

GUIDE TO MAKING PAYMENTS WITH

flywire

¥ \$ # £ € R ₹ ¥ \$ # £ € f



Frequently Asked Questions

• What is Flywire?

Flywire is an easy-to-use payment solution that provides international payers with a streamlined payment experience and saves institutions and their payers time and money.

Is Flywire safe?

Yes! Flywire undergoes an annual SOC II and PCI DSS review to help ensure customer data is handled securely and in compliance with all applicable laws, including, but not limited to, GDPR, PIPEDA, FERPA, GLBA and other data protection laws. You can learn more about our security measures at https://www.flywire.com/company/security

What is a payment ID?

After a payment request is created with Flywire, a Payment ID is created. This is a unique reference code of three letters and nine digits that helps Flywire identify your payment.

Do I need a payment ID?

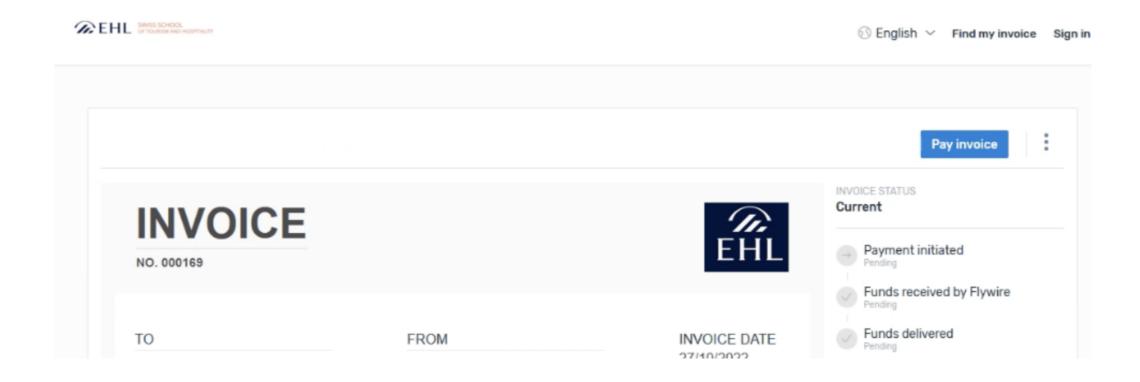
Yes, each payment needs a corresponding payment ID. This is because we use the information provided during the booking process to identify your payment and deliver the funds to your institution on your behalf. We provide you with this ID, and you must include it when you send us your funds. Our fully-automated system reconciles your payment using that information, as well as the sender information noted with your payment.

If you forgot to include the Payment ID number in your bank transfer, we will use any other relevant information that you provided when creating a payment request to match and process your payment.

We recommend sending us a proof of payment (<u>bank receipt</u> for Domestic Bank Transfer or <u>SWIFT MT103</u> for International Bank Transfer) if you were not able to add the payment ID in the transfer. This document will help our team reconcile the funds to your booking once the funds have been received.

· What to do if my payment ID is cancelled?

If your payment ID is cancelled, you can open the invoice you received by email and click on the "Pay Invoice" button you can find at the top right corner of the invoice. As long as there is a balance against the invoice, you will be able to use the same payment link.



Support: If you are experiencing any difficulties or simply have any a question while making your payment, click the chat feature at the bottom of the page for immediate assistance. Flywire's multilingual Customer Service Team is available 24/7 to assist you. You can also email support@flywire.com, call the Support Team at one of the international phone numbers located at Flywire.com, or scan the QR code.







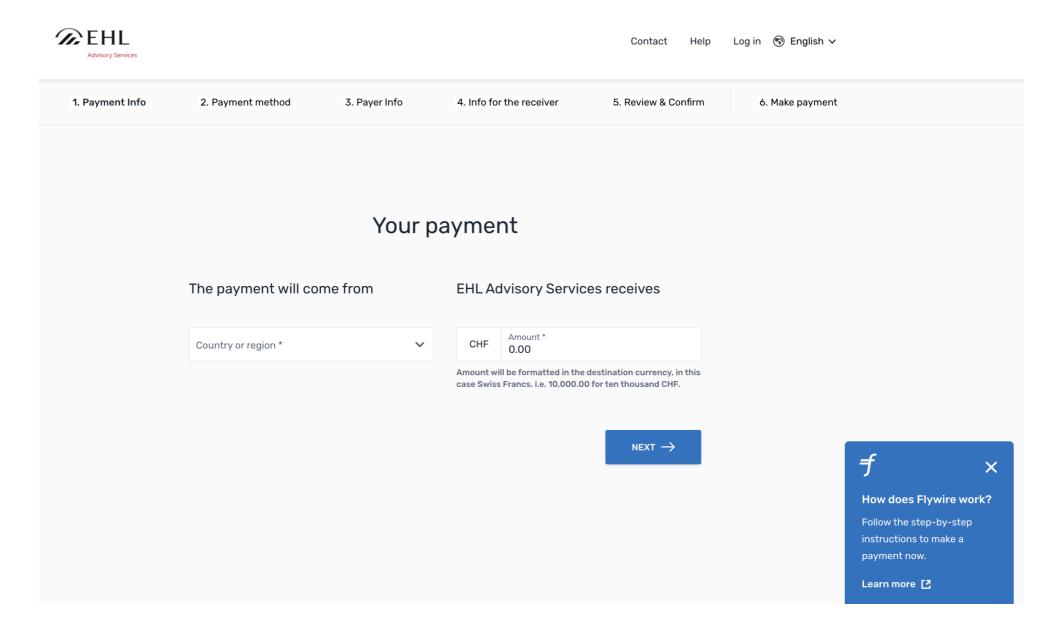
How to make a payment through with Flywire?

Step 1: select the country or region from where your payment will be coming from.

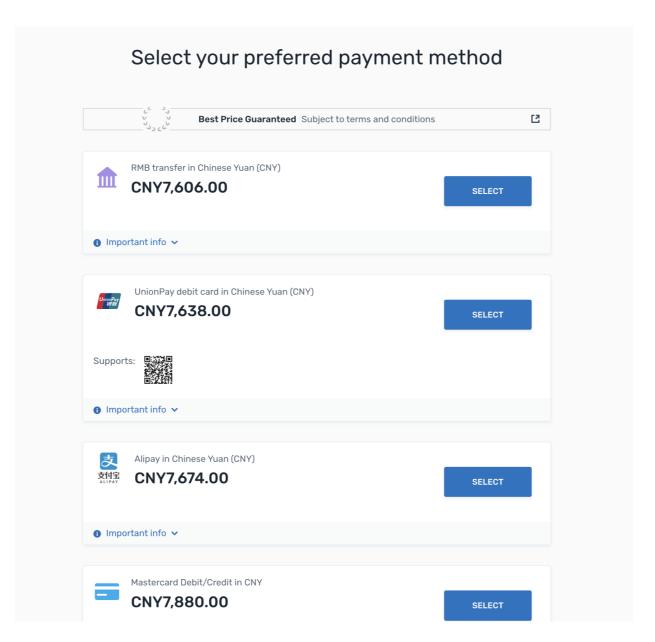
Step 2: indicate the amount you are paying to EHL.

Important note: use the destination currency amount, you will see the foreign exchange amount in your own currency on the next page.

Translation: you can translate the payment portal into Spanish, French, Korean, Mandarin, Japanese, Portuguese, Vietnamese, Arabic, Bahasa Indonesian, and Welsh. Use the language button at the bottom of the page where it says "English" to change languages.



Step 3: review the payment options available for the country you selected and choose your preferred payment method. Options may include bank transfer, debit/credit card in your home currency, electronic payment, or other local options.



Above is an example of payment options available paying from China. The country you select will impact the payment options you are provided.



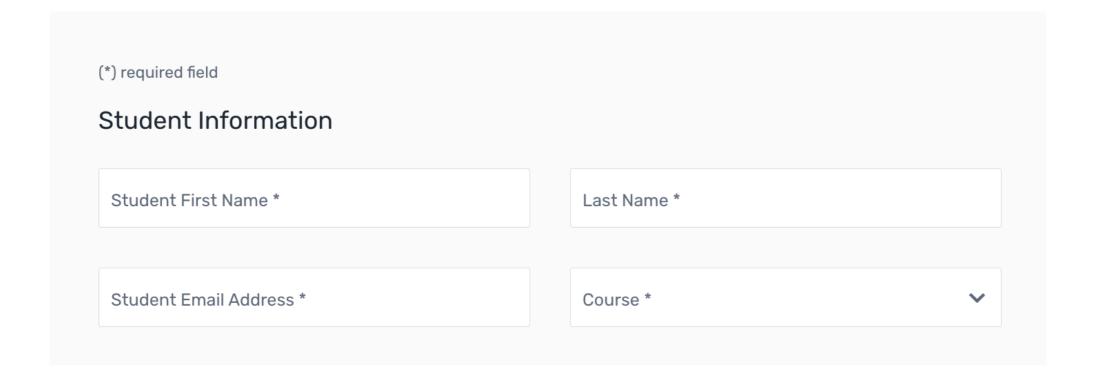


Step 4: provide the details of who is making the payment.

Note: if the student is not the one making the actual payment, please update the fields with the person's details who will actually be sending the funds.

Payer information	
Please provide the details of the person whose card/bank account will be used to pay.	
(*) required field	
Email *	First name *
Middle name	Family name *
Address 1 *	Address 2
City *	State / Province / Region
Zip code / Postal Code	+86 ∨ Phone number *
	Receive text notifications on your payment status

Step 5: provide the details of the person who is taking the course.





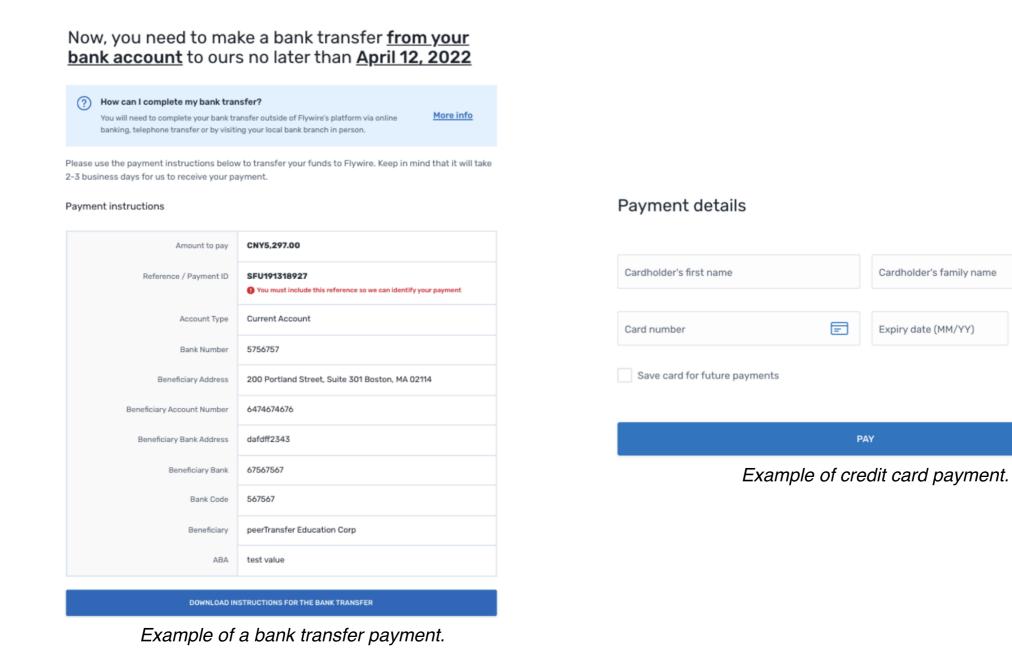


Step 6: follow the instructions provided to send funds to Flywire which will vary according to your selected payment method.

- **BANK TRANSFERS** follow the instructions to send your funds to Flywire's local bank account provided. Depending on your bank, this payment can be completed/made online, in person, or over the phone.

 Note: in the bank transfer method, Flywire does not debit funds from your bank account, you must send them to the account provided.
- DEBIT/CREDIT CARD: enter your card details online to complete your payment in your home currency.

Note: make sure your card is denominated in the currency you have booked your payment in. Dual currency cards should not be used in Flywire, as they can incur additional fees by the issuing bank.



After you send your payment or enter in your card details, the payment tracker will update accordingly once Flywire and EHL receive your payment.





CVV

