

Student Section – Tutor Tutorial – Finance:

I. Student Section of AIU:

Welcome To Julius Kawa / UM30844BEC39418

What do you need to do today?

- Upload Photo
- Advisor: Academic Department Introductory Courses
- Tutor: Nadia Bailey
- Submit an assignment
- Add Courses into Curriculum
- Send a comment to advisor
- Make an Online Payment
- Edit your Personal Info
- Edit Credit Card information
- Access the Online Library
- Optional Courses, Topics
- Automatic Payments Status

Your current session info: < a minute
 Your last session info: March 26, 2014 < a minute
 Total time spent in this program:
 Days have passed since submitting the last assignment: 0 Days
 Days left to complete the current Phase:

AIU
Atlantic International University

[Initial Questionnaire](#)

Academic Progress: Started March 26, 2014
 Planned Graduation: March 26, 2016
 Academic Status: **On Schedule**

My Progress (0 Credits) 0%

My Recent Messages

Date	From	Subject
No records to display.		

[Course Interface and Program Outline](#)

A. Payment Plan Sections – click on **Payment Plan** for drop down menu:

i. Current Payment Plan:

1. To see all payments reflected and balances, click on “Payment Plan” underneath the AIU logo. Click “Current Payment Plan” on the drop down menu.
 - a. Print Invoices by clicking “Print Invoices”
 - b. Make Credit Card payments by clicking “Make Payments”. Payment will be reflected immediately. **Go to (B) for other ways to make payments using Credit Cards and instructions.**

AIU
Atlantic International University

Student Financials (Julius Kawa/UM30844BEC39418)

Plan Details History

Payment Plan

Payment Method :	Western Union
Total Amount :	\$ 8350
Number of Monthly installments :	60
Other Charges :	\$ 0
Scholarship :	\$ 3000
1st Payment :	\$ 500
Enrollment Fee :	\$ 100
Payment Per Month:	\$ 79.17
Preferred Payment Day :	27

Next Payment Schedule

Due Date	Description	Due Amount	Balance Amount	Action
3/27/2014	First Payment	500	5250	Print Invoices/Make Payments

- ii. **Wire Transfer Form** - Upload payment receipts for wire transfers. Every payment receipt received from student should be uploaded here. Payment won't be reflected until the payment has been received.

AIU
Atlantic International University

Wire Transfer Form / Julius Kawa [UM30844BEC39418]

Student Info	Recipient Info
Name of sender:*	Account's number of the Recipient:*
Country of sender:*	City and Country of the Recipient:*
Bank's Name of the Sender:*	Bank's Name of the Recipient:*
Amount Sent (in \$ USD\$):*	Comments:*
Student ID:*	UM30844BEC39418
Date Sent:*	Type of payment:*
File Attachment:*	-- Select --
Notice:	

Submit

- iii. **Western Union** - Upload payment receipts for Western Union (Personal Payments – Quick Pay). Every payment receipt received from student should be uploaded here. Payment won't be reflected until the payment has been received. Please refer to the “**Method of Payments**” form for information on current payment receivers for both Money Gram and Western Union.

AIU
Atlantic International University

Wire Transfer Form / Julius Kawa [UM30844BEC39418]

Student Info	Recipient Info
Name of sender:*	Account's number of the Recipient:*
Country of sender:*	City and Country of the Recipient:*
Bank's Name of the Sender:*	Bank's Name of the Recipient:*
Amount Sent (in \$ USD\$):*	Comments:*
Student ID:*	UM30844BEC39418
Date Sent:*	Type of payment:*
File Attachment:*	-- Select --
Notice:	

Submit

** In order to successfully collect a payment, the information we need is: Name of Sender, Place of sender, Name of receiver, Place of receiver, MTCN, Date, Amount in USD\$. If receipt is not available for some reason, please write down on a word document all the information necessary, then save it and upload it just as you would upload the receipt.

B. “**What do you need to do today?**” Section

- i. Another way to process payments with credit cards – Click on “Make an Online Payment” under the “*What do you need to do today?*” icons.



- ii. Edit credit card information for both one time payments and automatic payments. Click on *Edit Credit Card Information* or *Automatic Payment Status* icons. Automatic payment section is under construction. For the time being, you can email the Credit Card Payment Authorization Form to student services. They will take care of it.



Entering Credit Card Payment manually through AIU Student Profile Account

On your AIU student account, you will see a chart with different icons or options available (shown below). To make a payment by credit card, click on "Make an online Payment" option.

Credit Card Details

Student Please enter Card Holder Name.

Card Number

Exp. Month

Exp. Year

CCV/CVM

Address Please enter Address.

Zip

Online Payment Details

Type	Amount	
<input type="text" value="-- Select --"/>	<input type="text"/>	<input type="button" value="Add another payment"/>

Total

Enter all the necessary information to complete the payment (Please write the CARD HORDER'S NAME where it says "Student". On CVV/CVM: last 3 numbers in the back for Visa and MasterCard. If it is an American Express, then it is the 4 digits in black in the front. If your country does not use Zip Code, please enter "00000".)



The "Make an Online Payment" dialog window will appear. Here you can see you can access your payment history, details about your payment plan and make a payment using your credit card. To make a payment, click on "Make a payment". The Credit Card details dialog window with show.



>> Make an Online Payment

Welcome to AIU Online Payment, please select one of the following options.

- [Make a payment.](#)
- [View payment history.](#)
- [View payment plan.](#)

To pay your TUITION please be sure to choose the TUITION FEE option, so it is correctly applied. By clicking on "Add another payment", you can attribute different amounts of payment towards different options. For example, you can make a payment towards tuition, graduation and several other fees under the same payment transaction. Please select the desired option. When done with entering the information requested, enter "Submit". You will receive a confirmation of the transaction shortly after. You will also be able to view and download your payment in the Payment Plan section within the student profile account. (For any questions, please contact Studentservices@aiu.edu)

Method of Payments

1. **A Visa, Master Card or American Express Credit/Debit Card:**

Please see "Credit Card Authorization" below.

2. **Bank of America**

ABA/Routing#: 026009593

Swift Code: BOFAUS3N

Account #: 003062287017

Account Name: Unides Inc. DBA Atlantic International University

Bank Address: 18305 Biscayne Blvd., Aventura, FL 33160

Bank Number(s): 305-792-4552

Please indicate whether this is an enrollment fee or tuition. If it's a tuition payment, provide your student ID.

***** PLEASE DO NOT DO AN ONLINE TRANSFER FROM ACCOUNT TO ACCOUNT. *****

Please fax your receipt to 1- (808) 521-1836 in order to track your payment or send us an email to finance@aiu.edu with the scan copy of your receipt or confirmation number.

3. **There are 2 different types of Western Union payments:**

- a. **Quick Collect – it is deposited directly on our AIU account.**- The transaction fee will vary from country to country.

Quick Pay details:

Name: Atlantic International University

Company Code: ATLANTICUNIVERSITYHI

Account Number: If you are enrolling, please put your e-mail address and counselor's name. If you are making a tuition payment, please write your student ID number.

- b. **Personal Payment:** AIU needs a copy of the receipt to be able to pick up payment.

Name: Maria Serrano

City: Miami

State: Florida

Country: United States of America

4. **Money Gram: Personal Payment**

Name: Giovanni Castillo

Country: United States of America

5. **Check from US bank and Money Orders:**

Please send checks to the following address with student Id # and Name of Student

Atlantic International University

Attn: Finance Department

900 Fort Street Mall 40

Honolulu, HI 96813

Please write your check to "Atlantic International University"

6. **PayPal:** If you have a PayPal account use the following information:

Name: Atlantic International University

E-mail: admissions@aiu.edu

Keep in mind PayPal charges 4% of the amount you are sending as transaction fee. Make sure you are adding that 4% when sending a payment.

WHEN YOU CHOOSE THE MOST CONVENIENT PAYMENT METHOD PLEASE SEND A SCANNED COPY OF YOUR RECEIPT TO finance@aiu.edu FOR VERIFICATION.

Best Regard,

Finance Department



CREDIT CARD AUTHORIZATION

- (SINGLE PAYMENT) - I authorize Atlantic International University to charge \$_____ to my credit card
- (AUTOMATIC PAYMENT) - I authorize Atlantic International University to charge \$_____ to my credit card the _____ day of each month for _____ months.

Name of cardholder and student ID #:

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

X _____
Signature of Cardholder Date

Credit Card Type:
() Visa () Master Card () American Express () Diners Club Card () Discover Card

Credit Card Number: _____

Expiration date: _____

Security Code: _____ (Last 3 numbers on back side next to your signature)

NOTE: If you wish not to be charge on a particular month; you must contact the Finance Department (finance@aiu.edu)

Please fax or scan this information to:

Atlantic International University
900 Fort St. Mall, Suite 40
Honolulu, HI 98613
Phone: 1-(808) 521-1868
Fax: 1-(808) 521-1878
Finance@aiu.edu