International Payment TUTORIAL

1. Click on My Eagle Student Sign-in to log in.

Discover your calling from more than 100 programs of study:
- Nuclear Medicine Technology
- iOS Coding
- Dance
- Cyber Security

GET STARTED
VISIT US
APPLY TO HCC
REQUEST FOR INFORMATION
1. Click on **Student Sign-in** to log in.
Enter User ID and Password

Enter your User ID and Password then click ‘Sign In’

If you have not yet set up your online account, click ‘First Time orForgot My User ID’
Navigating the New Student Homepage

New and returning HCCS students should ensure to review their Checklists frequently.
Reviewing your On-Boarding Checklist

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

1. Read carefully

2. Click **Continue** to proceed
Verify the addresses (continued)

Verify that **ALL** addresses, phone numbers and emails are up to date.

If any changes need to be made, click on the **‘Update Contact Information’** button.

If no updates are required, click on the **‘Acknowledge’** button.
Accept and acknowledge the Student Financial Responsibility and HCC Policies by selecting the ‘Financial Responsibility’ item.

*NOTE:* You will be unable to enroll into any courses until this step is completed.
Accept and Acknowledge Student Financial Responsibilities (continued)

1. Read carefully.

2. Click Continue to proceed.
1. Click on the 'Student Financial Responsibility and HCC Policies' link. You will be redirected to the HCCS main website where you will be able to thoroughly review the Student Financial Responsibility Agreement.

2. Click on the 'Acknowledge' button.
Make the Payment

Select the ‘Financial Account’ tile to review your account balance(s), check your due date, and submit a payment.
Make the Payment (continued)

Select ‘Make a Pymnt/Set up a Pymnt Plan’
Make the Payment (continued)

Student Account Online
Jane Doe

1098T IRS form is available for all eligible students starting January 31 of every year at the bottom of this page. Students whose tuition and fees were fully paid by Financial Aid grants, 3rd party or waivers are not eligible to receive 1098T form.

<table>
<thead>
<tr>
<th>Your Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balance</td>
<td>$0.01</td>
</tr>
<tr>
<td>Minimum Due</td>
<td>$0.01</td>
</tr>
<tr>
<td><strong>Click here to make a payment</strong></td>
<td></td>
</tr>
<tr>
<td>The last payment received was for $10.01 on 9/15/2016.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Recent Payments</th>
<th>View All</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/15/2016</td>
<td>$10.01</td>
</tr>
<tr>
<td>08/24/2016</td>
<td>$10.00</td>
</tr>
<tr>
<td>09/09/2015</td>
<td>-$10.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Bills</th>
<th>View All</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are currently no bills for your account.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Installment Payment Plans</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not eligible to enroll in an installment plan at this time.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Saved Accounts</th>
<th>Add New</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have no saved payment methods.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:123456789@student.hccs.edu">123456789@student.hccs.edu</a></td>
<td>Change</td>
</tr>
</tbody>
</table>
1. Select the payment types you want to make.

2. Click ‘Checkout’
Selecting a Payment Method

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

Select International Payment - Flywire if you do not have an American Credit card or American bank account and then click 'Continue Checkout'.
Flywire – Payment Information

1. Select your **country** or **region** from the list of available options

2. Click ‘**Next**’

Your payment

The payment will come from

<table>
<thead>
<tr>
<th>Country or region *</th>
<th>Belgium</th>
</tr>
</thead>
</table>

Houston Community College receives

<table>
<thead>
<tr>
<th>$</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>75.01</td>
</tr>
</tbody>
</table>

Amount will be formatted in the destination currency, in this case United States Dollars. i.e. 10,000.00 for ten thousand USD.
Flywire – Selecting a Payment Method

Select your preferred payment method

- **Online Bank Transfer**: 69.00 €
- **Domestic Bank Transfer in Euros (EUR)**: 68.00 €
- **PayPal in EUR**: 70.00 €

Select one of the payment options displayed on the screen
Flywire – Payer Information

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

(*) required field

- **Email**: W123456789@student.hccs.edu
- **First name**: John
- **Middle name**
- **Family name**
- **Address 1**
- **Address 2**
- **City**
- **State / Province / Region**
- **Zip code / Postal Code**
- **Phone number**
- **Receive text notifications on your payment status**

I have read, understand, and agree to the Flywire Terms of Use and Privacy Policy

[PREVIOUS] [NEXT]
Creating Your Flywire Account
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.

You may enter either a domestic or international phone number to receive text notifications on your payment(s) status. Please ensure that you select the correct country code.

Click on the box to agree to Flywire’s Term of Use and Privacy Policy, and select ‘Next’ to continue.
Flywire – Information for the Receiver

1. Indicate the nature of the payer’s relationship to the student.

2. Select the Payment Type which best describes the payment. You may select:
   - Student account payment
   - Admission deposit
   - Other

When paying either the International Orientation Fee or the International Application Fee, you must select the ‘Admission Deposit’ option.

3. Verify the Student Information is accurate before selecting ‘Next’
The following screen will display the payer’s information, as well as the student account whose tuition and fees will be paid for. Please review carefully before proceeding to the next step.
If any information appears incorrect, you may click on the "Previous" button to go back and make any necessary corrections. If no changes are required, select the 'Pay' button to proceed to the next step.
**NOTE:** 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.

1. **Now, you need to make a bank transfer to us at your bank**
   - Use your preferred option depending on your bank:
     - **Online banking**
       Open a new browser tab/page, access your bank and make a transfer using the instructions from step 2.
     - **Telephone**
       Call your bank and make a transfer by phone using the instructions from step 2.
     - **In-person visit**
       Print the instructions from step 2 and go to your bank in person to make the transfer.
Select the ‘**Download Auth Letter and Instructions**’ button to obtain transfer instructions.

**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.

<table>
<thead>
<tr>
<th>Amount to pay</th>
<th>68,00 €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference / Payment ID</td>
<td>HHC264643641</td>
</tr>
<tr>
<td>Remittance Information / Reference</td>
<td>HHC264643641 – Houston Community College</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>Flywire Payments Corporation</td>
</tr>
<tr>
<td>Beneficiary Address</td>
<td>141 Tremont Street, 10th Floor, Boston, MA 02111 (USA)</td>
</tr>
<tr>
<td>Beneficiary Bank</td>
<td>CITIBANK NA</td>
</tr>
<tr>
<td>Beneficiary Bank Address</td>
<td>José Ortega y Gasset 29, Planta 4, 28006 – Madrid (SPAIN)</td>
</tr>
<tr>
<td>IBAN</td>
<td>ES3814740000140660146008</td>
</tr>
<tr>
<td>Beneficiary Bank SWIFT/BIC Code</td>
<td>CITIESMXXX</td>
</tr>
<tr>
<td>Detail of charges</td>
<td>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.</td>
</tr>
<tr>
<td>Status</td>
<td>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.</td>
</tr>
<tr>
<td>Instructions to Sender/Sender Bank</td>
<td>To fulfill the payment with Flywire please send EUR. Sending any other currency will incur extra cost due to foreign exchange fees.</td>
</tr>
<tr>
<td>Notes</td>
<td>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.</td>
</tr>
</tbody>
</table>
*NOTE: The next two pages represent an example of the document you will print and take in to your local bank*
# 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

<table>
<thead>
<tr>
<th>Details</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount and Currency to send</td>
<td>68.00 EUR</td>
</tr>
<tr>
<td>Remittance Information / Reference</td>
<td>HHIC264643541 - Houston Community College</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>Flywire Payments Corporation</td>
</tr>
<tr>
<td>Beneficiary Address</td>
<td>141 Tremont Street, 10th Floor, Boston, MA 02111 (USA)</td>
</tr>
<tr>
<td>Beneficiary Bank</td>
<td>CITIBANK NA</td>
</tr>
<tr>
<td>Beneficiary Bank Address</td>
<td>José Ortega y Gasset 29, Planta 4, 28006 - Madrid (SPAIN)</td>
</tr>
<tr>
<td>IBAN</td>
<td>ES381474000014066014008</td>
</tr>
<tr>
<td>Beneficiary Bank SWIFT/BIC Code</td>
<td>CITIESMXXXX</td>
</tr>
<tr>
<td>Detail of charges</td>
<td>OUR In a SWIFT, at field 71A &quot;Details of Charges&quot;, from the available options BEN, SHA, OUR, select OUR. This field determines who pays the transfer charges.</td>
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- Please send Euros (EUR) to the above account. Sending any other currency will incur extra cost due to foreign exchange fees.

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**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.

Only when the bank transfer is made, let us know you have made the bank transfer by clicking on I’ve sent the funds.

You will get an email and you will be able to track your bank transfer status.

I’VE SENT THE FUNDS
Thanks for your payment! We'll send a confirmation email once we receive the funds.

Status: Payment sent
Payment ID: HHC264643541

You send to Flywire: 68.00 €
Houston Community College receives: $75.01

Flywire should receive your funds soon.

Your funds are on the way! Please allow 2-3 business days for your funds to arrive.

Add this payment to your Flywire account

Manage your payment:
- View payment details
- SMS notifications
- Cancel payment
- Download payment receipt

Haven't sent the funds yet? Begin by viewing your payment instructions.
Payment pending

Thank you for initiating the payment with Flywire. Your unique payment reference number is HCC264643541

Flywire will deliver HCC264643541 to Houston Community College.

To complete your payment, please pay 68.00 EUR to Flywire before July 04.

GO TO YOUR PAYMENT

Your payment reference HCC264643541 is only valid until July 04.

Please take into account that if you don't link this payment to your Flywire account, the link will not be reachable after 90 days.

Flywire is available around the clock to answer your questions. Contact our customer support team for help.

Contact us

Do you need help with your payment?