

International Payment TUTORIAL

***NOTE:** You have the option of paying with an **American credit card or checking account**, but foreign credit cards are not accepted. To pay fees with a **foreign currency** you will need to have your local bank transfer funds to HCC in the United States. First you will need access to a **PRINTER**, then follow the instructions outlined in red in this tutorial to obtain the transfer information that you will need to print out and take to your local bank within 72hrs of completing the International Online payment form.

The payment will be completed once your bank has sent the transfer of funds to HCC.

Home Page: www.hccs.edu

CONTACT US | TRANSLATE | TEXT ONLY | ACCESSIBILITY |

CENTRAL COLEMAN NORTHEAST NORTHWEST SOUTHEAST SOUTHWEST DISTANCE ED

Houston Community College

Future Students

Current Students

International Students

Business & Community

Give to HCC

CALENDAR

[2011 Holiday Schedule](#)
Jan 03, 2011 -Jan 02, 2012

[Name HCC's mascot for a chance to win an iPad](#)
Jun 13, 2011 -Jul 29, 2011

[View Calendar](#)
[View Academic Calendar By Term](#)

ABOUT HCC

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Board of Trustees
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admissions & registration center
ENTER

CONNECT

Student System Sign In
HCC Email
Course Syllabi/ Faculty CV
Online Courses

Great careers begin every day at Houston Community College

Check out the classes Houston Community College has to offer. **Summer registration started April 4 and Fall registration starts May 2.** [Search class schedules](#)

Click on
'Student System
Sign In'
to log in

Enter User ID and Password



Houston Community College Student System Sign In

Enter your ***User ID***
and ***Password*** then
click '***Sign In***'

User ID:

Password: (case sensitive)

[First Time User](#) [Reset Password](#)

[Retrieve UserID](#) [Help](#)

Verify the addresses



Maintain Your Mailing Address and Home Phone number.

Jane Doe

You must have a valid mailing address and phone number in the system.

This will not change your residency. All residency changes must be made in person at a campus.

Please verify your address and phone data, and enter/update the data fields if necessary. Then click on Continue.

If no changes are necessary, just click on Continue.

If you do not enter all required fields before pressing Continue, you will need to sign out then sign in again to enter the data correctly.

1. Read carefully

Mailing Address

Country: United States

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: **Postal Code:**

County Code:

Home Telephone:
(Format 713/555-5555)

2. Check your mailing address, make any necessary changes. click **'continue'**

Click the link: Make a Payment or Set up Payment Plan

The screenshot displays the HCC Student Center interface. At the top left is the HCC logo. A navigation menu on the left lists options like 'Self Service', 'Admissions', and 'Student Center'. The main content area is titled 'Jane Doe's Student Center' and features several sections: 'Academics' with a search bar and a message 'You are not enrolled in classes.'; 'Continuing Education (Non Academic Credit)' with links to register and view schedules; and 'Finances' with an 'Account Summary' box showing 'You owe 0.01.' and a link to 'Make a Payment or Set up Payment Plan'. On the right, a sidebar contains utility boxes for 'SEARCH FOR CLASSES', 'Holds', 'To Do List', 'Advisor', 'HCC Links', and 'Drop Count'.



Click the link: **'Make a Payment or Set up Payment Plan'**

Make the Payment



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[Sign out](#)

Menu

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HOUSTON COMMUNITY COLLEGE

Student Account Online

Jane Doe

1098T IRS form is available for all eligible students at the bottom of this page.

Your Account

Current Balance	\$0.01
Minimum Due	\$0.01

[Click here to make a payment](#)

The last payment received was for \$75.00 on 5/13/2011.

Your Bills

[View All](#)

There are currently no bills for your account.

Your Recent Payments

[View All](#)

05/13/2011	\$75.00	View
10/30/2008	-\$36.50	View
10/30/2008	\$36.50	View

HCCSOne.com

[Access HCCSOne.com](#)

Installment Payment Plans

- [Enroll in the Quarter IV 2011 CEU1 Payment Plan](#)
- [Enroll in the Quarter I 2011 CEU1 Payment Plan](#)
- [Enroll in the Quarter IV 2011 CEU2 Payment Plan](#)
- [Enroll in the Quarter I 2011 CEU2 Payment Plan](#)
- [Enroll in the Quarter IV 2011 CEU3 Payment Plan](#)
- [Enroll in the Quarter I 2011 CEU3 Payment Plan](#)
- [Enroll in the Fall 2011 Flex Payment Plan](#)
- [Enroll in the Fall 2011 Regular Term Payment Plan](#)
- [Enroll in the Fall 2011 Second Start Payment Plan](#)



Click the link: **'Click here to make a Payment'**

Student Account Online

Jane Doe



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Your account currently has the following charges:

Description	Pay Amount
Summer 2011	
Minimum Due: \$0.01	\$ <input type="text" value="0.01"/>
Balance Due: \$0.01	
Subtotal \$	0.01

You may also pay for the following non-tuition, non-refundable charges if applicable:

Select	Description	Pay Amount
<input type="checkbox"/>	Graduation Fee Amount: \$10.00	\$ 0.00
<input type="checkbox"/>	Deferment/Reproduction Fee Amount: \$50.00	\$ 0.00
<input type="checkbox"/>	International Orientation Fee Amount: \$50.00	\$ 0.00
<input checked="" type="checkbox"/>	International Application Fee Amount: \$75.00	\$ 75.00
<input type="checkbox"/>	Return Check Fee Amount: \$25.00	\$ 0.00
Subtotal \$		75.00
Total \$		75.01

Checkout

1. Select the payment types you want to make.

2. Click *checkout*



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Student Account Online

Jane Doe

The following items require additional information:

International Application Fee

Reference:

[Continue Checkout](#)

Click *continue checkout*



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Student Account Online

Jane Doe

You have the option of paying with an **American Credit Card** or a check from a **United States** bank

Select Method of Payment

- Enter new credit card information.
- Enter new electronic check information.
- Pay with Foreign Currency

[Continue Checkout](#)

Select *Pay with Foreign Currency* if you do not have an American Credit card or American bank account and then click *Continue Checkout*

Student Account Online

Jane Doe

HCC Home Sign out

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Enter Foreign Currency Information

Country: Thailand

Currency: THB - Thai Baht

	Currency	Rate	Total
Base Currency	US Dollar, USD	-	75.01
Convert To	Thai Baht, THB	31.69	2,377.22

Remitter Name: Jane Doe

Email Address: Jane.Doe@student.hccs.edu

Terms and Conditions

- The following screens will provide you with the bank account details for settling to Houston Community College C/O Travelex. You will need to print this document.
- Then, you will need to take the document to your bank and instruct them to make the payment as soon as possible.

Yes, I have read and understood the above information and wish to proceed.

Travelex worldwide money

1. Select the **'country'** you are in and then the **'currency'** that is **available** with your bank

2. Don't forget to check the Terms and Conditions box


(You'll have a chance to review this order before it's final.)


Continue Checkout

3. Click **continue checkout**

Student Account Online

Jane Doe

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Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.


Items Selected

Summer 2011	\$0.01
International Application Fee	\$75.00
Total Amount	\$75.01

Payment Information

This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.

Selected Currency:	Thai Baht
Selected Country:	Thailand
Foreign Currency Total:	THB 2,377.22
Student Name:	: Jane Doe
Remitter Name:	Jane Doe
Email Address:	Jane.Doe@student.hccs.edu

Click submit payment 

Submit Payment

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Student Account Online

Jane Doe ^N

Transaction Pending

Receipt Number: 3434980 *PENDING*
 Custome **JANE DOE**
 Web payment location
 Current Date: 06/21/2011

Description	Amount
Summer 2011	\$0.01
International Application Fee	\$75.00
Total	\$75.01

Payments Received

Amount

[Click here to view and print important instructions that must be taken to your bank when you initiate the transfer of funds.](#)

\$75.01

This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.

Selected Currency: Thai Baht

Selected Country: Thailand

Foreign Currency Total: THB 2,377.22

Student Name: OANH Jane Doe

Remitter Name: Jane Doe

Total **\$75.01**

Thank you for the payment.

Your receipt has been emailed to Jane.Doe@student.hccs.edu

[Email Another Receipt](#)

[View Printable Receipt](#)

***NOTE: Your payment is now pending in our system. You will need to take the transfer information to your local bank in order to complete the payment with in the next 72hrs.**

Click here to print out the information you will need to take your local bank

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



HOUSTON COMMUNITY COLLEGE

Travelex - Education Payment Service

The following quote is valid until: 24 June 2011 17:09 GMT

You cannot use this information printed on this sheet after this date and will need to go online for a new quote.

Please take this sheet to your bank as it contains all the information needed to make the transfer.

Amount to Pay:	THB 2,377.22
Bank Identifier:	SWIFT:HSBCTHBK
Bank Name:	THE HONGKONG SHANGHAI BANKING CORPORATION LTD
Bank Address:	HSBC Building 968 Rama IV Road BANGKOK THAILAND 10500

Beneficiary name: Travelex Global Business Payments Inc

Account Number: 1159482001

Beneficiary Address: 1152 15th Street NW
Washington DC 20005

Reference Information: US434980HC2000

Student Name : JANE DOE

Remitter Name : Jane Doe

Please ensure this reference information is sent with your payment. If this reference is missing the payment will not be credited to your account.

Upon receipt the funds will be applied to your account at Houston Community College System

Houston Community College System in partnership with

Travelex Global Business Payments Inc

1152 15th Street NW, Washington DC 20005

Payment Inquiries, please email studentinquiries@travelex.com

Phone: 1 877 218 8829

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Receipt Number: 3434980 *PENDING*
 Customer: JANE DOE
 Web payment location
 Current Date: 06/21/2011

Description	Amount
Summer 2011	\$0.01
International Application Fee	\$75.00
Total	\$75.01

Payments Received	Amount
This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.	\$75.01
Selected Currency: Thai Baht	
Selected Country: Thailand	
Foreign Currency Total: THB 2,377.22	
Student Name: OANH NGUYEN	
Remitter Name: Jane Doe	
Total	\$75.01

Thank you for the payment.