

PaytoStudy Partner Guide

PaytoStudy is an easy to use online payment process which offers a secure, fast and affordable way to make your international payments to ABILITY English.

PaytoStudy allows you to make your international payments to ABILITY English free of charge while receiving outstanding foreign exchange rates. Where PaytoStudy have a local bank account, PaytoStudy will eliminate the international banking charges usually associated with international payments.

Benefits of paying through PaytoStudy

- ✓ No International sender/receiver fees
- ✓ Preferential exchange rates
- ✓ 24 hour online tracking of all payments
- ✓ 24 hour Customer Service
- ✓ Bulk payment options
- ✓ Receipt of all payments issued to sender/receiver
- ✓ A more streamlined payment process



How to open and register your PaytoStudy account and make payments to ABILITY English:

STEP 1. Please complete the attached Anti Money

- ▶ Laundering form at the end of this brochure and email this form to tbutler@paytostudy.com.

STEP 2. Log onto the ABILITY English

- ▶ PaytoStudy Link

www.abilityenglish.paytostudy.com or and click on the 'Agent Log In' at the top of link.

STEP 3. Click 'link' to create an account and complete the brief registration form (Note: No

- ▶ payments can be made until the Anti Money Laundering form is received by the PaytoStudy team).

STEP 4. A member of the PaytoStudy team will contact you to confirm your account is now open

- ▶ and you will then be free to process as many payments as required.

Existing Users & How to make payments

If you have already created an account, then log into www.abilityenglish.paytostudy.com or using your private username and password you set up on registration.

To process payments, you will need to 'Update Address book' with your students details or you can simply add them when you 'Process Payments'.

To make payments, simply:

- STEP 1.** Click on 'Process Payments'
- ▶ **STEP 2.** Select which country you are paying from
- ▶ **STEP 3.** 'Choose a Student' in the drop down field and enter in the amount you wish to pay.
- STEP 4.** In the 'Who will be making payment' field, select▶ 'Students Agent' every time.
- STEP 5.** If you are making several payments, just click 'Next' at▶ bottom right of page.
- STEP 6.** When you are processing your last payments, click▶ 'Finish Transaction' and 'Next'.
- STEP 7.** You will be given payment instructions with the total▶ amount to be transferred into the local PaytoStudy bank account.
- STEP 8.** Once PaytoStudy receive your funds and receipt of▶ payment, the payment/s will then be transferred into MEGT/Ability English local bank account.

For more information or queries, please contact PaytoStudy on:

Email: tbutler@paytostudy.com

Phone: **+353 (0)1 887 2892**

Please fill in the details below:

Full Company Name:

Registered Number :

Registered Company Address:

Company Phone Number:

Country of Incorporation :

Principal Business Address:

Name of accreditation, regulatory body and registration number:

Reason for Transfer:

Tuition payments: Accommodation payments: Medical insurance: Other: Please specify: _____

Client's Bank Account Name & Number:

Please name Authorised Signatory:

Estimated international payments : Incoming volume: approx value per transfer :

Outgoing volume: approx value per transfer :

How often do you generally make / receive international payments: Weekly: Fortnightly: Monthly: Every 3 months: Every 6 months:

1. Please name ALL company directors.

2. Please name ALL beneficial owners with 25% shareholding or more.

Please Note:

• All document scans should be sent to: tbutler@paytostudy.com

• We make every effort to verify the information you provided electronically. In cases where we can't verify this information, we will require you to send us your company's constitutional documents and individual AML forms and verification. As these differ from country to country and by legal form, our Customer Service Representative will clarify our requirements with you.