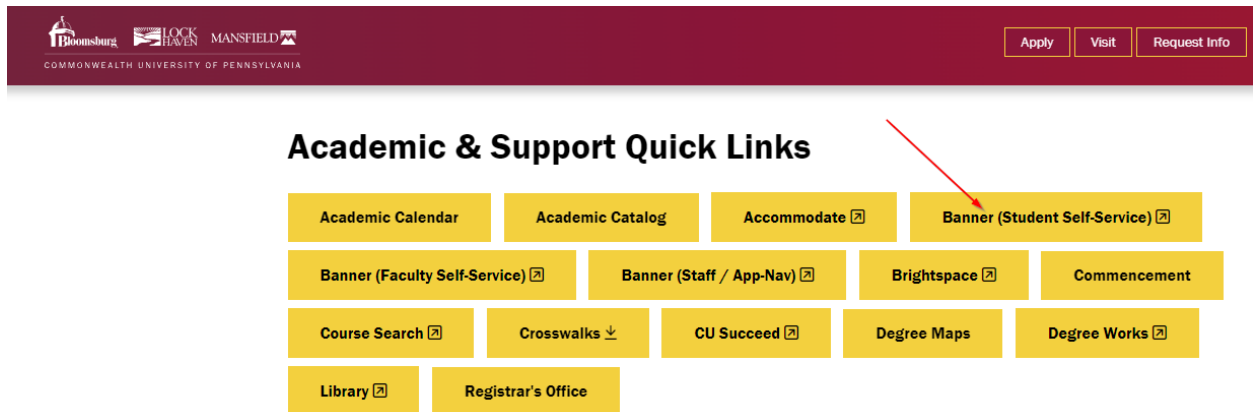


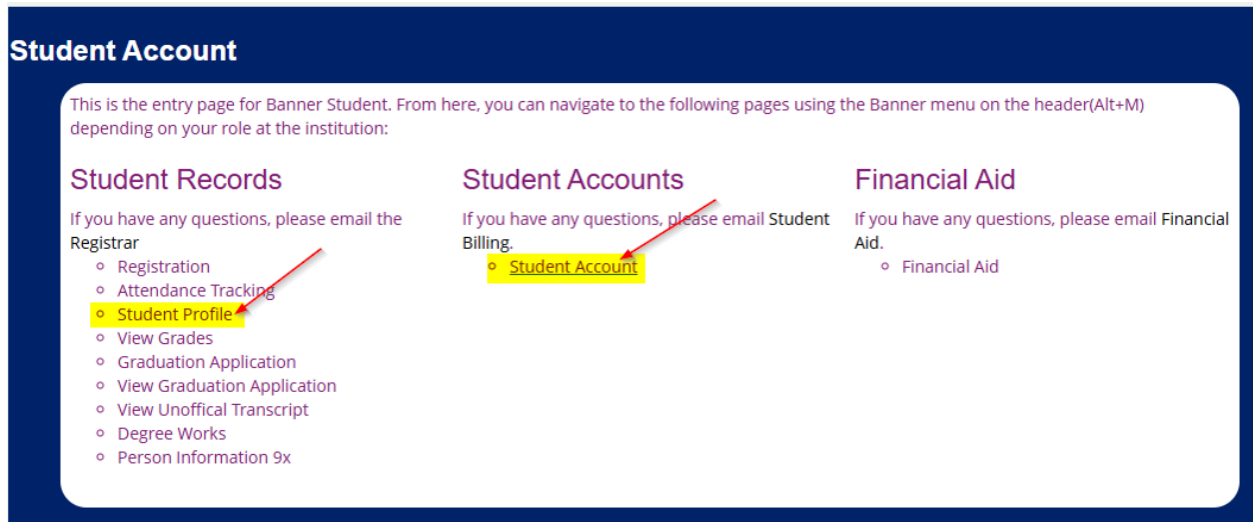


## STUDENT ACCOUNTS/BILLING – HOW TO MAKE AN INTERNATIONAL PAYMENT

Log in to Student Self Service by clicking on the Banner (Student Self-Service) link on the [My CommonwealthU](#) | [Commonwealth University](#) page.



From the page below you can simply click on Student Account. You can also access Student Accounts by going into your Student Profile. Student Accounts is located on the left-hand side.



ellucian

Student • Student Profile

Student Profile - **Clement, Julian M (P11148583)**

Term: Fall 2023 Current term | Standing: Good Standing, as of Summer II SF 2021 | Overall Hours: 30 | Overall GPA:

**Bio Information**  
 Email: [REDACTED]  
 Phone: [REDACTED]  
 Date of Birth: [REDACTED]  
 Ethnicity: [REDACTED]  
 Race: [REDACTED]  
 Emergency Contact: [REDACTED]  
 Emergency Phone: [REDACTED]

**General Information** ⓘ  
 Level: [REDACTED]  
 Class: [REDACTED]  
 Status: [REDACTED]  
 Student Type: [REDACTED]  
 Residency: [REDACTED]  
 Campus: [REDACTED]  
 Matriculated Term: [REDACTED]  
 Last Term Attended: [REDACTED]

**Advisors**  
 Advisors are not assigned for the selected term.

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
Degree:		Bachelor of Science
Level:		Undergraduate
Program:		Bachelor of Science
College:		No College Designated
Major:		Bus. Admin.: Accounting
Concentration:		Not Provided
Minor:		Not Provided
Concentration:		Not Provided
Catalog Term:		Fall 2020

**REGISTERED COURSES**

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0

Curriculum and Courses  
 Prior Education and Testing  
 Additional Links  
 Academic Transcript  
 Registration  
 Application to Graduate  
 View Submitted Graduation Applications  
 Student Class Schedule  
 View Grades  
**Student Accounts**

All information pertaining to the student account will be found here. To make a payment simply click on 'Make Payment'.

My Account • My Profile • **Make Payment** • Payment Plans • Refunds • Help

**Announcement**  
 Please check back - no announcements at this time.

**Save time when paying.** Set up a preferred payment profile in the [Payment Profile](#) page.

**To sign up for direct deposit of your refunds,** complete your setup in the [Refund Account Setup](#) page.

**I would like to pay...**

Student Account	ID: xxxxx7668
Balance	\$2,596.00
<input type="button" value="View Activity"/>	

**My Profile Setup**

- Authorized Users
- Personal Profile
- Payment Profile
- Electronic Refunds

**Term Balances**

Fall 2023
Summer 2023

Select the term the payment is being made on and the amount you want to pay. Click on the field where the amount is listed to change the amount you want to pay. Be sure to click 'ADD' after you have the correct amount to pay entered. Click 'Continue' at the bottom of the page.

\$  
Amount

Method  
Method

Confirmation  
Confirmation

Receipt  
Receipt

Payment Date: 4/14/23

### Pay By Term

Enter payment amount and click 'Add' to include in the payment total.

Fall 2023 | \$1,000.00
 

\$ 1,000.00

Add

Summer 2023 | \$1,596.00
 

\$ 1,596.00

Add

### Personal Note

Enter a brief payment note

Payment Total

\$0.00

Continue

Select the method of payment. There are three options: Credit Card, Electronic Check and TransferMate INTL. TransferMate INTL will be the preferred method for International Students. After selecting the payment method click 'Continue'.

### Account Payment

\$  
Amount

Method  
Method

Confirmation  
Confirmation

Receipt  
Receipt

Amount: \$1,000.00  
 Method:\*

Select Method  

Select Method

Credit Card

Credit Card via PayPath

Other Payment Methods

TransferMate INTL

Electronic Check (checking/savings)

\* Indicates required information

Back

Cancel

Continue


\*Credit card payments are subject to a non-refundable service fee. A non-refundable service fee will be added to your payment.


**Electronic Check** - Payments can be made from a personal checking or savings account.  
**TransferMate** - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.  
**TransferMate**


2 | Page

If paying by TransferMate INTL select the Country you are paying from and click 'Review Rate'.

## Account Payment

Amount

Method

Confirmation

---

\* Indicates required information

Amount: \$1,000.00

Method:\* 

TransferMate INTL

What country are you paying from?

Country

China

Review Rate >

Back

Cancel

---

\*Credit card payments are handled through PayPath ®, a tuition payment service. A non-refundable service fee will be added to your payment.

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**Electronic Check** - Payments can be made from a personal checking or savings account.  
**TransferMate** - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

**TransferMate**

This will populate the currency rate information for the selected Country and list all possible payment options as well as any taxes and fees. The Bank Transfer option is offered for all Countries, other options will vary depending on the Country.

Method:\*

TransferMate INTL

### Review Rates



#### Bank Transfer

Total Amount Due

CNY CN¥6,994.81

Taxes and Fees

CNY CN¥0.00

Original Amount

USD \$1,000.00



Total Amount Due

CNY CN¥7,227.38

Taxes and Fees

CNY CN¥120.82

Original Amount

USD \$1,000.00



#### Alipay

Total Amount Due

CNY CN¥7,184.74

Taxes and Fees

CNY CN¥78.18

Original Amount

USD \$1,000.00

Select the option for payment and enter all additional information listed and then click 'Enter Details'.

Payer Chinese Name

Payer Citizen ID Number



< Previous

Enter Details >

Student Details will need entered then click 'Payer Details' to enter the Payer Details as well. If the student is also the payer you will need to enter the information twice. Click 'Continue to Confirmation' once complete.

### Student Details

Who Is Making the Payment

Please Select ...

First Name

Last Name

Date Of Birth

Year

Month

Day

Country

Select...

City

Street Address

Postal Code

Phone Number

Select...

Email

< Previous

Payer Details >

### Payer Details

First Name

Last Name

Country

Select...

City

Address

Postal Code

Phone Number

Select...

Email

< Previous

Continue to Confirmation >

Confirm the payment information and click 'Initiate Payment'.

\$

Amount

Method

Confirmation

#### Payment Information

Payment Date 4/13/23

Term	Account	Amount
Spring 2023	Student Account	

Total Payment Amount

Change Amount

#### Paid To

PASSHE Commonwealth University of Pennsylvania  
336 Arts & Admin Building  
400 E 2nd St

#### Confirmation Email

#### Selected Payment Method

Account: TransferMate INTL

Change Payment Method

Back

Cancel

Initiate Payment

The student/payer will then receive an email with the information needed to complete the payment. This will need to be taken care of within 48 hours. Please see an example email below.

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**Please follow the instructions below and complete your payment.**

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Please be aware for each payment / instalment you must create a new payment registration. You now need to arrange a bank transfer to the TransferMate Bank Account as detailed below. You can either do this by using your online banking app or by visiting your bank in person and arranging the bank transfer.

TransferMate must receive your payment in their account within 48 hours. You will need to allow 1 working day for the funds to reach their account.

When transferring the funds ensure that you enter your name and date of birth or below reference number, so your payment can be allocated.

(IMPORTANT! Cash lodgements, Drafts, Cheques or any payments from company/corporate/business accounts will not be accepted and they will be rejected by the bank!).

TO FULFIL THE FX CONTRACT YOU HAVE ENTERED WITH TRANSFERMATE PLEASE SEND USD (United States of America Dollars).

SENDING ANY OTHER CURRENCY WILL INCUR EXTRA COSTS DUE TO FOREIGN EXCHANGE FEES WHICH YOU WILL BE ASKED TO COVER.

PLEASE MAKE SURE YOUR BANK IS INSTRUCTED TO TRANSFER THE CORRECT CURRENCY AS PER THESE PAYMENT INSTRUCTIONS.

Note: Funds will not be automatically withdrawn from your bank account. You need to strictly follow the above steps to complete the process successfully.

TransferMate will never contact you via email or Skype to change the account details.

Transfer Currency	USD
Transfer Amount	USD 25
Bank Name	Old National Bank

Account Number	{XXXXXXXXXX}
SWIFT / BIC Code	{XXXXXXXXXX}
ABA Number	{XXXXXXXXXX}
Transfer Reference	{XXXXXXXXXX}

Company / Payee Address Suite 915, North Michigan Avenue, Chicago, Illinois, 60601

**Transaction Information for Consumers**

Recipient may receive less due to fees charged by the recipient's bank and foreign taxes. You have a right to dispute errors in your transaction.

If you think there is an error, contact TransferMate within 180 days at +1 866-539-7793 or [compliance@transfermate.com](mailto:compliance@transfermate.com).

You can also contact us for a written explanation of your rights.

You can cancel for a full refund within 30 minutes of payment, unless the funds have been picked up or deposited.

For questions or complaints about Transfermate, Inc., contact:

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Consumer Financial Protection Bureau

+1 855-411-2372

+1 855-729-2372 (TTY/TDD)

[www.consumerfinance.gov](http://www.consumerfinance.gov)

[Click here for State Regulatory Contact Information and Disclosures.](#)

TransferMate Company Address:

Transfermate

Suite 915,

333 North Michigan Avenue,

Chicago, Illinois, 60601, USA

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