

University of Manitoba GlobalPay Guide for ELC 2013-2014



UNIVERSITY
OF MANITOBA

Steps to making a payment using GlobalPay

Step 1: Go to the GlobalPay for Students portal

<http://umanitoba.ca/student/elc/fulltime/fees.html>



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University of Manitoba

University of Manitoba has contracted Western Union Business Solutions, a specialist in global business payments, to provide you with a simple and low cost method of paying your fees to the University in your own currency.

Enter your student information below and then press NEXT to continue with the payment process in your local currency. All fields marked with an * are required. Accurate information will ensure that funds will be promptly allocated to your University of Manitoba student account. If you are paying on behalf of a student your information will also be required at a later stage.

Student Number*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email*	<input type="text"/>
Address	<input type="text"/>

Step 2: Process Payment

Enter student details (U of M Student ID number, student first and last name, and e-mail address are mandatory)

If you do not have a U of M Student #, enter your birthdate in the following format: YYYYMMDD (e.g.: January 1, 2000, would be entered as: 20000101)



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Student Number *	<input type="text"/>	This field is mandatory
First Name *	<input type="text"/>	This field is mandatory
Last Name *	<input type="text"/>	This field is mandatory
Email *	<input type="text"/>	This field is mandatory

Once you have filled out the mandatory fields, click next.

NEXT >>

Step 3: Select Items for Payment

Refer to the fee statement submitted to you to determine which amount to enter in which area; your fee statement should look like this:



UNIVERSITY OF MANITOBA | English Language Centre
Enrolment Services

520 University Centre
Winnipeg, Manitoba R3T 2N2
Canada
Tel.: 204-474-9251
Fax: 204-275-8098

Fee Statement
(all amounts in CAD\$)
November 1, 2013

Student Name: TESTER, Test
Student ID No.: 7777777
Date of Birth: January 1, 1990

Enter the Total Due amount into the “English Language Centre” field

Received as of November 1, 2013:

English Language Centre application fee \$90.00 (paid)
University of Manitoba Undergraduate application fee \$110.00 (paid)

Remaining fee's required:

English Language Centre classes (January 6th, 2014 to April 17th, 2014) \$3600.00
Total due..... **\$3,600.00**

Deadline for payment of all fees for the Winter 2014 term is **December 1, 2013**.

Homestay Program: In order to be part of the Homestay Program you must do the following:

- Read the student Homestay information
- Fill out a student Homestay application form online at www.umanitoba.ca/elc/homestay.
- Stay with the Homestay Program for a minimum of four months. If you wish to continue in the Homestay program after the first four months, you must pay \$700.00 to your Host Family directly for each month you stay with them.

Homestay room and board (4 months-mandatory @ \$700 per month) \$2,800.00
Homestay administrative fee (first 4 months only @ \$50 per month) \$200.00
Total due for Homestay **\$3,000.00**

Deadline for the Homestay application is **November 15, 2013**.
Full Homestay payment for the Winter 2014 term is **December 1, 2013**.
Homestay spaces are limited. Early application is strongly encouraged.

If you are participating in the Homestay program, enter the Total due for Homestay amount in the “Homestay” field

The screenshot shows the University of Manitoba payment portal. At the top left is the university logo. Below it, the text reads "UNIVERSITY OF MANITOBA". Underneath is "YOUR ACCOUNT" and "ITEMS FOR PAYMENT". There are two tabs: "Select items for payment" (active) and "Totals". A message says "Please select the items for payment and if available enter the amount to pay." Below this is a table with columns: Description, Payee, In favour of, Amount (CAD), and Notes. The table lists four items: English Language Centre, Homestay, On Campus Residence, and Student Fees. Each item has a checkbox, a description, a payee (University of Manitoba or Smith), and an amount box set to \$0.00. There are "CANCEL", "BACK", and "NEXT >>" buttons at the bottom. Two orange callout boxes provide instructions: one for "English Language Center" (ONLY) and one for "English Language Center" and "Homestay" (BOTH).

Select "English Language Center" if you are **ONLY** paying for your course fees

Select "English Language Center" and "Homestay" if you are paying for **BOTH** fees

Description	Payee	In favour of	Amount (CAD)	Notes
<input checked="" type="checkbox"/> English Language Centre	University of Manitoba	John Smith	\$0.00	
<input checked="" type="checkbox"/> Homestay	University of Manitoba	John Smith	\$0.00	
<input type="checkbox"/> On Campus Residence Please pay the amount as indicated on your Residence account statement		Smith	\$0.00	
<input type="checkbox"/> Student Fees Please pay the amount as indicated on your student account		Smith	\$0.00	


Enter amount of Canadian Dollars to pay


- Enter amount of **ELC Course Fees** in the box labeled "English Language Centre"
- Enter amount of **Homestay Fees** in the box labeled "Homestay"

Once you have entered in the amounts in Canadian Dollars, click next.

NEXT >>

Step 4: Select Payment Currency




UNIVERSITY OF MANITOBA

YOUR ACCOUNT

ITEMS FOR PAYMENT

Select items for payment | **Total and Currency** | Payer Details | Agree Conditions | Receipt

Description	Amount to pay
Payments to University of Manitoba	
English Language Centre for John Smith	\$3,600.00
Homestay for John Smith	\$3,000.00
Total to pay	\$6,600.00

?

Please select the currency or the associated country you will make your payment from.

--- Please Select ---

If the currency does not appear on the list please return to the University of Manitoba website and use an alternative payment method.

CANCEL **BACK** **NEXT >>**


Select your currency type from the drop down box.

Note: The foreign exchange rate provided by Western Union is valid for 72 hours from when the transaction is initiated

Once you have selected your currency, click next.


NEXT >>

Step 5: Finalize Transaction


UNIVERSITY OF MANITOBA

YOUR ACCOUNT

ITEMS FOR PAYMENT

Select items for payment | Total and Currency | **Payer Details** | Agree Conditions | Receipt 

Student details

Student name:

Payment instructions by email

Email address:

The bank settlement instruction can be printed out after all details have been entered and conditions accepted. By checking this box, you can also send a copy of the instructions to the email address shown here, or a different email address can be entered.

Payer details (if different to student details, please enter full details in boxes below)

Payer name:

Payer address:

Payer country:

Payment

Check this box if you want to receive of the a copy of the instructions to your email address


Complete this section if someone else is paying your fees on your behalf

NEXT >>

Once you have finished, click next.

NEXT >>

Step 6: Agree Conditions


**UNIVERSITY
of MANITOBA**

YOUR ACCOUNT

ITEMS FOR PAYMENT

Select items for payment	Total and Currency	Payer Details	Agree Conditions	Receipt	
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Student details

Name: John Smith

Email confirmation

Please note: The payment instructions will be sent to the following email address:
john.smith@sample.ca

Payer details

Payer name
Payer address
Country of Payer
Bank Account

Payment

University of Manitoba CAD \$8,800.00 paid as CA\$ 8,800.00

Conditions

- The following screen will provide you with a statement that contains the bank account details for settling to University of Manitoba C/O Western Union Business Solutions. You should print this statement.
- Please take the statement to your bank and instruct them to initiate the wire as soon as possible.
- The rate is valid for 72 hours from the time indicated on the payment instruction you will receive after clicking the button below.
- Western Union Business Solutions must receive your payment within 72 hours after the University of Manitoba receives your payment after the 72 hour period the current exchange rate may be higher.
- Neither Western Union Business Solutions nor University of Manitoba shall be liable for fees or expenses resulting from the untimely delivery of the payments as set forth above.
- If the 72 hour period has elapsed and you have not initiated a payment to University of Manitoba please obtain another currency quote prior to submitting your payment, by logging on to the Western Union website and following the procedure for international wires.
- Only the equivalent CAD amount received in the designated Western Union Business Solutions account in Manitoba.
- Please note that you will receive service emails from Western Union Business Solutions to facilitate, complete or confirm a payment.

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

Then click submit.

SUBMIT >>

Step 7: Finalize payment

1. Print out or save the payment instruction

2. **Take the payment instructions sheet to your bank to complete the payment**
 - Your bank will transfer funds to Western Union Business Solutions who will then send the funds to the University of Manitoba
 - The University of Manitoba will post the Canadian Dollar equivalent to your student fee account or Homestay account within five (5) business days

If you encounter difficulties utilizing the GlobalPay for Students portal or are unable to utilize GlobalPay, please contact the University of Manitoba's Financial Services office (tel.: +1-204-474-9433; e-mail: student_fees@umanitoba.ca)