

Online ePayments Terms & Conditions

Please read these terms and conditions carefully before using this site to make payments online. These terms and conditions should be read with the [Privacy Policy for online payments](#). If you choose to make an online payment on this website it means that you accept these terms. If you do not accept these terms then do not use this website.

Student regulations

These online payment terms are secondary to the University regulations for students. These are the "rules" of the University which direct and regulate the University, its authorities and its members (including students). The University Regulations contain provisions relating to, amongst other things, the admission of students and their registration, fees and payment dates, students' obligations, the University's disciplinary procedures and so on. The Student is bound by the University's Regulations once they have registered.

The payment of any sums does not in itself indicate the existence of a contract between the University and the Student. A contract for the provision of education shall only come into being when the Student registers on a Course.

It is the student's responsibility to ensure payment of all fees (whether being paid directly by the Student, or on the Student's behalf by a third party such as a relative, employer or other sponsor (are paid in accordance with the Regulations).

All payments are subject to the following conditions

Payments can be made for tuition and accommodation fees, accommodation bond, International deposits and Print credits. If you choose to make a payment for any item other than those listed above, the University cannot accept any liability for such consequences.

Your payment will normally reach the student account, for which you are paying, on the next working day.

Print credits will be applied to your account on the same day payment is made.

You are responsible for ensuring that you enter all information including your personal details and account number correctly. The University will not be responsible for payment not reaching the correct account if you enter incorrect details.

The University will not be responsible if payment is refused by your card provider for any reason.

If the card provider declines payment the University will not be able to tell you why payment was declined. You should check with your card provider directly.

The University reserves the right to investigate, reject and refund any payments which we deem have been sent in an attempt to abuse this online payment system or which may break the law, breach the University regulations or the online payment terms and conditions, and to take any required resultant action.

The University does not guarantee that the online payment service will be available at all times. It is your responsibility to ensure payment deadlines are met.

The University hereby disclaims liability, to the extent permitted by law, for any damages, fees, costs, charges or loss of opportunity, income, profits or revenues whatsoever, whether direct, indirect or consequential, arising out of the use, inability to use or the results of use of this website, any website linked to this site or the materials or information contained at any and all such sites, whether based on warranty, contract, tort or any other legal theory and whether or not advised of the possibility of such damages.

If the preceding paragraph is found by a competent court to be unenforceable for any reason, in the alternative, the University liability to you shall be capped at the amount of the payment made/attempted by you.

In the event that an overpayment is made, against the total annual Tuition Fee amount or the total Accommodation Fee, then the credit balance arising will be used to offset any debt or invoice on the student's account (whether arising from tuition, accommodation, or any other legitimate charge) in due date order. If there is no other debt or invoice, then the credit balance will be refunded. The overpayment will be refunded to the card account used for the original transaction during the first 180 days or thereafter by cheque payable to the name of the student given at the time of payment.

Cancellation and refunds

Cancellation and refunds will be made in accordance with the University Student Finance Regulations.

In the event of a student withdrawing from a programme of study refunds can only be made once the University withdrawal from has been completed, signed by all the relevant parties and returned to Student Administration.

Refunds of tuition fees will be made in accordance with the current Student Financial procedures. Refund of Accommodation fees will be made in accordance with the Accommodation terms and conditions.

Refunds are not made for print credits.

The University will endeavour to make any refund (either fully or in part), if applicable, to the card account used for the original transaction. If, for reasons beyond the University's control, a refund cannot be made to the originating card, the refund will be made to the student.

Any refund of Accommodation Bond will be made after the room has been checked for damage. The University reserves the right to offset the Accommodation Bond against any outstanding debt on the student's account. The University will endeavour to refund the bond to the card account used for the original transaction. If, for reasons beyond the University's control, a refund cannot be made to the originating card, the refund will be made to the student.

Contact us

If you have any queries relating to the online payments facility for Print credits please contact the IT department by telephoning 0113 2837223 or by email at helpdesk@leedstrinity.ac.uk

If you have any queries relating to this online payments facility for all other payments please contact the finance department by telephoning 0113 2837311 or by email at finance@leedstrinity.ac.uk