

How to view upcoming payments

1. Log into the **MyBristol portal** – <http://mybristol.bris.ac.uk/> **It is highly recommended that you use the **desktop** version of the site.*



Welcome

Statistics

Help

Sign in for quick access to email, calendar, timetables, Blackboard, Library account, Student Info and much much more.

Sign in

2. Hover over the **Technology – More** tab and select **Admin** from the drop down.



A screenshot of the MyBristol website navigation menu. The menu is dark teal with white text. The 'Technology - More' tab is selected, and a dropdown menu is open. The dropdown menu is white with a black border and contains the following items: Technology, Research, Lifestyle & services, News & Events, Travel & Maps, Admin (circled in red), and Help. To the left of the dropdown menu is a 'Quicklinks' section with a list of links, each preceded by a bookmark icon. The links include: IT Service Desk (TOPdesk) self-service, Contact IT Services, Elevated User Rights (staff/PGR), Guide for New Students, IT Service Desk contact details, IT Services' website, IT service catalogue, IT study spaces, Information security and data protection, Passwords (check or change), Staff guide to IT services, Student laptop & mobile clinic, and Wiki Confluence service. Below the dropdown menu, there is an 'IT Service Status' section with a link to the 'IT service status page'.

3. In the Fees and Funding box, select the [clicking here](#) button.



Home | Email, Docs & Wiki | Course | Library | Students' Union | Careers | Admin - More ▾

CUSTOMISE ▲

Quicklinks

- Finance & purchasing
- Human Resources
- Trade Unions
- University structure
- Fees and Funding information
- Key University dates
- MyReview (Staff)
- Rules and Regulations for Students
- Staff Info (update your personal details)
- UniForum Professional Benchmarking Survey
- University Secretary's Office
- University of Bristol online shop

add bookmark | add folder | options

Fees and Funding

You are able to access your financial statement and make payments to the University online by [clicking here](#).

The balance on your account is £0.00

If you have any queries regarding fees and funding, please contact student-fees@bristol.ac.uk.

Student Info

Go to Student In

- Personal De

Guidance provided by the Student Funding Office, August 2020.

4. This will take you through to a page titled **Your financial statement – invoices and payments made**. Select **View your financial statements**.

Fees and funding

Your financial statement - invoices and payments made

The balance on your account is £ -16.00. **£ 2,293.00 is currently overdue.**
Please note there may be transactions that are still being processed that will affect your account balance

If you have any questions please contact the Student Fees Office on 0117 9546372 or email student-fees@bristol.ac.uk

[View your financial statement](#)

Payment Plans

Next Scheduled Payment: *No payments scheduled for collection in the future*

A payment plan instalment is overdue. Please view your financial statement to find out more.

[Manage Bank Details](#)

[Make an Immediate Payment](#)

[View Sponsorships/Loans](#)

Please Note:

- If you have made a payment within the last couple of days, please allow five working days for this to show on your account.

Sports Passes:

5. All your scheduled upcoming payments will be visible here (e.g. Postgraduate stipends or University of Bristol Bursary instalments).

Guidance provided by the Student Funding Office, August 2020.