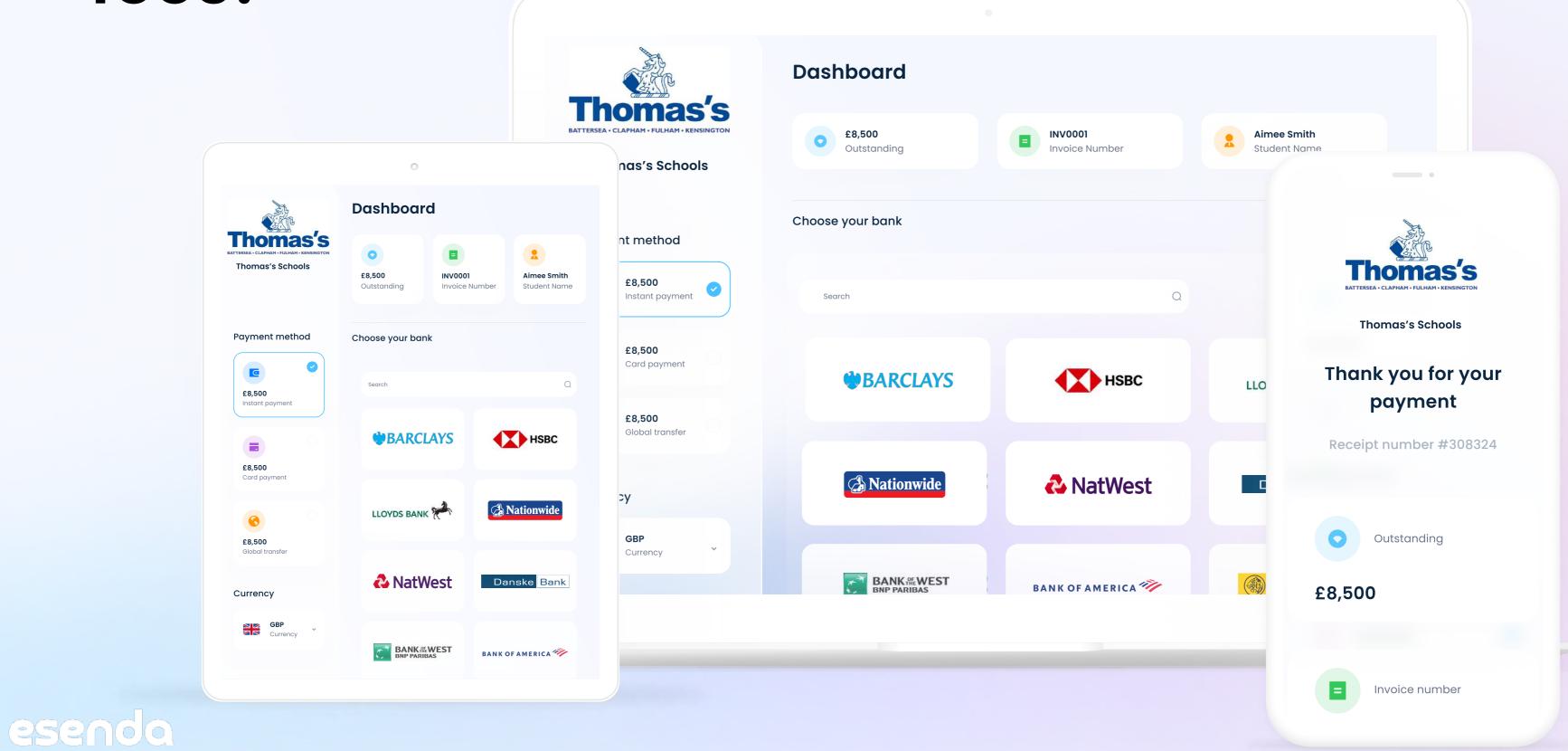
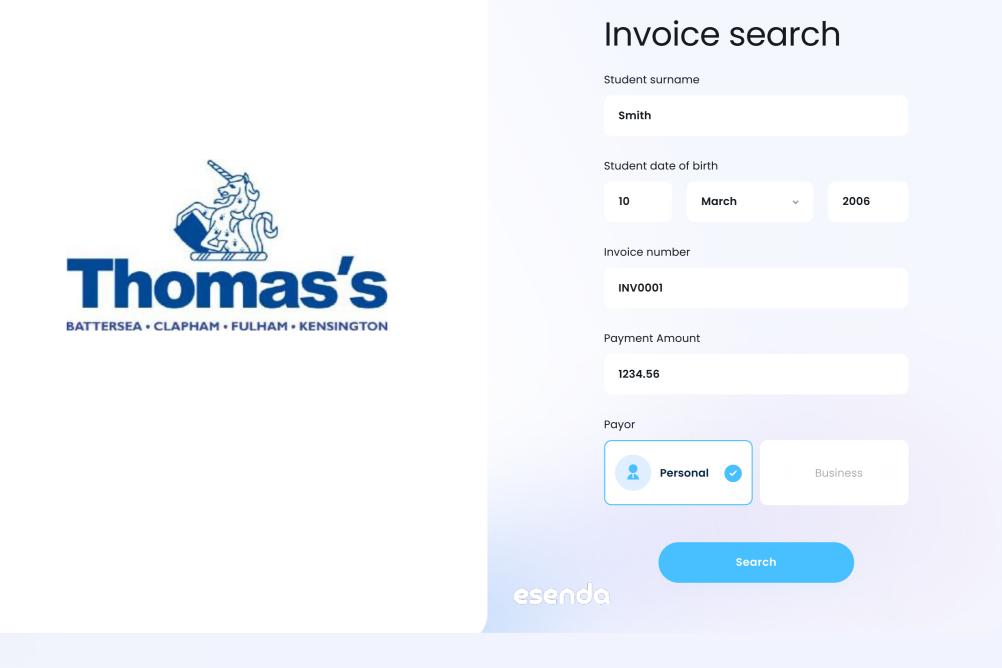
# Paying school fees?



### **Invoice search**

- Please use the link provided on the invoice to make a payment
- Fill out the necessary fields about the student and invoice



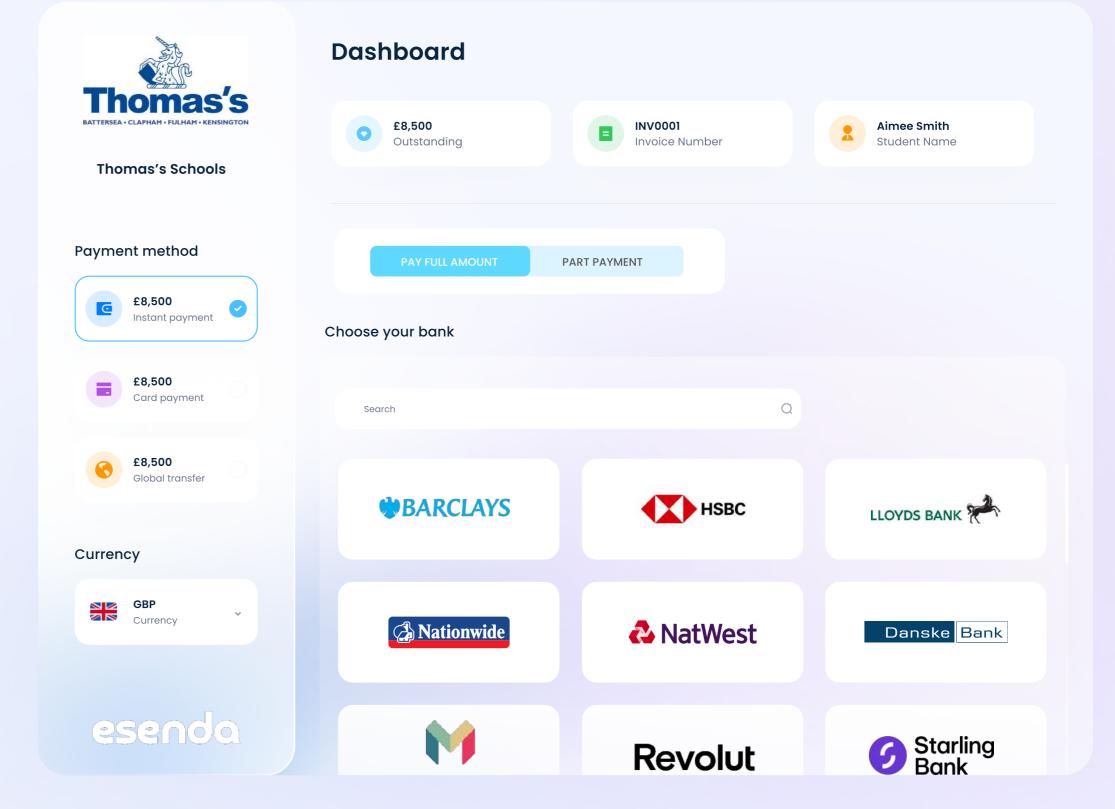
• The next step will show the total of all outstanding invoices

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## Instant bank payment

Option 1 - Preferred

- Choose payment amount & select your chosen bank
- You will be redirected to your online banking
- Please confirm the transaction
- Wait for your email confirmation



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# **Card payments**

Option 2

- If a bank payment is not possible, card options are available
- Only personal card types are
  accepted (No business,
  corporate or international cards)
  - Make the payment on your personal card then receive your payment confirmation.

	Dashboard		
Thomas's Schools	• £8,500 Outstanding	INV0001 Invoice Number	Aimee Smith Student Name
Payment method	Card payment		
£8,500 Instant payment	PAY FULL AMOUNT	PART PAYMENT	
£8,500 Card payment	Billing address		
E8,500 Global transfer	First Names Tom	Surname Smith	
Currency	Mobile +44 75956 03949		
GBP Currency	Search Address		
esenda	Address		

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# **Global transfers**

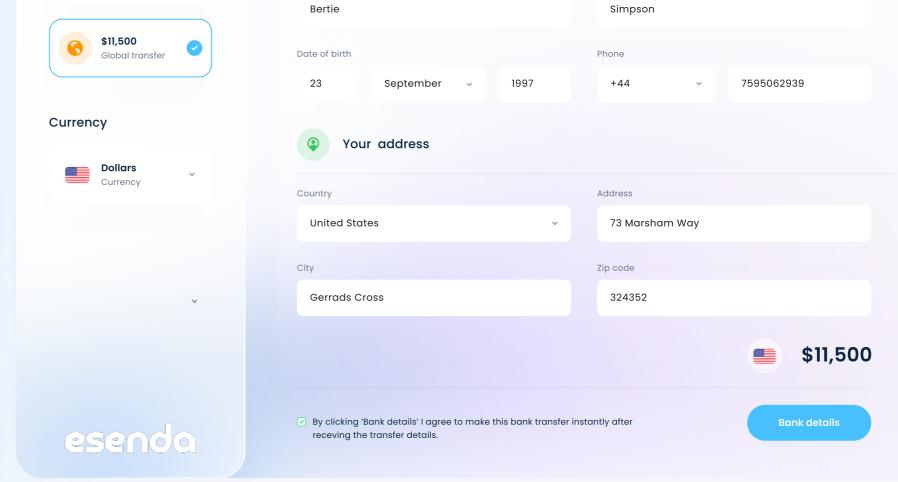
37 currencies available

Option 3

- You will be given a value in your chosen currency
- Accept the payment and receive the payment instructions

Thomas's Schools	Dashboard		
	Outstanding	Invoice Number	Aimee Smith Student Name
Payment method	Fill in your details		
£8,500 Instant payment	Personal 🗸		
\$11,850 Card payment	Full legal first and middle names	Full legal last name(s)	

 Use the payment details to make the bank transfer



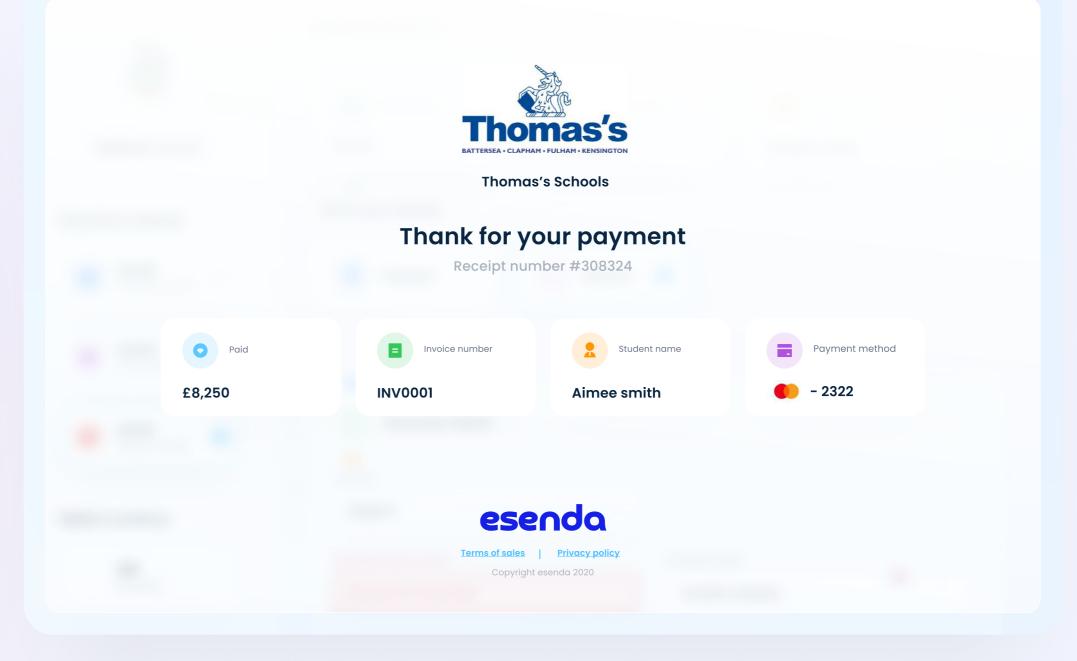
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# Confirmation

- Receive your on-screen payment confirmation
- A copy will be sent to your email.

## That's it!

If you have any questions, please contact the accounts department - 01425 481505



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