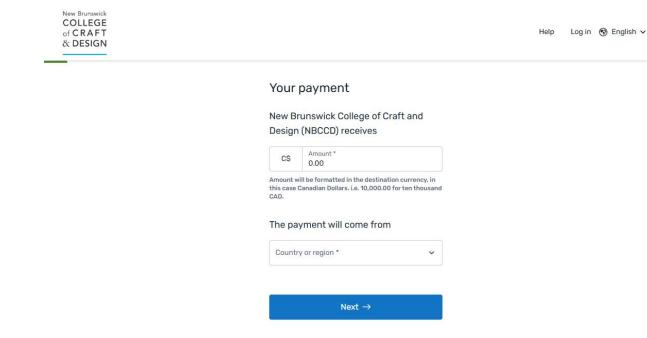
### **Step-by-Step Payment Procedure on Flywire**

### Step 1: Go to the Flywire Payment Page

• Go to NBCCD Flywire payment portal link - <a href="mailto:nbccd.flywire.com">nbccd.flywire.com</a>

### **Step 2: Enter Payment Details**

- Depending on which link you use, select:
  - o The **institution** you're paying.

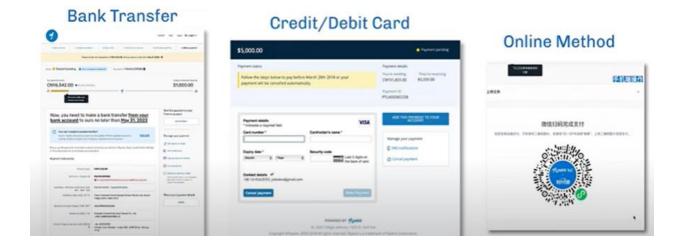


- o The country you're paying from.
- Click "Next" to continue.

### **Step 3: Choose Your Payment Method**



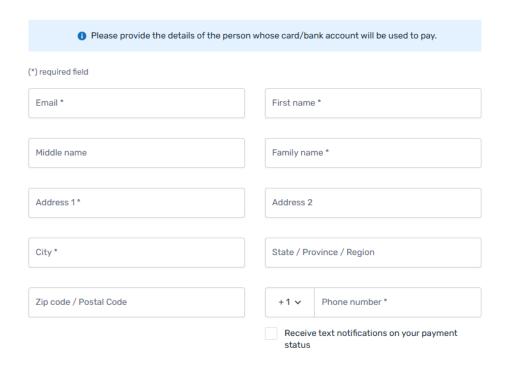
- Flywire will show several available payment options for your country. Some payment options include service charges, which are reflected in the total cost shown to you. (See appendix for more information about service charges). Payment options include:
  - Bank transfer (local currency or foreign currency)
  - Interac e-transfer (Note: E-transfers can only be up to \$2999 per transaction, higher amounts can be divided over multiple days if needed)
  - o Debit/credit card
  - o Online payment platforms (e.g., Alipay, UnionPay, UPI)



• Select the one that works best for you and click "Next".

### **Step 4: Enter Payer Information**

## Payer information



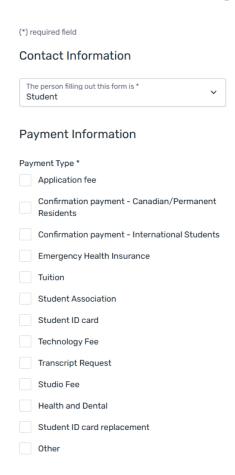
- Fill out:
  - Your full name

- Email address
- o Phone number
- Student ID
- o Billing address

### **Step 5: Confirm and Review Payment Details**

- Double-check the amount, your name, ID/reference number, and payment method.
- Accept Flywire's terms and conditions.
- Click "Next".

# Information for New Brunswick College of Craft and Design (NBCCD)



Step 6: Fill out additional information

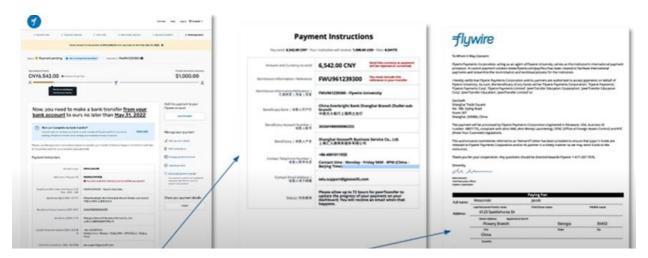
- Confirm contact information.
- Specify what this payment is for (if for multiple fees, please select multiple boxes)
- Confirm student information.
- Click "Next."

### **Step 7: Review and Confirm Payment Information**

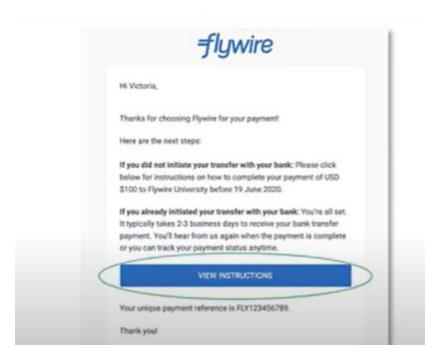
Once you have reviewed your payment information, including payment type, click "Pay."

### **Step 8: Follow Payment Instructions**

- Flywire will now generate specific instructions based on your selected payment method:
  - For bank transfers, you'll receive a PDF or on-screen info with Flywire's bank account details. Visit your bank (online or in person) and transfer the funds exactly as instructed.



 For card payments or online wallets, you'll be redirected to complete the transaction immediately.



o For **Interac e-transfers**, Flywire will initiate a request for funds through Interac, which will email you an e-transfer link to sign in to your online banking and complete the transaction.

### **Step 9: Track Your Payment**

- After submitting your payment, Flywire sends you a confirmation email and tracking link.
- You can track the payment progress online in real time using that link or by logging into your Flywire account.
- You'll receive email updates at every stage (e.g., payment received, in transit, delivered to institution).

### **Step 10: Confirmation of Delivery**

- Once the college receives the funds, Flywire notifies you via email.
- You may also receive a payment receipt or confirmation directly from the college
- Please note that payments may take a few days to be updated on your account.

#### **APPENDIX**

### Charges

The Charges listed below shall be paid by the End-User

- Same Currency Card Processing Service using a Mastercard or Visa Card:
  - ✓ 2.5% per CAD-CAD domestic transfer using a *credit card*.
  - ✓ 1.5% per CAD-CAD domestic transfer using a *debit card*.
- Same Currency Bank Transfer Service:
  - ✓ C\$2 per CAD-CAD transfer within Canada.
  - ✓ C\$1 per CAD-CAD Interac e-transfer within Canada.
- Direct Debit Service:
  - ✓ C\$0.35 per CAD-CAD debit within Canada.