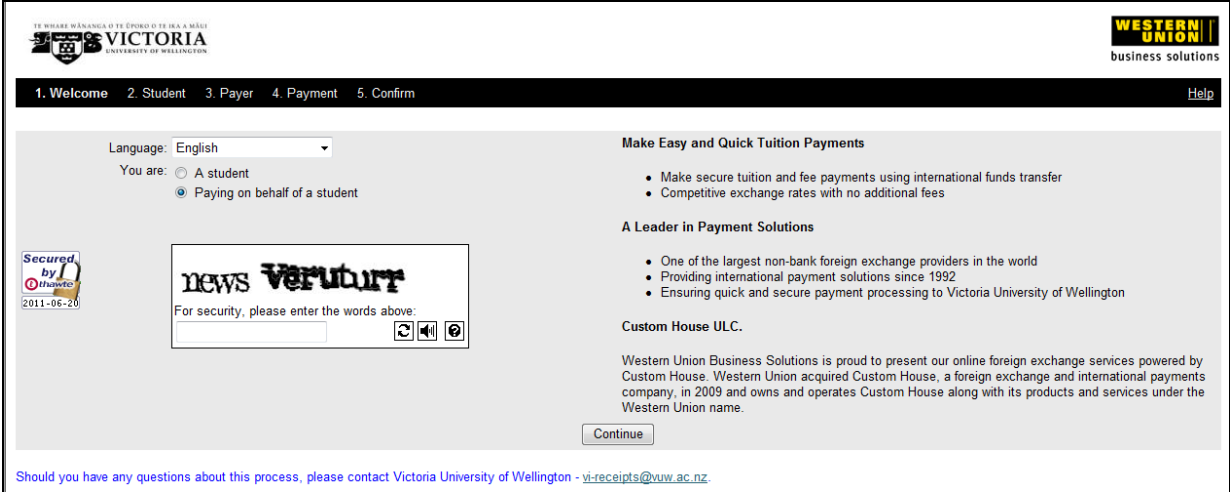

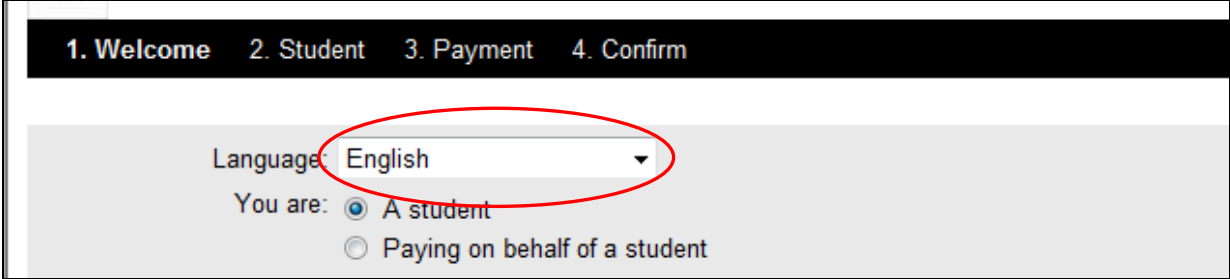
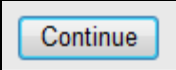





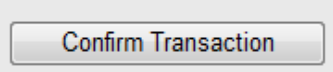


Victoria University - Western Union Business Solutions - Payment Instructions

Step	Action
1	On the day you are ready to pay your student fees using Western Union Business Solutions, please click on the following link: https://s15.bbtranz.com/xpay.bsp?merchant=NFnWLnAO
2	<p>The Welcome screen will appear:</p>  <p>a) Select whether you are A student or Paying on behalf of a student</p> <p>b) Enter your language preference and the security code.</p> <p> Tip: Select your chosen language by clicking on the drop-down box:</p>  <p>Once you have completed these fields, press </p>

Step	Action
3	<p>The Student Information screen will appear:</p> <div data-bbox="402 390 1393 1222" style="border: 1px solid black; padding: 10px;"> <p>1. Welcome 2. Student 3. Payer 4. Payment 5. Confirm</p> <p>Current Student Home Address</p> <p>* indicates required field.</p> <p>First Name: * Michael</p> <p>Last Name: * Knight</p> <p>Address Line 1: * 37 Smithen St</p> <p>Address Line 2:</p> <p>City: * Jonestownville</p> <p>Country: * Germany</p> <p>State:</p> <p>Postal/Zip Code: * 45545</p> <p>Citizenship: * Germany</p> <p>Student Identification</p> <p>ID Type: * Drivers Licence</p> <p>Country of Issue: * Germany</p> <p>State of Issue:</p> <p>ID Number: * 68558FD</p> <p>Student ID: * C3002521XX</p> <p>Gender:</p> <p>Date of Birth: * 23 May 1987</p> <p>Contact Information</p> <p>Email Address: * Test@test.com</p> <p>Phone Number:</p> <p><input type="checkbox"/> Remember the student details on this computer</p> <p><< Back Cancel & Close Continue</p> </div> <p>Enter the Student's Name and complete all other compulsory information fields. You must complete all fields marked with * before you can continue.</p> <p> Tip: If you would like the system to remember your details for future transactions, tick this box:</p> <div data-bbox="509 1514 1289 1587" style="border: 1px solid black; padding: 5px; display: inline-block;"> <input checked="" type="checkbox"/> Remember the student details on this computer </div> <ul style="list-style-type: none"> Once you have completed these fields, press <div data-bbox="964 1625 1140 1698" style="border: 1px solid black; padding: 5px; display: inline-block;">Continue</div>

Step	Action
4	<p>If you selected that you are paying on behalf of a student on the Welcome screen, then you will now be taken to the Payer Information screen.</p> <p>➤ Otherwise, continue to Step 5.</p> <div data-bbox="380 506 1419 1346" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #333; color: white; padding: 5px; text-align: center;"> 1. Welcome 2. Student 3. Payer 4. Payment 5. Confirm </div> <div style="background-color: #eee; padding: 5px; margin-top: 5px;"> Payer Address <p style="font-size: small; color: red;">* indicates required field.</p> <p>First Name: * David</p> <p>Last Name: * Knight</p> <p>Address Line 1: * 37 Smithen St</p> <p>Address Line 2:</p> <p>City: * Jonestownville</p> <p>Country: * Germany</p> <p>State:</p> <p>Postal/Zip Code: * 4555</p> </div> <div style="background-color: #eee; padding: 5px; margin-top: 5px;"> Payer Identification <p>Relation: * Parent</p> <p>ID Type: * Drivers Licence</p> <p>Country of Issue: * Bermuda</p> <p>State of Issue:</p> <p>ID Number: * 97884ABC</p> <p>Date of Birth: * 17 Aug 1966</p> </div> <div style="background-color: #eee; padding: 5px; margin-top: 5px;"> Contact Information <p>Email Address: * Mrtest@test.com</p> <p>Phone Number:</p> <p><input checked="" type="checkbox"/> Remember the payer details on this computer</p> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Cancel & Close"/> <input type="button" value="Continue"/> </p> </div> </div> <p>Enter your Name and complete all compulsory information about yourself. You must complete all fields marked with an * before you can continue.</p> <p> Tip: If you would like the system to remember your details for future transactions tick this box:</p> <div data-bbox="509 1623 1289 1696" style="border: 1px solid gray; padding: 5px; margin: 10px 0; text-align: center;"> <input checked="" type="checkbox"/> Remember the payer details on this computer </div> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Continue"/> </p> <p>Once you have completed these fields, press</p>

Step	Action
5	<p>You are now on the Payment screen:</p>  <p>a) In the Tuition Fees field, enter the amount of Tuition fees you are going to pay.</p> <p>b) In the Living and other Fees field, enter any additional fees you are going to pay.</p> <p>c) The Total field will now display your combined payment amount.</p> <p> This is the New Zealand Dollar amount that has been advised by Victoria University.</p>
6	<p>Now select the currency that you will be using to pay in the Your Currency box.</p> <ul style="list-style-type: none"> • All the currencies that Victoria University accepts are listed on the page. • Selecting a EUR currency will display today's Conversion Rate. <p> If your local currency is <u>not</u> listed, select a major currency (USD/EUR/GBP) to send. In this instance, you will need to go into your local bank to purchase this major currency - see Step 10. You do not have to go into a Bank of America branch to do this - this is Western Union Business Solutions/Custom House's local banking partner. You should deal with your own bank at all times.</p>
7	<p>Check that:</p> <p>a) You have selected the correct currency and are ready to book the payment as this process can only be completed once. You will need to contact Western Union Business Solutions if there is a mistake, so please make sure you have filled everything out correctly before proceeding.</p> <p>b) You have a printer connected to your computer, so you can print out the receipt.</p>
8	<p>To book the payment, click:</p> 

Step	Action									
9	<p>Your receipt will print:</p> <div style="border: 1px solid black; padding: 10px;"> <p>Print this form as it includes important details necessary to process your funds transfer.</p> <p>a. If you are transferring funds using Online Banking Services through your bank, use the Bank Transfer Details below to complete this process. b. If you are transferring funds, in person, at your bank, print this form and present it to the bank so that they can complete the transfer using the Bank Transfer Details provided below.</p> <p>Once your payment has been received into our account, it will be immediately forwarded to NZD – Massey Uni UAT who will then issue a receipt to you upon receiving your funds.</p> <p>Bank Transfer Details</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>Currency: USD Amount: 10135.82 Bank Name: Bank of America Bank Address: 555, CALIFORNIA STREET, SAN FRANCISCO, 94194 Account Name: name ABC Account Number: A1234567890 Routing Number: 121000536 SWIFT: BOFAUS6S Particulars: Michael Knight Reference Code: 222633</p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p>The amount of USD 10135.82 was calculated at today's exchange rate by Western Union Business Solutions. This rate will be valid for 2 business days.</p> <p><i>The Particulars and Reference Code must be included in your bank transaction; transactions missing these details will result in errors and the delayed processing of your funds transfer to NZD – Massey Uni UAT.</i></p> </td> </tr> </table> <p>Thank you for allowing Western Union Business Solutions to meet your financial needs. Should you or your bank have any questions about this funds transfer, please contact us using any of the methods provided below.</p> <p>Email: studentpayments@business.westernunion.com Domestic (Canada) Toll Free: 877-413-4110 International Toll Free: 800-413-44134</p> <p style="text-align: right;"> <input type="button" value="Return To Merchant"/> <input type="button" value="Print"/> </p> </div>	<p>Currency: USD Amount: 10135.82 Bank Name: Bank of America Bank Address: 555, CALIFORNIA STREET, SAN FRANCISCO, 94194 Account Name: name ABC Account Number: A1234567890 Routing Number: 121000536 SWIFT: BOFAUS6S Particulars: Michael Knight Reference Code: 222633</p>	<p>The amount of USD 10135.82 was calculated at today's exchange rate by Western Union Business Solutions. This rate will be valid for 2 business days.</p> <p><i>The Particulars and Reference Code must be included in your bank transaction; transactions missing these details will result in errors and the delayed processing of your funds transfer to NZD – Massey Uni UAT.</i></p>							
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If you have any questions or queries regarding the payment, please email Western Union Business Solutions at nz@business.westernunion.com