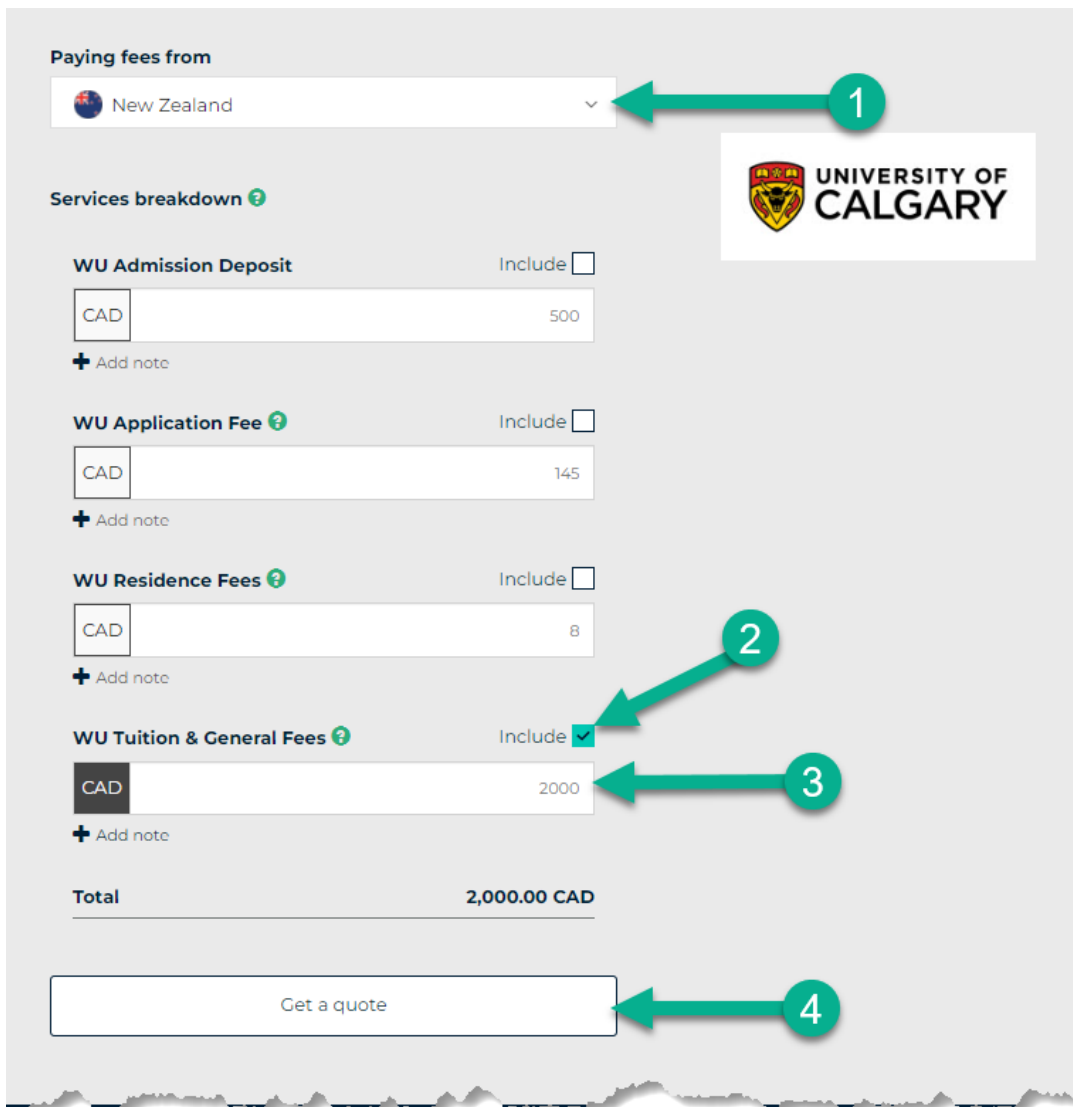


The following will guide you through how to pay your tuition and residence fees using Convera Global Pay for Students.

1. Navigate to [students.convera.com](https://students.convera.com).
2. Select the country you are paying fees from. Select the fees you wish to pay, and enter the amounts you wish to pay. Please note, you can pay for both Residence and Tuition and General Fees in one payment; select both payment types at **Step 2** below and enter the amounts you wish to pay. Finally, select **Get a Quote**.



The screenshot shows the 'Paying fees from' section with a dropdown menu set to 'New Zealand'. Below this is the 'Services breakdown' section, which includes four fee categories: 'WU Admission Deposit' (500 CAD), 'WU Application Fee' (145 CAD), 'WU Residence Fees' (8 CAD), and 'WU Tuition & General Fees' (2000 CAD). The 'WU Tuition & General Fees' checkbox is checked. A 'Total' of 2,000.00 CAD is displayed at the bottom. A 'Get a quote' button is located at the bottom of the form. Four green callouts with arrows point to: 1. The 'Paying fees from' dropdown, 2. The 'WU Residence Fees' amount field, 3. The 'WU Tuition & General Fees' amount field, and 4. The 'Get a quote' button.

Paying fees from  
New Zealand

Services breakdown

WU Admission Deposit Include   
CAD 500  
+ Add note

WU Application Fee Include   
CAD 145  
+ Add note

WU Residence Fees Include   
CAD 8  
+ Add note

WU Tuition & General Fees Include   
CAD 2000  
+ Add note

Total 2,000.00 CAD

Get a quote

# Fees & Financials

Pay your Fees with Convera Global  
Pay for Students



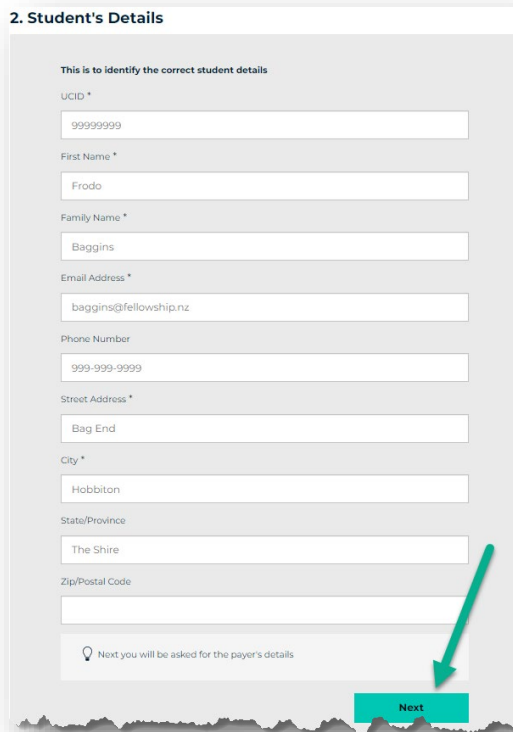
3. Select the **Method of Payment**. The payment options vary from country to country. If paying by credit card, proceed to **Step 8**.

## 1. Choose a way to pay

	<ul style="list-style-type: none"><li>⌚ Takes 2-3 business days upon payment</li><li>✓ Pay online from your bank account using internet banking</li><li>💡 Maximum payment limits may apply. Please check with your bank.</li></ul>	<p><b>2,594.10 NZD</b> 2,000.00 CAD</p> <p>Select</p>
	<ul style="list-style-type: none"><li>⌚ Takes 3-4 days on average upon payment</li><li>✓ Make your payment from any bank</li><li>✓ Includes 0 NZD bank fee</li><li>💡 Quote valid for 72 hours</li><li>+ How it works</li></ul>	<p><b>2,600.60 NZD</b> 2,000.00 CAD</p> <p>Select</p>
	<ul style="list-style-type: none"><li>⌚ Takes 3-5 business days on average upon payment</li><li>✓ Pay with debit or credit card</li><li>💡 Your card will be charged in the selected payment currency</li></ul>	<p><b>2,671.99 NZD</b> 2,000.00 CAD</p> <p>Select</p>

[Show more options](#)

- Complete the **Student Details** page and select **Next**.



**2. Student's Details**

This is to identify the correct student details

UCID \*

99999999

First Name \*

Frodo

Family Name \*

Baggins

Email Address \*

baggins@fellowship.nz

Phone Number

999-999-9999

Street Address \*

Bag End

City \*

Hobbiton

State/Province

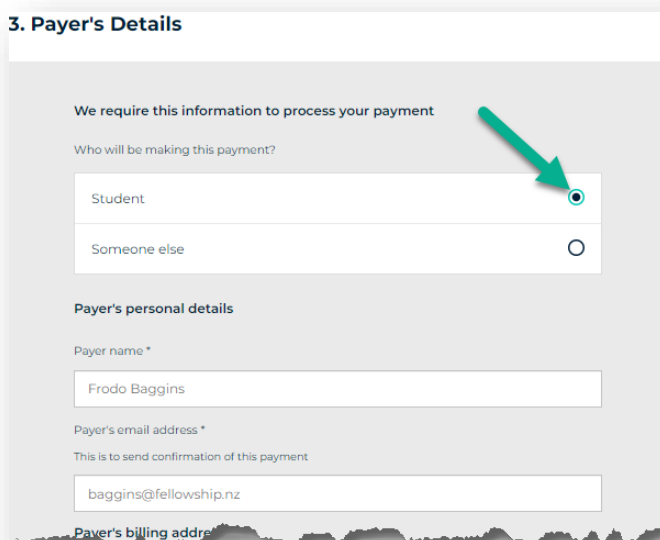
The Shire

Zip/Postal Code

Next you will be asked for the payer's details

Next

- Select who is making the payment, the **Student** or **Someone Else**. Include the payer's details as appropriate.



**3. Payer's Details**

We require this information to process your payment

Who will be making this payment?

Student

Someone else

**Payer's personal details**

Payer name \*

Frodo Baggins

Payer's email address \*

This is to send confirmation of this payment

baggins@fellowship.nz

**Payer's billing address**

# Fees & Financials

Pay your Fees with Convera Global  
Pay for Students



6. Include the name of your local bank, agree to the Terms and Conditions, and select **Proceed to Payment**.

**Payer's Bank Details**

Bank Name \*  
The Vault - Michel Delving

Bank Country \*  
New Zealand

Language \*  
English

I agree to the [Terms of Use](#) and have reviewed the [Online Privacy Statement](#)

I would like to receive emails from Convera about future promotions and offers

**Proceed to payment**

7. Select **Print Instructions**. The Payer will must take these instructions to their bank, where they will be able to facilitate a bank to bank transfer. **Please note:** payment is not sent to your UCalgary account until the payer completes this step through their local bank.

**4. Make Payment**

- Please print payment instructions and contact your bank or financial institution (online, phone or in-person).
- Please initiate your payment as soon as possible.

**Print Instructions**

⚡ Ensure funds are received by (10:26 am 24/10/2022) so we can credit funds to your institution on time and in full.

💡 To ensure that your institution receives your funds, the Reference Number **ECAUCS1105247721** must be included in your payment.

**Note:** Payments made to our bank account can only be received by bank transfer. Cheque or cash deposits will not be accepted and will not be returned to the sender. Funds received after the (72) hour cut off may be subject to a new rate. Custom House Financial (UK) Limited conducts business under the trading name Convera. This bank account is used to receive payments on behalf of your institution.

**Return to University of Calgary**




**Payment Details**

UNIVERSITY OF CALGARY

Your reference	<b>ECAUCS1105247721</b>
University of Calgary will receive	<b>2,000.00 CAD</b>
You are paying	<b>2,600.60 NZD</b>

8. If paying by credit card, select one of the available options. Payments made by credit card can be completed online, though a small service fee may be charged.

1. Choose a way to pay

 POLi Internet Banking	<ul style="list-style-type: none"><li>⌚ Takes 2-3 business days upon payment</li><li>✓ Pay online from your bank account using internet banking</li><li>💡 Maximum payment limits may apply. Please check with your bank.</li></ul>	<b>2,594.10 NZD</b> 2,000.00 CAD	Select
 Bank Transfer	<ul style="list-style-type: none"><li>⌚ Takes 3-4 days on average upon payment</li><li>✓ Make your payment from any bank</li><li>✓ Includes 0 NZD bank fee</li><li>💡 Quote valid for 72 hours</li></ul> <p>+ How it works</p>	<b>2,600.60 NZD</b> 2,000.00 CAD	Select
 VISA	<ul style="list-style-type: none"><li>⌚ Takes 3-5 business days on average upon payment</li><li>✓ Pay with debit or credit card</li><li>💡 Your card will be charged in the selected payment currency</li></ul>	<b>2,671.99 NZD</b> 2,000.00 CAD	Select

[Show more options](#)

9. Complete the **Student Details** page and select **Next**.

2. Student's Details

This is to identify the correct student details

UCID \*

First Name \*

Family Name \*

Email Address \*

Phone Number

Street Address \*

City \*

State/Province

Zip/Postal Code

💡 Next you will be asked for the payer's details

Next

# Fees & Financials

Pay your Fees with Convera Global  
Pay for Students



- 10. Select who is making the payment and include the payer's details as appropriate. Agree to the Terms and Conditions and select **Proceed to Payment**.

### 3. Payer's Details

We require this information to process your payment

Who will be making this payment?

Student	<input type="radio"/>
Someone else	<input checked="" type="radio"/>

What is your relationship to the student?

Family	<input checked="" type="radio"/>
Agent	<input type="radio"/>
Organization	<input type="radio"/>
Sponsor	<input type="radio"/>

**Payer's personal details**

Payer name \*

Payer's phone number \*

Payer city \*

Payer state

Zip / Postal Code

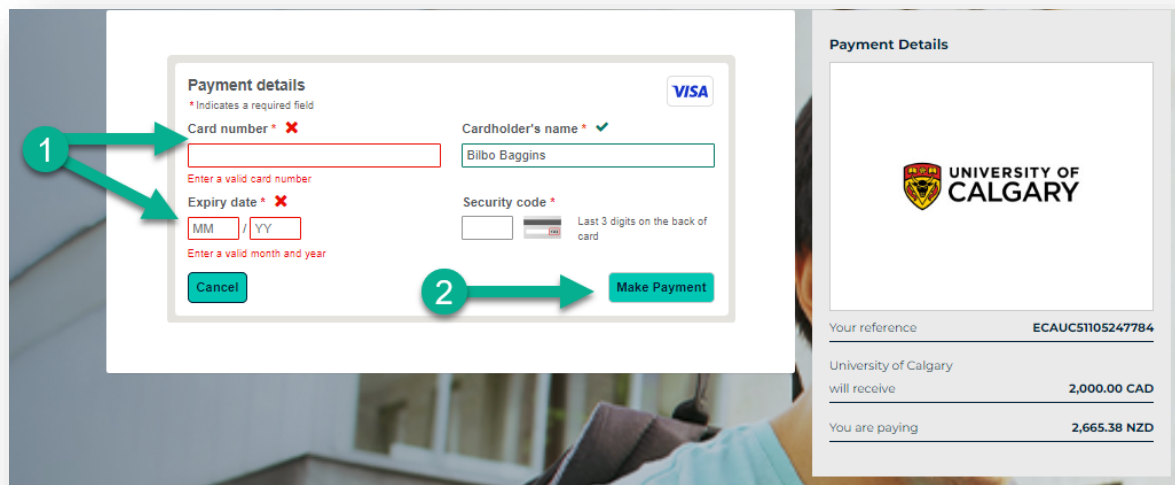
Country \*

I agree to the [Terms of Use](#) and have reviewed the [Online Privacy Statement](#)


I would like to receive emails from Convera about future promotions and offers

**Proceed to payment**

11. Input the credit card details and select **Pay Now**. A confirmation of the transaction will be sent to the payer's email address.



The screenshot displays a payment interface. On the left, a 'Payment details' form is shown with a VISA logo. The form includes fields for 'Card number \*', 'Cardholder's name \*', 'Expiry date \*', and 'Security code \*'. A red '1' with an arrow points to the 'Card number' field, and a green '2' with an arrow points to the 'Make Payment' button. The form also contains error messages: 'Enter a valid card number' and 'Enter a valid month and year'. On the right, a 'Payment Details' summary table is visible.

Payment Details	
 UNIVERSITY OF CALGARY	
Your reference	ECAUC51105247784
University of Calgary will receive	2,000.00 CAD
You are paying	2,665.38 NZD

### End of Procedure

**Related Guides:** Fees & Financials – Pay your Fees with CIBC Student Pay  
Fees & Financials – Understanding your Fees