

Western Union Business Solutions GlobalPay for Students

User Guide

Your institution is proud to work with Western Union Business Solutions to offer the WU® GlobalPay for Students platform for making international payments.



Simplify Payments Using Wire Transfer¹

- Peace of mind – have confidence that Western Union Business Solutions will deliver your fees on time to us usually within two working days and for the full payment amount.
- No Wire transfer fee² – there is NO Wire transfer fee from Western Union Business Solutions to you.
- Pay in the currency of your choice – your payment will be paid to your Institution in its local currency, even though you have selected to pay in your home currency.
- Guaranteed payment amount – lock in an exchange rate for 72 hours.
- Reduced bank service fees as your transaction is initiated as a local transfer.

We Are Here to Help

If you have any questions regarding the service, we have arranged for Western Union Business Solutions to provide a dedicated customer service team that can help you with any additional information on the service and its benefits, and/or walk you through the process.

This service includes a dedicated student enquiry hotline that will help you through the payment process. Please contact Western Union Business Solutions by:

Phone*:

Australia: +61 2 8585 7999

US/Canada: 1.877.218.8829

UK: +44 (0) 1733 871 871

Email: education@westernunion.com

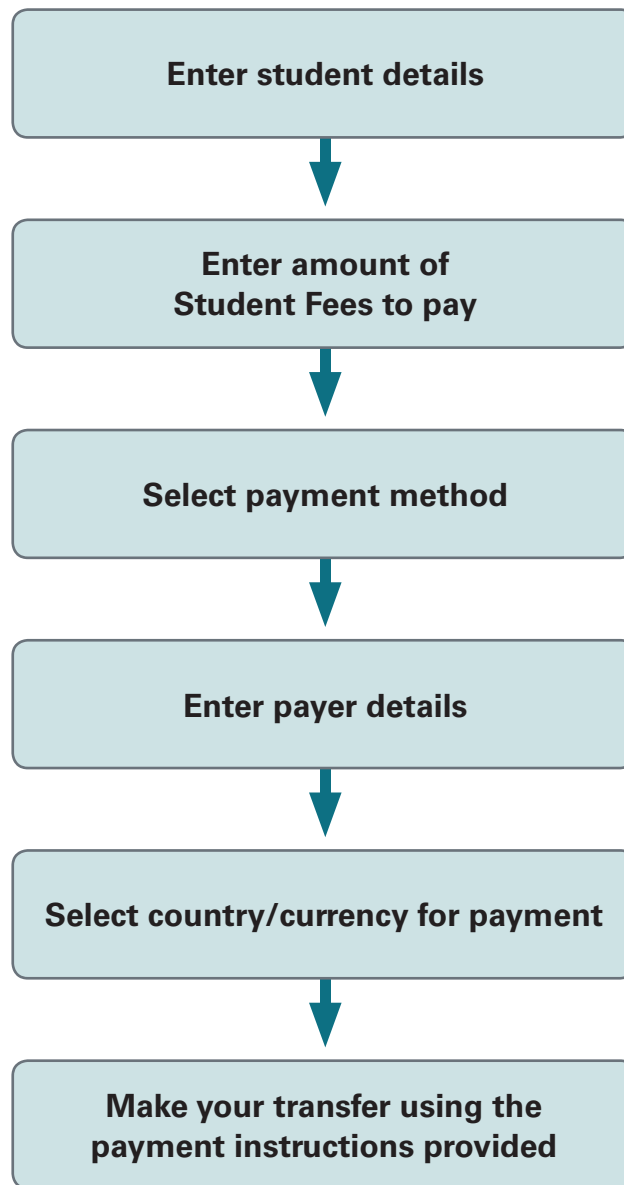
Note: please include student's full name, student ID, and university name in the subject line of the email.

*Note: phones are answered during regular business hours in that time zone.

¹ In Australia, Wire Payment refers to Telegraphic Transfer (TT)

² Please note that some partners, such as in-country payment providers, may charge a fee for their service

Steps to Make a Payment



Step 1

To begin the process **click the GlobalPay for Students** link, provided by your institution.

Before you start, you have the opportunity to **select which language** to view the payment platform in – Simplified Chinese, Traditional Chinese, Hindi, Indonesian, Korean, French and English.

<< Western Union Student Payment Solutions

English

WU BUSINESS SOLUTIONS

Student Payment Solutions How It Works FAQ

1. Student Identification 2. Select Payment Options 3. Enter Payment Info 4. Payment Instructions

Your University has partnered with Western Union Business Solutions, the worlds largest provider of international payment service.

YOUR INSTITUTION

WU GlobalPay for Student Payment Platform

Western Union Business Solutions is a specialist in global education payments and is authorized to accept payments from students for the benefit of educational institution clients. Working with our clients, GlobalPay for Students offers a convenient and cost effective way to make education payments in local currency.

Go to our FAQ to learn more

Where will you be making your payment from?

Can't find your country? We may not be offering payments from your country yet. [Contact us to learn more.](#)

Country *

Student Verification

Please fill in your student details.

Student ID *

Student First Name *

Student last name

Street Address *

City

State/Province

Zip/Post Code

Email Address *

Yes, send me communications from Western Union Business Solutions

Next

Select Language

Enter required information

Select "Next"

Enter the required information into the boxes provided and **click the 'Next' button.**

Step 2

Review and **select the items you wish to pay for**. You can amend the amount payable in the Amount Owing box.

1. Student Identification 2. Select Payment Options 3. Enter Payment Info 4. Payment Instructions

YOUR INSTITUTION

Account Statement
Select the item(s) you wish to pay for.

Welcome John Doe
Student: John Doe
Student ID #: 1234567890
Email Address: john@test.com

Select	Payment Item
<input checked="" type="checkbox"/>	All
<input checked="" type="checkbox"/>	Residency Fees Amount Owing * 0000 Notes
<input checked="" type="checkbox"/>	Tuition Fall 2013 Tuition Fees 30 Sep 2013 Amount Owing * 9000
<input checked="" type="checkbox"/>	Library Fee Amount Owing * 50 Notes

Total Amount to be Paid: **15,050.00GBP**

Confirm Amount

Select Payment Method

Select your desired payment method from the options displayed (based on your country).

For example, when paying from China, you will see the following options:

Bank Transfer
Wire Payment Details
Please select your home currency (if available)
USD - U.S. Dollar

ChinaPay
ChinaPay Details

Back Next

Select "Next"

Step 3

Use the drop down menu to **select who will be making the payment**, and fill in their address information. (**NOTE:** if the address is the same as the student's, select 'Same as Student')

1. Student Identification 2. Select Payment Options 3. Enter Payment Info 4. Payment Instructions

YOUR INSTITUTION

Bank Transfer

Your payment cost (including fees*) will be
25,308 USD

Your institution will receive:
15,050.00 GBP

*Total Fees 0.00 USD

This quote is valid as of
03 Dec 2013 19:17 UTC. If you confirm your payment, it will be held for the next 72 hours.

Payment Details
Who will be making this payment?

Who is Paying? *
Select the party who will be completing the payment

Payer Name *

Payer Email Address *

Same as Student

Street Address

City

State

Zip

Country

Select Payee

Enter payee information

Enter the required banking information.

Enter required bank information

Bank Details
Which bank will this payment be made from?

Bank Name *

Bank Address

Bank City

Bank State

Zip

Country *
China

Once you have read and understood the conditions, **accept the Terms & Conditions.**

From the drop down menu at the bottom you can **select the language** in which you would like to receive the payment instructions in.

Now, **click the 'Next' button.**

I agree to the Terms of Use

Preferred Language for Payment Instructions

English

Chinese (simplified)

Chinese (traditional)

English

French

Hindi

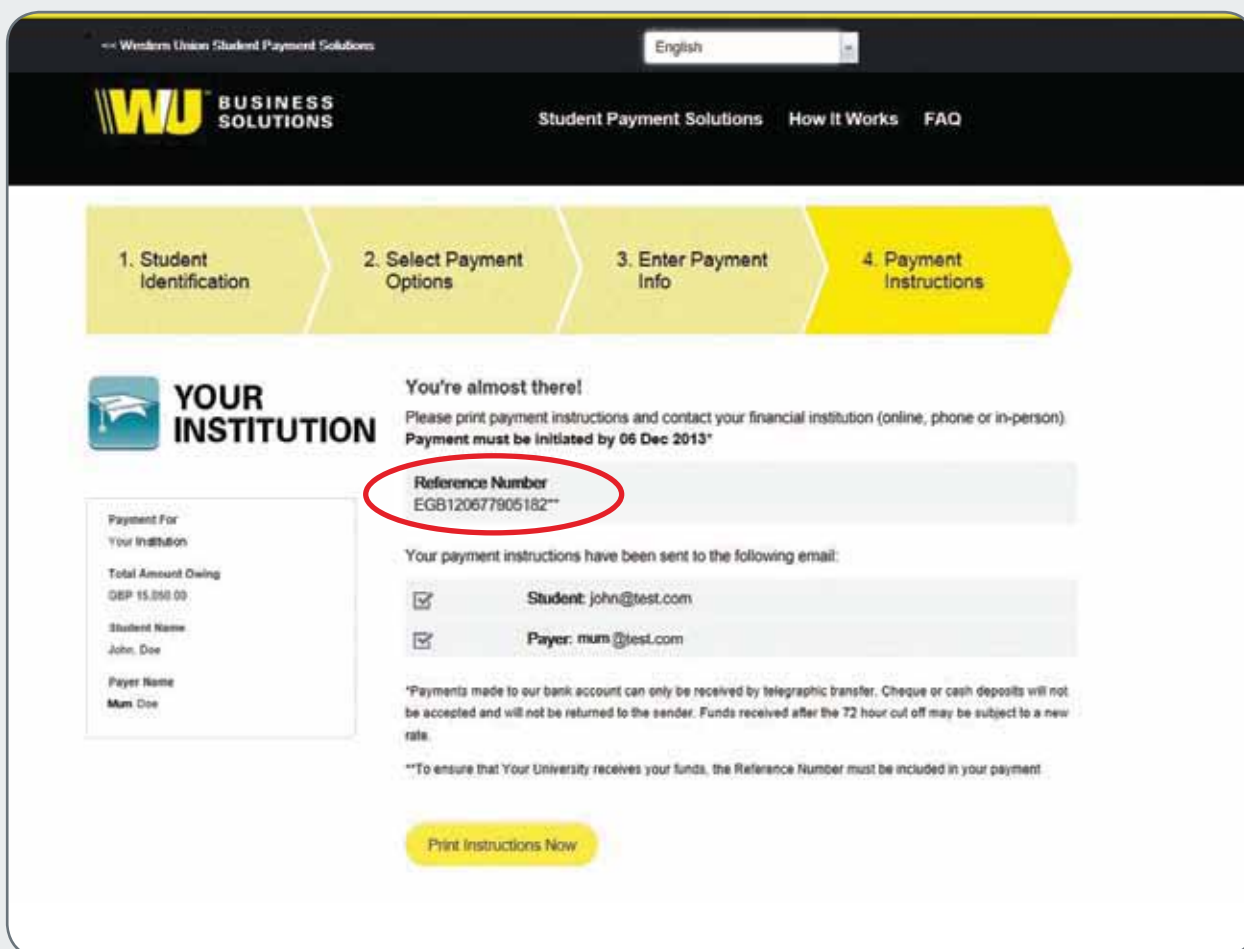
Indonesian

Korean

Next

Step 4

Finally, you will be provided your reference number and instructions on completing your transaction.



You will be emailed a copy of the payment instructions, or you can view and print them directly from this page.

Your payment instruction will look something like this:

We recommend saving a copy of this file for your records.

As stated on the instructions, **you now have 72 hours to make the payment.** If you change your mind or entered the wrong amount, no funds will be taken from your account.

To process the transaction you will need to either take these instructions to your bank or, in some cases, one of our specified partner institutions. You may also be able to use the details provided to make an online bank transfer (where available).

Please make sure that you include the Payment Reference in your transfer.

Your payment reference is a unique reference number which is located at the bottom of your payment instructions form. This reference number ensures we are able to recognise your payment in our Western Union Business Solutions account and promptly apply it to your Student Account with your Education Institution.

IMPORTANT – FINAL STAGE FOR PAYMENT



You're nearly there! To help us make sure your payment arrives on time and in full, please complete your transfer as soon as possible using the instructions below.

These instructions are for Karine

This quote can only be used for one (1) payment and is valid until 24/07/2015 10:23:26 BST

For further payments please request a new quote.

IMPORTANT: Use the payment reference number or we may not recognise your payment.



PAY AT YOUR BANK

Simply print this page and take it into your bank (NOT a Western Union branch) and they'll do the rest.

IMPORTANT: Please note that you cannot pay by cash or cheque.



PAY ONLINE

Where the service is available, the easiest way to complete payment is through your online banking, with the details below.

Payment Reference:

EGBRUESCHUK-TEST47568

Currency and Amount to Pay:	EUR 95.75
Beneficiary Name:	Western Union Business Solutions (UK) Limited
Beneficiary Account/IBAN:	GB21ABNA40503040207250
Beneficiary Address:	12 Appold Street London, EC2A 2AW
Bank Name:	Royal Bank of Scotland
Bank SWIFT:	ABNAGB2L
Bank Address:	250 Bishopsgate London, EC2M 4AA

Once your payment has been transferred by your bank, please provide a copy of your payment receipt so your payment can be processed without any delay, send to: education@westernunion.com

PROCESS INSTRUCTIONS FOR YOUR BANK

Please allow your customer to pay us via Western Union Business Solutions by ensuring the:

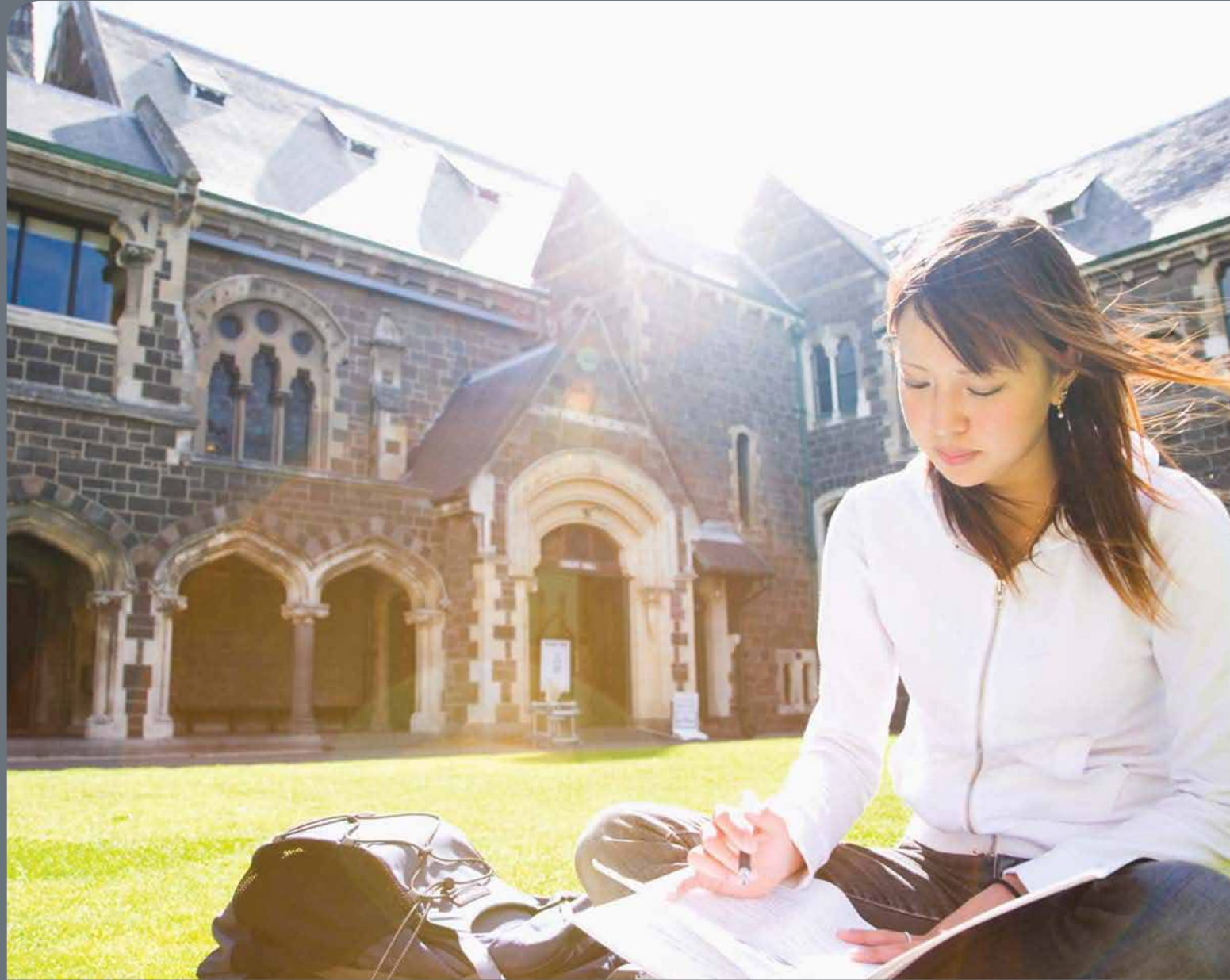
1. Payment reference shown above is included
2. Beneficiary name remains **WESTERN UNION BUSINESS SOLUTIONS**
3. Currency used is EUR
4. Please use ALL account details provided above and process a cross-border payment.

NEED HELP?

Remember, we're here to help. If you have any questions relating to this transfer, please contact Western Union Business Solutions at education@westernunion.com



2015 Western Union Holdings, Inc. All rights reserved. Western Union Business Solutions accepts payments and provides foreign exchange services on behalf of its educational institution clients and not as payment service provider for payor. Western Union Business Solutions is a division of The Western Union Company. Services in the UK are provided by Western Union Business Solutions (UK) Limited (referred to as "WUBS" or "Western Union Business Solutions"). Western Union Business Solutions (UK) Limited (registered in England, Company Number: 02854737, Registered Office Address: 12 Appold St, London EC2A 2AW) is authorised by the Financial Conduct Authority under the Payment Services Regulations 2009 (Register Reference: 538611) for the provision of payment services and is registered as an MSB with HM Revenue & Customs



Phone:

Australia: +61 2 8585 7999

US/Canada: 1.877.218.8829

UK: +44 (0) 1733 871 871*

* Calls are charged at local call rates from BT and other landline operators. Charges from mobiles will vary and may be considerably more.

Phones are answered during regular business hours in that time zone.

Email: education@westernunion.com

Note: please include student's full name, student ID, and university name in the subject line of the email.



© 2015 Western Union Holdings, Inc. All rights reserved.

Western Union Business Solutions accepts payments and provides foreign exchange services on behalf of its educational institution clients and in no way provides any payment services to students/payors or acts as a payment services provider for payor.

Western Union Business Solutions is a division of The Western Union Company. Services in the UK are provided by Custom House Financial (UK) Limited (which does business under the trade name of Western Union Business Solutions) or Western Union Business Solutions (UK) Limited (collectively referred to as "WUBS" or "Western Union Business Solutions").

Custom House Financial (UK) Limited (registered in England, Company Number 04380026, Registered Office Address: 2nd Floor, 12 Appold Street, London EC2A 2AW) is authorised by the Financial Conduct Authority under the Payment Services Regulations 2009 (Register Reference: 517165) for the provision of payment services and is registered as an MSB with HM Revenue & Customs (Registered No: 12140130). Western Union Business Solutions (UK) Limited (registered in England, Company Number 02854737, Registered Office Address: 12 Appold Street, London, EC2A 2AW) is authorised by the Financial Conduct Authority under the Payment Services Regulations 2009 (Register Reference: 536611) for the provision of payment services and is registered as an MSB with HM Revenue & Customs (Registered No: 12122416).

This brochure has been prepared solely for informational purposes and does not in any way create any binding obligations on either party. Relations between you and WUBS shall be governed by the applicable terms and conditions. No representations, warranties or conditions of any kind, express or implied, are made in this brochure.