

## Student Administration Services

## Pay an International Student Enrolment Deposit

- 1. Go to Payment Portal <a href="https://payments.scu.edu.au">https://payments.scu.edu.au</a>
- 2. Select Payments > Menu > Student Payments > Pay an International Student Enrolment Deposit
- 3. Enter the following details which are found on your offer letter:
  - a. Student Id Number
  - b. Date of Birth D/MM/YYYY
  - c. Offer issue date
  - d. Campus
- 4. Amounts to be paid for one or more of the following (refer to offer):
  - a. Prepaid Tuition Deposit
  - b. English Language Tuition Fee
  - c. English Language Enrolment Fee
  - d. Overseas Student Health Cover
- 5. Add to Cart
- 6. Review Fee Cart Selections that all amounts are correct and then select Process Payment
- 7. Select the third tile Convera (Global Pay for Students)

Please note that currency and payment options available vary based on home country

- 8. Enter your email address then select continue
- 9. Select Pay Now and you will be redirected to WU Global Pay website
- 10. Select language from top right menu: English, Spanish, French, Chinese (Traditional), Chinese (Simplified), Hindi, Indonesian, Korean, Arabic and Japanese
- 11. Select **Paying Fees from** (i.e. India or China)
- 12. Then select Get a Quote
- 13. Complete the following steps (further details within EDU Student Users Guide)
  - a. **Step 1** Choose a way to Pay
  - b. Step 2 Enter Students Details (these should auto populate from the Payment Portal login)
  - c. Step 3 Enter Payer's Details (this can be you as the Student or a Third Party)
  - d. Step 4 Arrange Payment (this will vary depending on the way you Chose to Pay in Step 1)
    If Bank transfer is selected Payment Deposit instructions will be supplied in your language of choice from the available options.
  - e. **Step 5** Track Your Payment

Convera Global Pay Contact: <a href="mailto:studentsupport@convera.com">studentsupport@convera.com</a>

## www.scu.edu.au



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