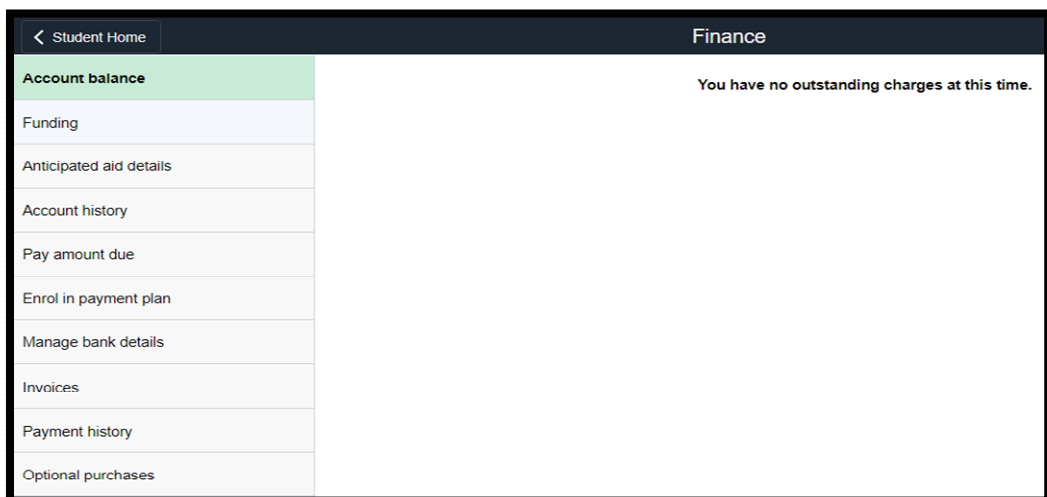[View Confirmed Payment]   [Make Another Payment]

10. Click to view confirmation payment button if you wish to check whether the payment made is successful or not.

11. You may click to Make Another Payment button if you wish to settle any outstanding dues.

USER GUIDE HOW TO PRINT OFFICIAL RECEIPT FROM NOTTINGHAM HUB

1. You may access the NottinghamHub via:
   - c) Please log in to Nottingham Homepage and click to NottinghamHub
   - d) Please use this URL : hub.nottingham.ac.uk

2. Please log in with your University username and password

3. Click to Finance tiles and the web page will appear as below;

4. Please click to button and below page will appear;

5. You will see all official receipts for all payment you have made. Please make sure to forward the proof of payment to Finance Office (Finance-Office@nottingham.edu.my), if you make a payment through other than NOTTINGHAM HUB for issuance receipt purposes.

6. Please click the ⌐ Print Receipt button to view the receipt.

7. If you having a problem to view the or print the official receipt, kindly drop an email to Finance Office (Finance-Office@nottingham.edu.my) for verifications. If the issue is due to system error, we will forward your enquiries to ITServiceDesk@nottingham.edu.my.