Steps to making a payment using GlobalPay

**Step 1:** Go to the GlobalPay for Students portal

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)

Once you have filled out the mandatory fields, click 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:

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**Fee Statement**

(all amounts in CADS)

November 1, 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Centre application fee</td>
<td>$90.00 (paid)</td>
</tr>
<tr>
<td>University of Manitoba Undergraduate application fee</td>
<td>$110.00 (paid)</td>
</tr>
</tbody>
</table>

**Remaining fees required:**

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

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

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

- Read the student Homestay information.
- Fill out the student Homestay application form online at [wwwumanitoba.ca/elchomestay](http://wwwumanitoba.ca/elchomestay).
- 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 @ $700.00 per month)          $2,800.00
- Homestay administrative fee (first 4 months only @ $50.00 per month)      $200.00
- Total due for Homestay                                                      $3,000.00

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**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.**

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If you are participating in the Homestay program, enter the Total due for Homestay amount in the “Homestay” field.
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.
**Step 4: Select Payment Currency**

*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.

![Select your currency type from the drop down box.](image)
Step 5: Finalize Transaction

Once you have finished, click next.
Step 6: Agree Conditions

Then click 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)