How to use the Drexel ELC Western Union payment system

On the first screen, enter your student information.
- **If you do NOT have a Drexel Student ID number, enter 00000000 in the first box.**
- **Complete the other required fields marked *.**
- **In the Notes box, enter the term you are paying for (e.g., Winter 2014) and the items you are paying: Application Fee, Tuition Deposit, Tuition, Health Insurance, Drexel Residence Hall (Gateway students ONLY).**
- **Do NOT use Western Union to pay Homestay or International House charges.**
- **Press NEXT.**

- For any questions regarding paying a Drexel University English Language Center student account, please contact Drexel ELC at elc@drexel.edu / Phone 215-895-2022.
- For general inquiries regarding this payment system, please email studentinquiries@westernunion.com
- For more information on Western Union Business Solutions please visit http://business.westernunion.com

NEED HELP?

GENERAL ENQUIRIES
For general enquiries about Western Union Business Solutions please visit http://business.westernunion.com/

On this screen, indicate the amount that you want to pay in US dollars.
- **If you have received a student bill, please refer to it for the total amount.**
- **If you are applying to Drexel ELC, pay the amount indicated in the application instructions.**
- **List the items paid in the Notes box.**
- **Press NEXT.**

On this screen, choose from the drop-down list for the currency or country that you want to use.

- **If you do not see your country on the list, select 'Any other country (USD)' or 'Any other country (EURO).'**
- **Click NEXT.**

This screen will show you the amount you will pay in the currency you selected. If this is correct, press NEXT.

Logged in as   Jon Doe   LOG OUT
Date: 02 Jul 2013

WESTERN UNION
business solutions

HOME   PAYMENT ITEMS   INFORMATION   FAQs

YOUR ACCOUNT

ITEMS FOR PAYMENT

Select items for payment	Total and Currency	Payer Details	Agree Conditions	Receipt	

Description	Amount to pay
Payments to Drexel University English Language Center	
Student Fees / English Language Center for Jon Doe	$100.00
Total to pay	USD $100.00
Total to pay in billing currency	USD 100.00

[?]

Please select the currency or the associated country you will make your payment from.

UNITED STATES (USD)

If the currency does not appear on the list please select another currency to pay your tuition in.

CANCEL   BACK   NEXT »

NEED HELP?

FEE PAYMENT ENQUIRIES
For any payment enquiries please email:elc@drexel.edu

GENERAL ENQUIRIES
For general enquiries about the payments process please email studentinquiries@westernunion.com, or call on 1 877 218 8829

On this screen, you can request payment instructions sent to you by email, or sent to a different email address. (You will also be able to print the instructions at the end). If the person who is paying is different from the student, enter that information here. Press NEXT.

Logged in as **Jon Doe** LOG OUT
Date: **03 Jul 2013**

WESTERN UNION

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HOME	PAYMENT ITEMS	INFORMATION	FAQs	

YOUR ACCOUNT

ITEMS FOR PAYMENT

Select items for payment	Total and Currency	Payer Details	Agree Conditions	Receipt	🖨

Student details

Student name | Jon Doe

Payment instructions by email

Email address: | example@example.com

☑ The bank settlement instruction can be printed out after all details have been entered and conditions accepted. By checking this box, you can also send a copy of the instructions to the email address shown here, or a different email address can be entered.

Payer details (if different to student details, please enter full details in boxes below)

Payer name | Jane Doe

Payer address | 321 Main Street
Anytown, UK

Payer country | United Kingdom

Payment

Drexel University English Language Center | USD $100.00 paid as USD 100.00

CANCEL   BACK

NEXT 》

- **Read the Conditions on this screen carefully.**
- **Check the box that says, "Yes, I have read and understood the above information and wish to proceed."**
- **Press SUBMIT.**

ITEMS FOR PAYMENT

Select items for payment	Total and Currency	Payer Details	Agree Conditions	Receipt	🖶

Student details

Name:	Jon Doe

Email confirmation

Please note:	The payment instructions will be sent to the following email address: example@example.com

Payer details

Payer name	Jane Doe
Payer address	321 Main Street Anytown, UK
Country of Payer Bank Account	United Kingdom

Payment

Drexel University English Language Center   USD $100.00 paid as USD 100.00

Conditions

- The following screen will provide you with a statement that contains the bank account details for settling to Drexel University English Language Center C/O Western Union Business Solutions. You should print this statement.
- Please take the statement to your bank and instruct them to initiate the wire as soon as possible.
- The rate is valid for 72 hours from the time indicated on the payment instruction you will receive after clicking "submit" below.
- Western Union Business Solutions must receive your payment within 72 hours after you receive the currency quote. In the event Western Union Business Solutions receives your payment after the 72 hour period the current exchange rate will be applied to the conversion of funds. If payment is received after the 72 hour period, the applicable exchange rate may be higher.
- Neither Western Union Business Solutions nor Drexel University English Language Center shall be liable to you or the intended beneficiary for any additional costs, fees or expenses resulting from the untimely delivery of the payments as set forth above.
- If the 72 hour period has elapsed and you have not initiated a payment to Drexel University English Language Center C/O Western Union Business Solutions, please obtain another currency quote prior to submitting your payment, by logging on to the Drexel University English Language Center website and following the procedure for international wires.
- Only the equivalent USD amount received in the designated Western Union Business Solutions account will be transferred to Drexel University English Language Center.
- Please note that you will receive service emails from Western Union Business Solutions to facilitate, complete or confirm a payment.

☑ Yes, I have read and understood the above information and wish to proceed.

CANCEL   BACK   SUBMIT ⟫

Print the statement and take it to your bank. Click the link if the statement does not appear automatically. Press NEXT to return to the homepage.

Make your payment within 72 hours to ensure the exchange rate for your currency.