

International Payment TUTORIAL

Contact Us MyEagle Student Sign-in	1. Click on <i>My Eagle S</i>	tudent	lent			Resources For 오	Q
	Sign-in to lo	og in	&	Support	Student	HCC in the	8
HCC HOUSTON COMMUNITY COLLEGE	Courses	Paying		Services	Experienc	ce Community	У

Discover your calling from more than 100 programs of study



GET STARTED





Enter User ID and Password



Navigating the New Student Homepage



Reviewing your On-Boarding Checklist

< Student Homepage		HCC Checklists	1	Â	:
HCC Policy Checklist		To Do List			
On-Boarding Checklist	2		2 rows		
		Task Update Contact Information Financial Responsibility *Required before enrollment	>		

It is important that you keep your **Contact Information** updated at all times in order to receive communications from HCC. Click on **Update Contact Information** to review.

Verify the addresses

	Task Details ×
	Update Contact Information
sk Ite Ci	 * Required Information Please keep your contact information up to date. Click on "Continue" to update your address, phone number, email address, and emergency contact information. If no updates are required, click "Acknowledge". You will be unable to acknowledge without updating your emergency contact information. Any communication from the college sent to the name and mailing address or email on record is considered to have been properly delivered. It is the student's responsibility to keep current his/her contact information.

Verify the addresses (continued)

< Tasks		Task Details		:
ID 123456789				
Task Details				
Contact Inform	ation			
Update Conta	ct Information		Acknowledge	
Home Address			S	
12345 XYZ, Houst	on, TX , 77042, HARRIS , USA			
Mailing Address			Verify that ALL addresses, phone	
12345 XYZ, Hous	ton, TX, 77042, HARRIS , USA		numbers and emails are up to	
SEVIS (F1 Visa)	Address*			
12345 XYZ, Hous	ton, TX, 77042, HARRIS , USA		date.	
Preferred Phone	Preferred Email	HCC Email	If any changes used to be used.	
555/555-5555	w123456789@student.hccs.edu	w123456789@student.hccs.edu	If any changes need to be made,	
Primary Emerg	ency Contact		click on the 'Update Contact	
Contact Name			Information' button.	
John Doe				
Relationship:			If no updates are required, click on	
Sibling			the 'Acknowledge' button.	
Phone			-	
555/555-5555				

Accept and Acknowledge Student Financial Responsibilities

1 row
enrollment

Accept and acknowledge the *Student Financial Responsibility and HCC Policies* by selecting the *'Financial Responsibility'* item.

*<u>NOTE</u>: You will be unable to enroll into any courses until this step is completed.

Accept and Acknowledge Student Financial Responsibilities (continued)

 Student Homepage 		HCC Checklists		â	:
HCC Policy Checklist	1	Task Details			×
On-Boar time Checklint 1. Read carefully.		Financial Responsibility By acknowledging Student Financial Responsibility and HCC Policies, stude financial obligation to HCC and that they will abide by the terms and condition include and incorporate all registration, payment, and financial aid policies as to do so will result in a registration hold for subsequent semesters.	ons of their agree	Failure	
			proceed		

Accept and Acknowledge Student Financial **Responsibilities (continued)**

< Tasks	Pre-Enrollment Checklist Item						
ID 123456789							
Pre-Enrollment Checklist	Pre-Enrollment Checklist Item						
Financial Responsibility and	HCC Policies						
Student Financial Responsibility ar	nd HCC Policies						
	Acknowledge						
1. Click on the ' <i>Student Financial</i>							
Responsibility and HCC Policies' link.							
You will be redirected to the HCCS main	2. Click on the						
website where you will be able to	'Acknowledge'						
thoroughly review the <i>Student</i>	button						
Financial Responsibility Agreement.							

Make a Payment



< Student Homepage	Ассон	unt Balance		â
Account Balance You owe 0.01 Currency used is US Dollar	What I Owe			
Student Account by Term	Term	Charges & Deposits	Total Due	Due Date
Make a Pymnt/Set up Pymnt Plan	Spring 2020	0.01	0.01	12/06/2019
Choose a Refund Option	Total	0.01	0.01	
	Currency used is US Dollar			
View 1098-T	Student Financial Respons	ibility and HCC Policies		
	Select 'Make a P	ymnt/Set up a Pymnt Plan'		

HC	C Overview					¢ 0
0	My Account	Jane Doe				
6	Overview	Houston Commun	ity College			
\odot	Payment Plans	Summary				View statements
2	Make a Payment	Spring 2014				\$1.01
5	Transactions	Balance				SLOI
	Statements	Available items				Vend
	Tax Forms					
Θ	Sign Out		International Application Fee \$75.00	International Deferment/Reproductio \$50.00	International Orientation Fee \$50.00	>
					/	Make a payment
						Make a payment

Select the Fee you want to pay



O My Account	Pay amount
Overview	
Payment Plans	1 item \$75 Remaining due \$0.01
🖺 Make a Payment	How much would you like to pay?
🕽 Transactions	Spring 2014
Statements	
Tax Forms	Amount \$0.00
⊖ Sign Out	Maximum \$1,000,000
	Balance \$0.01
	International Application Fee
	\$75.00
	<u>View details</u> <u>Remove</u>
	Would you like to pay for something else?
	Available items
	International Application Fee International
	\$75.00 \$50.00
	<u>View details</u> <u>View details</u>
	Cancel Continue
	Click Continue
	Click Continue

	My Account	Pey amount			Payment method
	Overview				
Ø	Payment Plans				How would you like to pay?
ŝ	Make a Payment				Payment amount \$75
5	Transactions				
ì	Statements			_	* Payment method
ß	Tax Forms				New credit or debit card
Ģ	Sign Out			ł	New bank account
					International payment
		So	lect Payment Method		
		Se	iect Payment Methou		

O My Account	Pay amount	Payment method		
Overview				
Payment Plans		How would you like to	o pay?	
🖺 Make a Payment		Payment amount ホフロ		
S Transactions		\$75	Channe	
Statements		* Payment method	Change	
Tax Forms		International payment		
\bigcirc Sign Out		* International payment option		
		Flywire Rates will be shown after transferring to Flywire		
		International payments are processed by Flywire. To com information will be provided to Flywire and you will be dir activity on Flywire's website is governed by the Flywire pri "https://www.flywire.com/privacy". Please be aware that a exchange rates and credit card services fees may be incur Total costs are displayed when selecting your payment m	ected to the Flywire website. Your vacy policy found at additional costs such as currency rred for international transactions.	
	Secure encrypted payment		(Cancel Continue
https://commerce.cashnet.com/c	shneti/static/epayment/hccspay/pay		C	
	_			
		Select International Payn	nent - Flywire and Clie	ck 'Continue'

Flywire – Payment Information

HCCC HOUSTON COMMUNITY COLLEGE			Contact	Help	Log in	ூ English ∨
	Step	1 of 6				
L. Select your <i>country</i> or <i>region</i> from the list of available options	our p		e nt on Commu	nity Co	llege re	ceives
Country or region * Belgium	~	S	Amount 75.01	,		
			vill be formatted in ates Dollars. i.e. 10,			
	2. 0	lick 'Ne)	xt'		→	NEXT \rightarrow

Flywire – Select Payment Method



Flywire – Payer Information

When initially entering payer information, you will be prompted to create a *Flywire* account to track your current (and future) payments.

w123456789@student.hccs.edu	First name * John
Create an account in a second to keep track of your payment.	If a company or organization is paying, please enter the organization name in place of first name.
Middle name	Family name *
Address 1*	Address 2
City *	State / Province / Region
Zip code / Postal Code	+ 32 V Phone number*
I have read, understand, and agree to the Fi	Receive text notifications on your payment status

Creating Your Flywire Account

			Contact	He
	-f lywire	?	×	
	Log in	Sign up		
	Create an acco	ount		
	First name Jane			
') required field Email *	Family name Doe			
W123456789@studer	Email W123456789@student.hccs.ed(
Strack of your pa				
	W123456789@student.hccs.edu	u		
Middle name				
Middle name	Password			
Address 1*	Minimum of 8 characters At least one uppercase and lowercase At least one numeric character	,%,&,*, etc.) agree to the		
	Minimum of 8 characters At least one uppercase and lowercase At least one numeric character At least one special character (@, #, \$, I have read, understand, and a Flywire Terms of Use and Prive	, %, &, *, etc.) agree to the acy Policy		
Address 1 * City *	Minimum of 8 characters At least one uppercase and lowercase At least one numeric character At least one special character (@, #, \$, I have read, understand, and a Flywire Terms of Use and Prive	, %, &, *, etc.) agree to the acy Policy	ns on your paym	nent
Address 1 * City *	Minimum of 8 characters At least one uppercase and lowercase At least one numeric character At least one special character (@, #, \$, I have read, understand, and a Flywire Terms of Use and Prive	,%, &, *, etc.) agree to the acy Policy	ns on your paym	nent

Flywire – Payer Information

Once you have finished creating your *Flywire* account, you will then be able to return to the previous screen to finish entering the payer's information. Be sure to enter the *payer's* name and address.

*) required field			
Email * w123456789@student.hccs.edu	First name * John		
Create an account in a second to keep track of your payment.	×		You may enter either a domestic or international phone number to receive
Middle name	Family name Doe	8*	text notifications on
Address 1* 1234 XYZ	Address 2		your payment(s) status. Please ensure that you select the
City * Houston	State / Prov TX	ince / Region	correct country code.
Zip code / Postal Code 77042	+ 32 ~	Phone number * 123456789	
	Receiv status	e text notifications on your payment	Click on the box to agree to <i>Flywire's</i>
✓ I have read, understand, and agree to the	Flywire Terms of Us	e and Privacy Policy	Term of Use and Privacy Policy, and select 'Next' to continue.
		NEXT $ ightarrow$	

Flywire – Information for the Receiver



Flywire – Review & Confirm Payment Review and confirm payment information

Payment information	You will send 68,00 € Country or region Belgium	Houston Community College will receive \$75.01
Payment method	You selected Domestic Bank Transfer in Eu	iros (EUR)
Payer information	First name John	Middle name -
The following screen will display the payer's information, as well as the student account whose tuition and fees will be paid for.	Family name Doe Address 2	Address 1 1234 XYZ City Houston
Please review carefully before proceeding to the next step.	State / Province / Region TX Country	Zip code / Postal Code 77042 Phone number
	Eduntry Belgium Email W123456789@student.hccs.	

Flywire – Review & Confirm Payment (continued)



Flywire – Initiating the Wire Transfer

*<u>NOTE</u>: Your payment is now pending with *Flywire*. You will need to initiate the bank transfer via online banking, telephone OR an in-person visit to the bank. To begin the process, proceed to the "*Step 2 Make the bank transfer to Flywire*' to obtain *Flywire*'s payment instructions for wire transfers.

Follow the steps below to pay \$75.01 before July 4, 2019 or your payment will be cancelled automatically.

u send to		Houston Community College receives
0,00	Flywire is weiting to receive your funds.	¢۲3.01 ش
Nov	v, you need to make a bank transfer to us at your ik	Add this payment to your Flywire account This payment has been added to your account
Use yo	Online banking Open a new browser tab/page, access your bank and make a transfer using the instructions from step 2.	Manage your payment
S	Telephone Call your bank and make a transfer by phone using the instructions from step 2.	 Edit payment details SMS notifications Confirm funds were sent
	In-person visit Print the instructions from step 2 and go to your bank in person to make the transfer.	 Cancel payment Download payment receipt
		Your payment receipt is not available for download until after the payment reaches its destination

Flywire – Initiating the Wire Transfer (continued)

2 Make the bank transfer to Flywire

Use the payment instructions below to send the money to us. Keep in mind that it will take 2-3 business days to arrive to us.

Amount to pay	68,00 €
Reference / Payment ID	HHC264643541
Remittance Information / Reference	HHC264643541 - Houston Community College
Beneficiary	Flywire Payments Corporation
Beneficiary Address	141 Tremont Street, 10th Floor, Boston, MA 02111 (USA)
Beneficiary Bank	CITIBANK NA
Beneficiary Bank Address	José Ortega y Gasset 29, Planta 4, 28006 - Madrid (SPAIN)
IBAN	ES3814740000140660146008
Beneficiary Bank SWIFT/BIC Code	CITIESMXXXX
Detail of charges	OUR In a SWIFT, at field 71A "Details of Charges", from the available options BEN, SHA, OUR, select OUR. This field determines who pays the transfer charges.
Status	Please allow up to 72 hours for Flywire to update the progress of your payment on your dashboard. You will receive an email when that happens.
elect the 'Download Auth Letter	To fulfill the payment with Flywire please send EUR. Sending any other currency will incur extra cost due to foreign exchange fees.
nd Instructions' button to obtain ransfer instructions.	Please make sure that the Payment ID shown is included in the payment description or reference field. Otherwise, delays in processing your payment will be experienced - Please send Euros (EUR) to the above account. Sending any other currency will incur extra cost due to foreign exchange fees.

*<u>NOTE</u>: The next two pages represent an example of the document you will print and take in to your local bank

flywire			
To Whom It May Concern:			
Flywire Payments Corporation, acting as an international payment processor. A custor international payments and streamline the	n payment solution (www.flywire.com/	pay/hccs) has been created to facilitat	te
I hereby verify that Flywire Payments Corp Houston Community College. As such, the Payments, 'Flywire Payments Corp', 'Flywir Education Corp', 'peerTransfer Education',	beneficiary of any funds will be 'Flywire e Payments Limited', 'peerTransfer Edu	Payments Corporation', 'Flywire	
CITIBANK N.A. New York 111, Wall Street 10043			
The payment will be processed by Flywire 4897170), compliant with strict AML (Anti I Your Customer) regulations.			
This authorization (sometimes referred to released to Flywire Payments Corporation institution.			
Thank you for your cooperation. Sincerely,			
dun			
Mike Massaro Chief Executive Officer			
Mike Massaro Chief Executive Officer	Paying For: Jane		.
Mike Massaro Chief Executive Officer Flywire Corporation Full name: Last/Sumame/Family name	2020305	Middle name	
Mike Massaro Chief Executive Officer Flywire Corporation Full name: Doe Last/Sumame/Family name Address:	Jane	Middle name	
Mike Massaro Chief Executive Officer Flywire Corporation Full name: Doe Last/Sumame/Family name Address:	Jane First/Given name	Middle name Zip	
Mike Massaro Chief Executive Officer Flywire Corporation Full name:	Jane First/Given name tment/Unit #	2011/10/06/12/06/2010/06/12	
Mike Massaro Chief Executive Officer Flywire Corporation Full name: Doe Last/Sumame/Family name Address:	Jane First/Given name tment/Unit #	2011/10/06/12/06/2010/06/12	
Mike Massaro Chief Executive Officer Flywire Corporation Full name: Ladt/Sumame/Family name Address: Street Address Aparl City Cauntry	Jane First/Given name tment/Unit # State	2011/10/06/12/06/2010/06/12	

Payment Instructions

Summary

You've booked a payment of 68.00 EUR to Houston Community College on **July 02, 2019.** With an exchange rate of 1.10751, your institution will receive 75.01 USD.

Houston Community College has partnered with Flywire Payments Corporation or one of its affiliates to process international payments. As an agent of Houston Community College, Flywire remits funds to their accounts located in United States. Additionally, this service allows Houston Community College to maintain the privacy of banking information to reduce susceptibility to fraudulent activity.

Details for Money Transfer

Amount and Currency to send	68.00 EUR
Remittance Information/ Reference	HHC264643541 - Houston Community College
Beneficiary	Flywire Payments Corporation
Beneficiary Address	141 Tremont Street, 10th Floor, Boston, MA 02111 (USA)
Beneficiary Bank	CITIBANK NA
Beneficiary Bank Address	Jose Ortega y Gasset 29, Planta 4, 28006 - Madrid (SPAIN)
IBAN	ES3814740000140550145008
Beneficiary Bank SWIFT/BIC Code	CITIESMXXXX
Detail of charges	OUR In a SWIFT, at field 71A "Details of Charges", from the available options BEN, SHA, OUR, select OUR. This field determines who pays the transfer charges.
Status	Please allow up to 72 hours for Flywire to update the progress of your payment on your dashboard. You will receive an email when that happens.
Instructions to Sender/Sender Bank	To fulfill the payment with Flywire please send EUR. Sending any other currency will incur extra cost due to foreign exchange fees.
Notes	Please make sure that the Payment ID shown is included in the payment description or reference field. Otherwise, delays in processing your payment will be experienced
	 Please send Euros (EUR) to the above account. Sending any other currency will incur extra cost due to foreign exchange fees.

Important: Payment instructions can only be used once and expire after July 04, 2019

Flywire – Finalizing the Wire Transfer

Once the funds have been submitted by your bank, simply select the *'I've Sent The Funds'* button to notify *Flywire* of your payment.



Flywire – Finalizing the Wire Transfer (continued)

Thanks for your payment! We'll send a confirmation email once we receive the funds Status e Payment sent Payment ID HHC264643541 You send to Flywire Houston Community College receives 68,00€ \$75.01 f 2 血 Flywire should receive your funds soon. Add this payment to your Flywire account ADD PAYMENT Your funds are on the way! Manage your payment Please allow 2-3 business days for your funds to arrive. View payment details SMS notifications Haven't sent the funds yet? Begin by viewing your payment instructions Cancel payment Download payment receipt Your payment receipt is not available for download until after the payment reaches its destination

Flywire – Pending Wire Transfer Email Notification

