HOW TO PAY YOUR FEES TO LSI UK SCHOOLS

Payment must be received in full 14 days before the first day of your course. When making a booking less than 14 days before the start of your course, fees must be paid immediately. If paying by bank transfer please make sure you cover all bank fees including intermediary bank charges. Payments to be received in GBP Sterling. Please remember to quote your 5-digit student ID when making your payment.

Your booking will be confirmed once registration fee is paid. However, any visa/ accommodation documentation will not be issued until payment is made in full. Courses and all other services are fully confirmed only on receipt of full payment.

Methods of payment:

1. **By bank transfer in GBP sterling pounds:**

   We should receive the payment at least 14 days before arrival. Remember to tell your bank that you wish to pay in pounds (GBP, £, sterling). Make sure the bank transfer request includes your full name and your 5-digit student ID number. If you are paying from a non-UK bank, make sure you pay in GBP so we get the correct amount. If you pay by bank transfer from a non-UK bank, your bank might charge you a fee, so make sure you cover those charges.

   **LSI Bank details as follow:**

   - Bank name: National Westminster Bank Plc
   - Bank Account name: Language Studies International
   - Bank Account number: 17005353
   - Bank Sort code: 560003
   - Swift code: NWBKGB2L
   - IBAN: GB40NWBK56000317005353

   To allow us to locate your payment, make sure you email the school a copy of the bank remittance, it should clearly show your bank’s name, the amount you paid, date of transfer, your name, and your 5-digit student ID number.

2. **On line using a credit/debit card:**

   We can take Visa, Mastercard, Switch, Maestro, Solo and Delta cards. Please note that LSI does not accept American Express or Diners' Cards.
   - Please contact the school you are attending directly.
   - The school will send you a link to pay by WorldPay, a secure and fast payment solution.
   - Payments made online are confirmed via an automated email message.
   - Please note that a fee of 2% will be charged.

3. **Over the phone by credit or debit card:**

   We can take Visa, Mastercard, Switch, Maestro, Solo and Delta cards. Please note that LSI does not accept American Express or Diners’ Cards.
   - Please call the school you are attending directly.
   - Please **do not send credit/debit card details by e-mail**. Please note that due to the requirement to adhere to current security standards (PCI) we are unable to accept credit card details by e-mail. Any e-mail containing sensitive information such as credit card details will be immediately deleted.
   - If you are paying using an overseas card you will be provided with two options once you have submitted your card details:
✓ to pay using the exchange rate of our bank, or
✓ to use an exchange rate determined by your card issuer

Benefits of agreeing to the rate offered by our bank:
• Best exchange rate guarantee
• Instant visibility of the amount you will pay in your home currency
• No hidden charges
• Acceptance is totally at your discretion.

4. If you are sponsored:

You should email the school you will attend with proof that your tuition fees will be paid and with contact details of the funding body.

Please note that if your sponsor does not pay, you are responsible for paying your tuition fees.

NOTES:

• Please note sometimes your bank or the bank you transfer monies into may add a commission charge.
• All payments made to LSI must be made in Great British Pounds Sterling. Any currency conversion costs or other charges incurred in making a payment shall be accepted by the Student or the third party making or receiving the payment, and shall not be deductible from the amounts due to LSI.
• Payment processing times:

Below is an indication on how long a payment will take to reach LSI’s account and be processed against your invoice:

<table>
<thead>
<tr>
<th>Method of payment</th>
<th>Approximate processing time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>1 working day</td>
</tr>
<tr>
<td>Bank Transfer</td>
<td>6 working days</td>
</tr>
<tr>
<td>Debit/ Credit card by phone</td>
<td>1 working day</td>
</tr>
</tbody>
</table>