

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^{}**

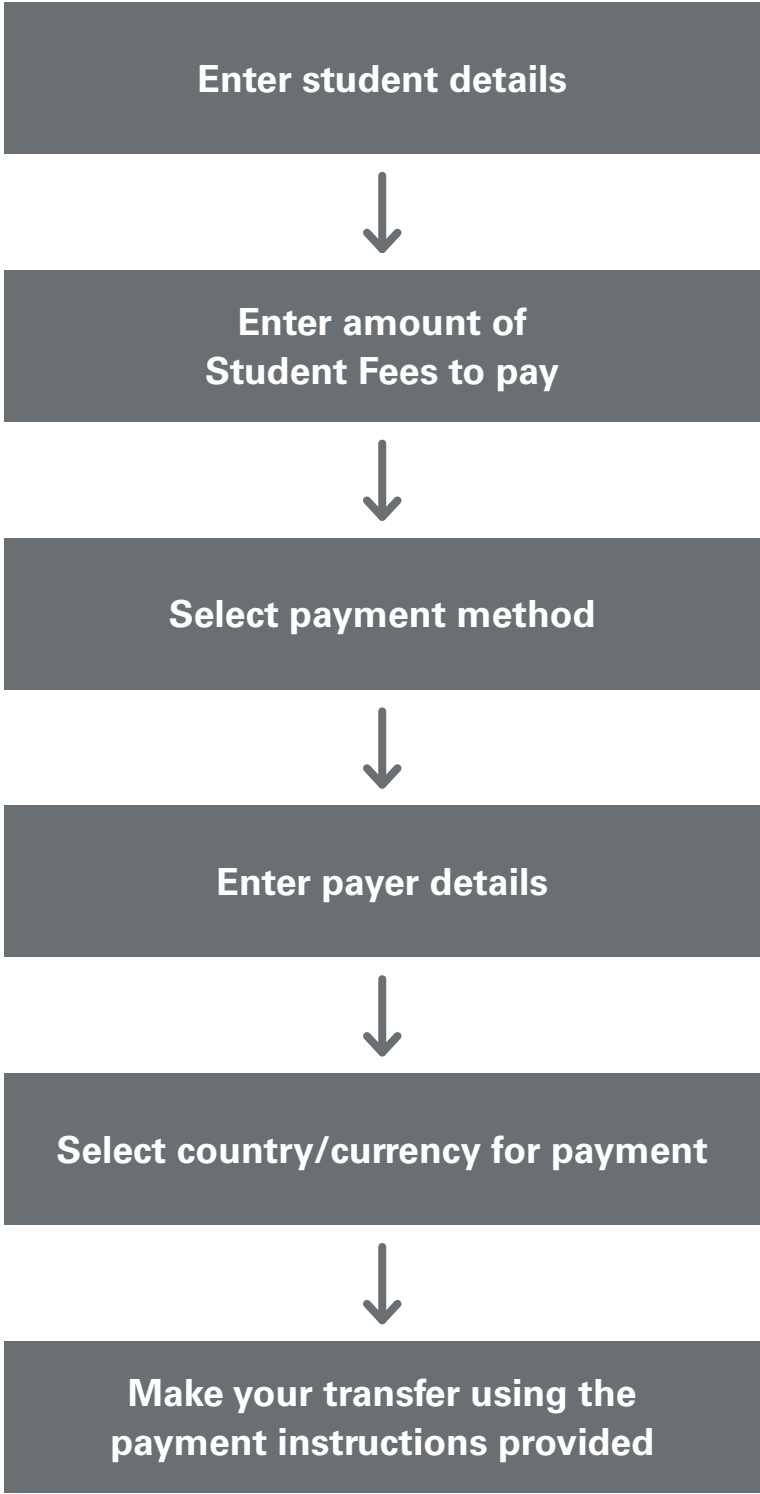
¹ In Australia, Wire Payment refers to Telegraphic Transfer (TT)

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

^{*} Phones are answered during regular business hours in that time zone.

^{**} Please include student's full name, student ID, and university name in the subject line of the email.

Steps to Make a Payment



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, Spanish and English.

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

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

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:

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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’)

Select Payee

Enter payee information

YOUR UNIVERSITY

WU BUSINESS SOLUTIONS

LANGUAGE

SPANISH

ENGLISH

FRANCAIS

PORTUGUESE

ITALIANO

DEUTSCH

RUSSIAN

CHINESE

ARABIC

INDONESIAN

VIETNAMESE

THAI

HEBREW

YIDDISH

GUJARATI

HINDI

URDU

PUNJABI

TELUGU

TAMIL

KANNADA

MAHALI

ASSAMESE

ODIA

GUJARATI

HINDI

URDU

PUNJABI

TELUGU

TAMIL

KANNADA

MAHALI

ASSAMESE

ODIA

Payment Solutions

How it Works

Faq

Step 1

Step 2

Step 3

Step 4

Student Verification

Select Payment Option

Enter Payment Details

Obtain Payment Instructions

Who is Paying *

Parent

Payee Name *

Payee Name

Email *

Payee Email Address

Street Address *

Street Address

City *

City

State *

State

Zip/Postal Code *

Zip/Postal Code

Country *

Country

Bank Details - Which bank will this payment be made from?

Account Number

Bank Name *

Bank Address

Address 2

City

State

Zip/Postal Code

Country *

2246

2246

2246

2246

2246

2246

Privacy & Terms

Preferred Language for Payment Instructions

English

Agree to the Terms of Use

BACK

NEXT

Enter the **required** banking information.

Enter required bank information

Bank Details - Which bank will this payment be made from?

Account Number

Bank Name *

Bank Address

Address 2

City

State

Zip/Postal Code

Country *

2246

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2246

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2246

Privacy & Terms

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**.

Preferred Language for Payment Instructions

English

Agree to the Terms of Use

BACK

NEXT

Step 4

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

YOUR UNIVERSITY

IN PARTNERSHIP WITH

WU BUSINESS SOLUTIONS

LANGUAGE

English

PAYMENT SOLUTIONS

HOW IT WORKS

FAQ

Step 1

Step 2

Step 3

Step 4

Student Verification

Select Payment Option

Enter Payment Details

Obtain Payment Instructions

Payment for

Your University

GeoSWIFT

Your payment cost (including fees*) will be:

84,765.60 CNY

*Processing Fees 0.00 CNY

Your institution will credit your account:

9,000.00 GBP

Student Name

Karine Fish

Payer Name

Karine Fish

Now make your payment

1

Please print payment instructions and contact your bank or financial institution (online, phone or in-person).

2

Please initiate your payment as soon as possible.

3

Ensure funds are received by 09 Sep 2016 11:11 BST so we can credit funds to your institution on time and in full.

Print the Payment Instructions

Reference Number: EGBRUESCHUK.TEST357146

To ensure that Your University receives your funds, the Reference Number must be included in your payment.

Your payment instructions have been sent to the following email:

Payer:

test@gmail.com

Note: Payments made to our bank account can only be received by bank transfer. Cheque or cash deposits will not be accepted and will not be returned to the sender. Funds received after the 48 hour cut off may be subject to a new rate.

Return to Your University

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

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Your payment instructions 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.

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IMPORTANT – FINAL STAGE FOR PAYMENT



YOUR UNIVERSITY

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 Fisch
This quote can only be used for one (1) payment and is valid until 09/09/2016 11:16:44 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-TEST357148

Currency and Amount to Pay:	USD 12,156.30
Beneficiary Name:	Western Union Business Solutions
Beneficiary Account/IBAN:	8900534369
Beneficiary Address:	12 Appold Street London, EC2A 2AW
Bank Name:	The Bank of New York Mellon
Bank ABA Routing Number:	021000018
Bank SWIFT:	IRVTUS3N
Bank Address:	1 Wall Street, New York City NY 10286


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 USD
4. For local domestic transfers please use **Account Number** and
ABA Routing Number. For international payments please use **ALL**
account details provided above.

NEED HELP?

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



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Australia: +61 2 8585 7999

US/Canada: 1.877.218.8829

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Email: education@westernunion.com**



* 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.

** Please include student's full name, student ID, and university name in the subject line of the email.

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