

Making A Payment to The University of Chester

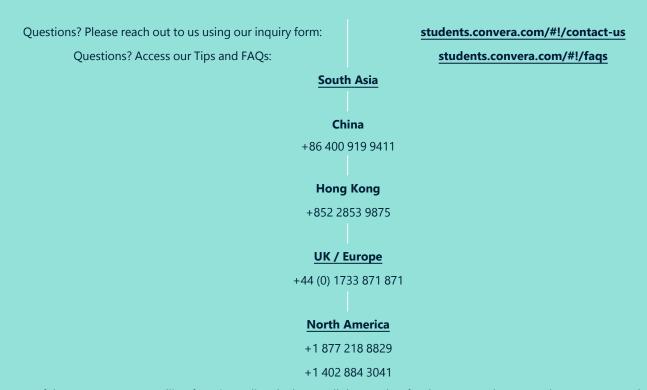


We are here to help

The University of Chester 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 the University of Chester in just a few days. As the University of Chester's preferred payment method, this allows you to:

- Pay University of Chester 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.

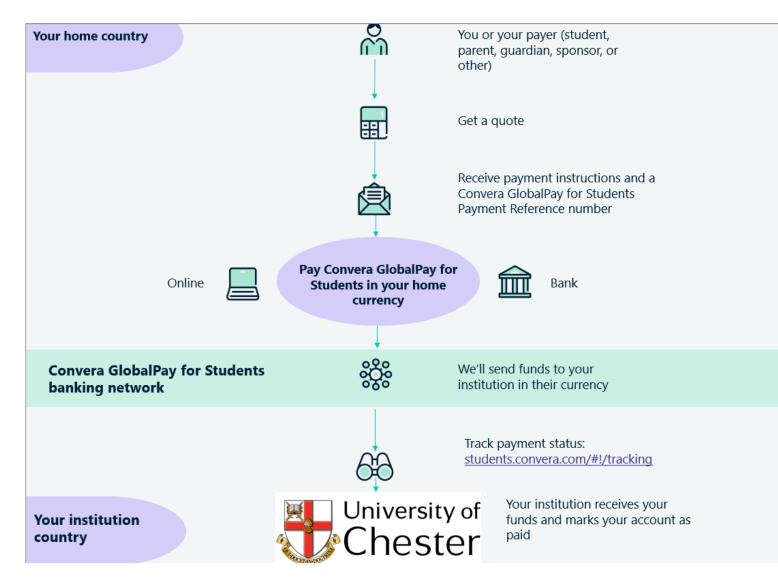
Convera have a dedicated student support team to help with any questions you have about making your payment. You can reach out to Convera either online or by phone via the details below.



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 the University of Chester

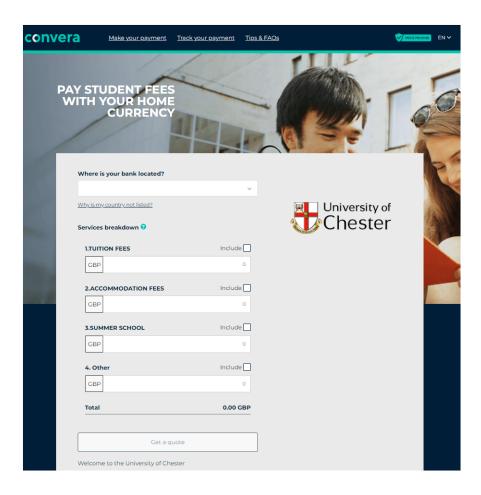


We tell you exactly how much you need to pay, there are no hidden charges or receiving bank fees, and the exchange rate is fixed for 72 hours. On average your payment will be paid to the University of Chester within 3-4 days or less.

Start

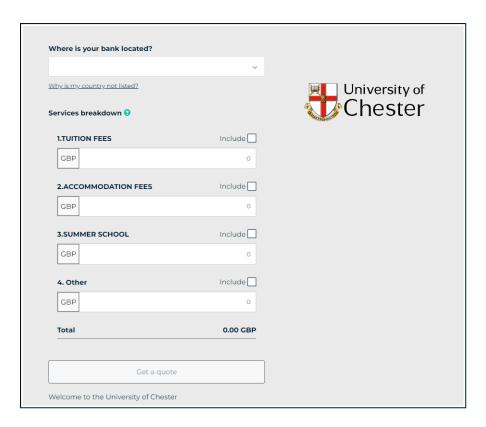
To begin the process, click the Convera GlobalPay for Students link https://students.convera.com/uoch#!/.

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.



Get a Quote

- Select your bank location where you are paying your fees from
- Enter the amount you need to pay and click Get a Quote.

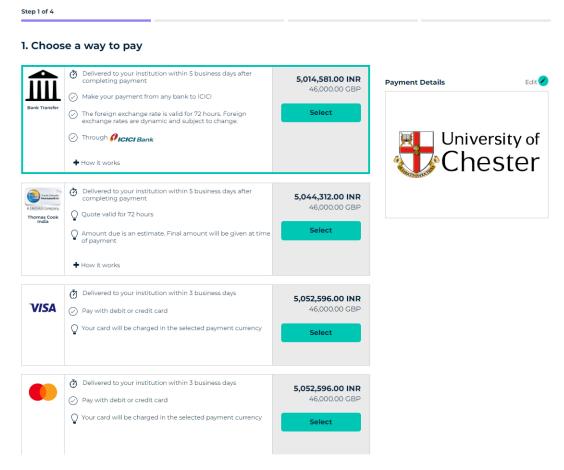


Step 1 Choose a way to pay

Convera offers a number of different payment methods depending on the country selected, with the cheapest option displayed first. You can choose the method that works best for you: 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 also varies depending on the payment option that you select.

Example shown is for paying from India to study in the UK.



Local Currency

Why is 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.

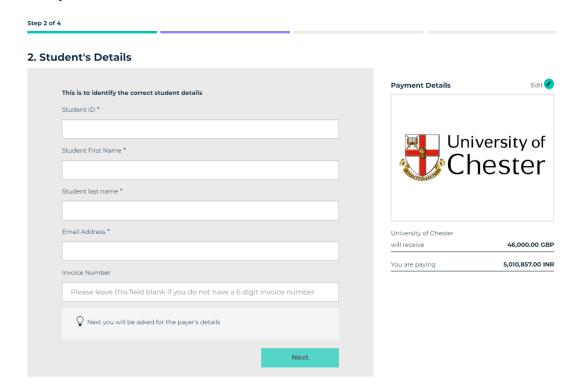
If you do not see a bank transfer payment option in your local currency, you can select another available currency listed (GBP, USD, EUR). At the end of the checkout process you will be provided with Convera's bank details and instructions to share with your bank. Based on the currency chosen, you will 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 University of Chester within 3 to 4 days from the time of payment.

How it works

- Go to students.convera.com/uoch#!/
- 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/uoch#!/tracking

Step 2 Enter student details

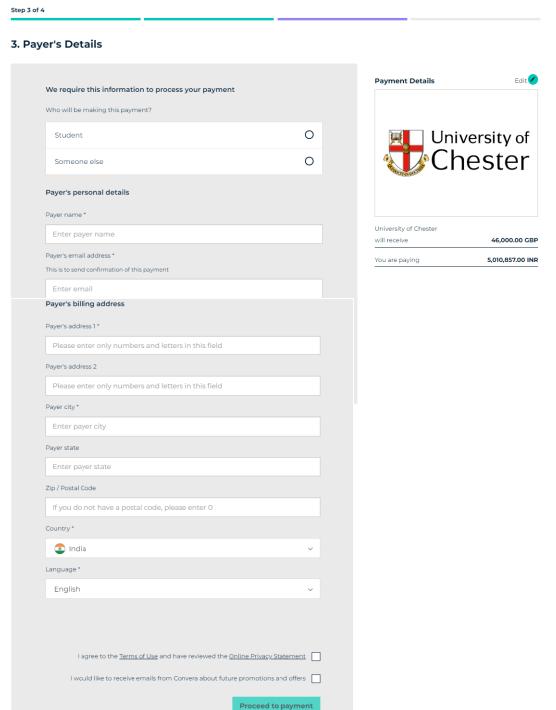
Please enter your Student ID number (usually a 7 digit number). Please ensure this is accurate and not your application reference number to help prevent potential delays to your payment being received. Enter your details and select **Next**.



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 minimise delays to your payment being processed.



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 University of Chester won't receive your funds.



To ensure that your institution receives your funds, the **Payment Reference** number must be included in your payment. This is a unique reference number, that usually starts with 'EGB'. This ensures we are able to recognize your payment in our Convera account and promptly apply it to your Student Account with The University of Chester.

To ensure we can honor the quote we've given you, please use the provided payment instructions and make your secure transfer within 72 hours. You can complete the payment with your bank in person, online or over the phone. 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 institution.



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 University of Chester to receive my payment?

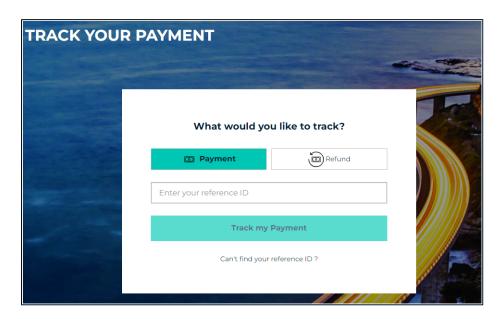
Depending on the payment method chosen, the time to deliver the payment to your institution may vary. Typically:

- Bank transfer: Your payment will be delivered to your institution within four business days of you completing your offline transfer.
- Credit/debit card: Your payment will be delivered to your institution within three to four business days.
- Online bank transfer: Your payment will be delivered to your institution, typically within three to four 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 students.convera.com/uoch#!/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: https://students.convera.com/#!/faqs
- Our Support team is here to help you at every step. Students and payers can submit inquiries via our Inquiry Intake Form (available online) or by calling our team directly.



Thank you for trusting Convera to ensure that this very important payment reaches the University of Chester 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 institution 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*).



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