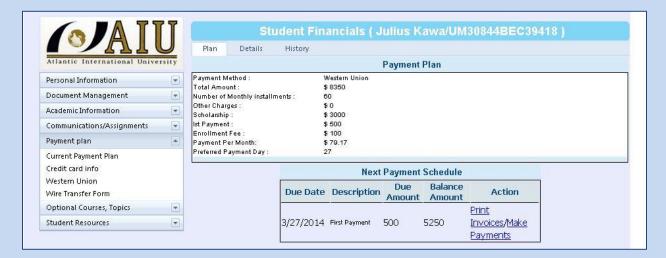
Student Section – Tutor Tutorial – Finance:

I. Student Section of AIU:



- A. Payment Plan Sections click on Payment Plan for drop down menu:
 - i. Current Payment Plan:
 - 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"
 - 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.



 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.

	Student Info		Recipient I	nfo	
Atlantic International Universi	Name of sender:*		Account's number of the Recipient:*		
Personal Information	Country of		City and Country of the		
Document Management	sender:* Bank's Name of		Recipient:* Bank's Name of the		
Academic Information	the Sender:*		Recipient:* Comments *		
Curriculum Proposal	Amount Sent (in	\$			
Calendar Of Assignment	USD\$):*	1			
verify assignment via TurnItIn					
Quiz Status	Student ID:*	UM30844BEC39418			
Phase I Assignment	Date Sent:*	画	Type of payment:*	Select	•
Communications/Assignments	File Attachment: *		Select		
Payment plan	∃				
Optional Courses, Topics	Notice:				
Student Resources					

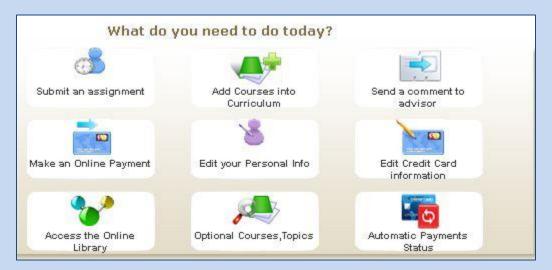
iii. **Western Union** - Upload payment receipts for Western Union (Personal Payments – Quick Pay). Every payment receipt received from student should be uploaded here. Payment won't be reflected until the payment has been received. Please refer to the "Method of Payments" form for information on current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



^{**} 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. <u>Automatic payment section is under construction</u>. For the time being, <u>you can email the Credit Card Payment Authorization Form to student services</u>. They will take care of it.



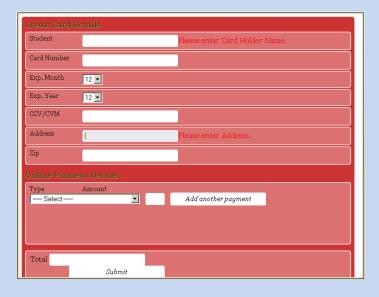
Entering Credit Card Payment manually through AIU Student Profile Account

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.



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.				
• <u>Make a payment.</u>				
View payment history.				
• <u>View payment plan.</u>				



Enter all the necessary information to complete the payment (Please write the CARD HORLDER'S NAME where it says "Student". On CVV/CVM: last 3 numbers in the back for Visa and Master Card. 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".)



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)

Atlantic International University

A New Age for Distance Learning



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

*** PLEASE DO NOT DO AN ONLINE TRANSFFER 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 <u>finance@aiu.edu</u> with the scan copy of your receipt or confirmation number.

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

 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 author	(SINGLE PAYMENT) - I authorize Atlantic International University to charge \$		
(AUTOMATIC PAYMENT) - I at day of each month for	to my credit card the		
Name of cardholder and student	ID #:		
Billing Address:			
City:	State:	Zip Code:	
Telephone:			
x Signature of Cardholder			
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	de next to your signature)	
NOTE: If you wish not to be charg (finance@aiu.edu)	e on a particular month; you ı	must contact the Finance De	partment

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