Convera GlobalPay for Students

## **How to Make A Payment**

2024



## We are here to help

Your education provider is proud to offer Convera GlobalPay for Students, a secure, easy and affordable way to pay your fees online. When using Convera GlobalPay for Students, your payment will be received by your education provider in just a few days. As your education provider's preferred payment method, this allows you to:

- Pay education provider fees in your local currency.
- Choose from a wide range of payment options including online payment, bank transfer and credit card.
- Avoid fees and costly international foreign exchange charges from your bank.
- Know precisely how much you owe so payments arrive in full.
- Pay easily with multiple language options.
- Review and compare all available payment options and prices.

For further information about making your payment or receiving a refund through Convera, please visit our **Tips** and **FAQs** page at <u>https://students.convera.com/#!/faqs</u>

Convera have a dedicated student support team to help with any questions you have about making your payment. You can reach out to Convera either online or by phone via the details below.

Questions? Please reach out to us using our inquiry form: Questions? Access our Tips and FAQs:

Australia

+81 3 6845 0788

**New Zealand** 

+64 9 359 5104

**China** +86 400 919 9411

Japan

+61 2 8585 7221

+81 3 6845 0788

students.convera.com/#!/contact-us students.convera.com/#!/faqs

> **UK / Europe** +44 (0) 1733 871 871

> > Hong Kong +852 2853 9875

052 2055 5075

**Singapore** +65 6494 8280

North America

+1 877 218 8829

+1 402 884 3041

If the country you are calling from is not listed, please call the number for the country closest to where you are studying. Phones are answered during regular business hours in that time zone.

#### How your money gets to your education provider



We tell you exactly how much you need to pay, there are no hidden charges or receiving bank fees, and the exchange rate is fixed for 72 hours. On average your payment will be paid to your education provider within 3 -4 days or less.

#### Start

To begin the process, click the **Convera GlobalPay for Students link** provided by your education provider. Or, if available to you, follow the prompts in your education provider's student management system.

- Select your language from the drop-down on the top right of the menu. You can choose from English, Spanish, French, Traditional Chinese, Simplified Chinese, Hindi, Indonesian, Korean, Arabic or Japanese.
- If prompted, enter the country you are studying in and the education provider. Select Next.
- Enter any further required information about your payment.
- Select Get a Quote.



## Get a Quote

This page varies depending upon the country you are paying from and the education provider you are studying at.

• Select the fees you are paying from the services list and get a quote.

Where is your bank located?		
Junited States	~	
Why is my country not listed?		
Services breakdown 😧		Product Test University
Tuition 🕄	Include 🖌	
AUD		
Tuition Fee	Include 🖌	
AUD		
Total	0.00 AUD	
Get a quote		

#### Step 1 Choose a way to pay

Convera offers a number of different payment options so you can choose the method that works best for you. You can pay online, by bank transfer or by card.

Please note that the payment methods available vary depending on the country you are paying from and the education provider you are studying at. The payment process also varies depending on the payment option that you select.

Step 1 of 4 1. Choose a way to pay Delivered to your institution within 4 business days after 10,665.60 USD completing payment **Payment Details** Edit 16,000,00 AUD Make your payment from any bank Bank Transfer Select Quote valid for 72 hours + How it works Takes 2-3 days on average upon payment 10,745.60 USD 16,000.00 AUD Pay with debit or credit card **Product Test University** VISA O Amount due is an estimate. Final amount will be given at time Select of payment Delivered to your institution within 4 business days after completing payment 9,939.20 EUR 16,000.00 AUD Make your payment from any bank ink Trans Select Quote valid for 72 hours + How it works Show more options

Example shown is for paying from USA to study in Australia.

### Step 2 Enter student details

Please enter your Student ID number (usually a 7 digit number). Please ensure this is accurate and not your application reference number to help prevent potential delays to your payment being received.

Enter your details and select Next.

Step 2 of 4			
2. Student's Details			
This is to identify the correct student details		Payment Details	Edit 💋
Student ID *			
First Name *			
Last Name *		Product Test	University
Email *			
		Product Test Client - US	
		will receive	16,000.00 AUD
Vext you will be asked for the payer's details		You are paying	10,555.58 USD
	Next		

**NOTE:** A required field displays an asterisk (\*) to the right of the field name.

#### Step 3 Enter payer details

Select who will be making the payment (student, family, agent, organization, sponsor or other) and enter the payer's personal details, email address, billing address, country and language. For certain countries or payment options you will need to upload supporting documentation such as a valid form of ID and proof of enrolment. This is for AML and compliance purposes so we know who is making the payment which will help minimize delays to your payment being processed.

#### 3. Payer's Details

Who will be making this payment?		
Student	0	
Someone else	0	
Payer's personal details		
Payer name *		
Enter payer name		
Payer's email address *		
This is to send confirmation of this payment		
Enter email		
Payer's billing address		
Payer's address 1*		
Please enter only numbers and letters in this field		
Payer's address 2		
Please enter only numbers and letters in this field		
Payer city *		
Enter payer city		
Payer state		
Enter payer state		
Zip / Postal Code		
If you do not have a postal code, please enter 0		
Country *		
Junited States	~	
Language *		
English	~	
I agree to the <u>Terms of Use</u> and have reviewed the <u>Online Privacy Statemer</u>	<u>nt</u>	
I would like to receive emails from Convera about future promotions and offe	rs 🗌	

Payment Details Edit Edit Product Test University Product Test University will receive 16.000 AUD COMP You are paying 10,555.58 USD 1000

NOTE: To proceed, you must check the box to agree to the Terms of Use and acknowledge the Privacy Policy. Then select Proceed to payment.

#### Step 4 Arrange payment

After you have added the Payer details, you may be asked to provide further information to complete the payment.

- If you have selected to pay online, you will be redirected to your chosen payment method's login page to complete the transaction.
- If you have selected to pay by credit/debit card then you will be able to enter your card details within the same screen and complete payment. Please note that individual card limits may apply.
- If you have selected to pay by bank transfer, you will be provided with a reference number and payment instructions. You can view, download or print the payment instructions from this page and they will also be sent to you by email.
- Please note that if you have selected bank transfer then you will need to complete payment via your online banking or in-person at your bank, otherwise the education provider won't receive your funds.



To ensure that your education provider receives your funds, the **Payment Reference** number must be included in your payment. This is a unique reference number which ensures we are able to recognize your payment in our Convera account and promptly apply it to your Student Account with your education provider.

To ensure that the FX rate quoted remains valid, please make your payment by the payment due date provided. Convera takes your bank's processing time into account and allows for your payment to arrive after the due date. If you change your mind or entered the wrong amount, no funds will be taken from your account. Tap **Print Instructions** to see your payment instructions. Payment instructions are available in multiple languages.

You can also request to be notified by SMS (message) when your payment is sent to your education provider.

No	tify me	by SMS when my payment is sent to my inst	titution. 🕄
	) ~	+ 001	Submit

As part of our compliance screening process there may be occasions where we need to request further information from you after you have initiated payment. Please check your inbox for these.

#### How long will it take for the education provider to receive my payment?

Depending on the payment method chosen, the time to deliver the payment to your education provider may vary. Typically:

- Bank transfer: Your payment will be delivered to your education provider within 4 business days of you completing your offline transfer.
- Credit/debit card: Your payment will be delivered to your education provider within 3 to 4 business days.
- Online bank transfer: Your payment will be delivered to your education provider, typically within 3 to 4 business days.

#### Track your payment

As your payment is processed, you can check the real-time status of your payment on our tracking page using your payment reference number. If you don't have your payment reference then please enter your student name and ID to track your payment.

- Select Track your payment in the menu. Or, click https://students.convera.com/#!/tracking
- Convera will also send regular email updates on your payment status to the email address provided. Please check your junk folder if you don't see these come through.
- For further information about making your payment or receiving a refund through Convera, please visit our Tips and FAQs page. The link is: <u>https://students.convera.com/#!/faqs</u>
- Our Support team is here to help you at every step. Students and payers can submit inquiries via our <u>Inquiry</u> Intake Form (available online) or by calling our team directly.

TRACK YOUR PAYMENT	
What would you like to track?	
Payment Refund	
Enter your reference ID	
Track my Payment	
Can't find your reference ID ?	

Thank you for trusting Convera to ensure that this very important payment reaches your education provider on time and in full. We wish you all the best with your future studies.

#### **Price Promise Guarantee**

To give you added confidence that you are getting a competitive price, we are pleased to offer the Convera GlobalPay for Students Price Promise. If you find a total price offered by your bank to process a payment to your education provider is cheaper than the price offered by Convera GlobalPay for Students, we will honor your bank's total price giving you peace of mind that you are getting a good deal. (*Terms and Conditions apply*).

### Local Currency

#### What if my local currency not listed as a payment option?

When completing your payment, Convera will display all available payment options based on your bank country selected.

If you do not see a bank transfer payment option in your local currency, you can select another available currency listed. At the end of the checkout process you will be provided with Convera's bank details and instructions to share with your bank. Based on the currency chosen, you will need to ask your bank to change your funds to the currency selected before they are paid to Convera. Please note that you may incur transaction charges from your bank to do the conversion but Convera won't charge you any fees. Your payment will be sent in full and paid to the education provider within 3 to 4 days from the time of payment.

#### How it works

- Go to students.convera.com/#!/landing
- You can also access the platform via your education provider website or student information system if available
- Enter the amount you need to pay
- Select the country where the bank you will be paying from is located
- If your local currency bank transfer option is not available, select another currency from the list provided
- Enter student and payer details
- Download the PDF payment instructions to share with your bank
- · Ask your bank to change your funds into the selected currency before paying to Convera
- Track your payment at students.convera.com/#!/tracking



# For more information convera.com

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