

Advisory to International Students

The University of Surrey have partnered with Flywire, a payment solution provider to remit student payments. The following advisory is intended to guide you through the process of paying your tuition and accommodation fees and to highlight the importance of using Flywire for this purpose.

By following these guidelines and using Flywire for your tuition and accommodation fee payments, you will experience a hassle-free process that ensures your funds reach the university securely and in a timely manner. As the official payment provider, Flywire is the primary method for paying tuition and accommodation fees. We no longer accept direct transfers into the University bank account.

Education Loans: It is advised that students and financial institutions (especially Banks and Lending Institutions) should use the Flywire “Bank Transfer” method which will give students/parents a local bank account to transfer funds. Or students/parents can choose to use the direct banking connection which is advantageous if students or parents have an account with them.

Option 1

The student and parents to have the loan processing institution transfer funds into the bank account of the student or parent (or co-borrower), rather than making payment to Flywire to facilitate the process. Here is the further overview of steps to be followed

1. International Banks / Lending Institutions transfer funds into the bank account of the student / parent/ co-borrower.
2. Student / parent / co-borrower completes a booking on Flywire portal [Surrey Flywire Payments](#) and completes the payment either by bank transfer method (funds to be transferred in local currency), to the bank account displayed in the payment instruction (transfer to be done in local currency) or by completing the payment via the banking method in case the payer has an account with the local bank(s) listed.
3. In the above cases, the local Bank / Lending Institution must disburse the local currency equivalent of the GBP which the student is required to pay.
4. In all cases (irrespective of loan or own funds), Flywire provides confirmation to the sender (student, parent, co-borrower) of the delivery of the funds to the university. The Bank or Lending Institution can request from the sender (student) a copy of this confirmation for their records for ‘usage of funds’ purposes.

Note

Flywire holds the exchange rate for the period stated on the letter to allow time for payment to be made from the Institution to the individual and on to the University.

Option 2

The Bank / Lending Institution transfers funds directly to the University via Flywire. A letter can be generated from the Flywire payment portal to provide the payment details and reference for the bank or loan institution.

1. The student needs to log onto the Flywire portal using their student number and details.
2. The Payment details can be generated from the Flywire payment portal once the student has logged in and selected to pay through the “bank transfer” method. You can print or email this confirmation once you have completed up to and including section 5 “Review & Confirm”.
3. This confirmation provides your Bank/Lending Institution with the payment details and unique transaction reference for the student to pay the University the fees owed including:-
 - A. Amount in GBP (Sterling)
 - B. Time frame to complete the transaction
 - C. Unique Payment Reference to make payment directly to the University.
 - D. Link for your Bank/Lender to access Flywire to complete the payment
4. This can be provided to any Bank or Lending Institution
5. Once the payment has been received, Flywire will confirm the delivery of the funds to the University. The Bank / Lending Institution can seek from the sender (Student) a copy of the confirmation for records for ‘usage of funds’ purposes.
6. If you are unable to initiate your transfer by the due date, cancel your payment request and create a new one closer to a date when you expect to be able to complete your transfer and provide the funder with an updated letter. Please note that there may be fluctuations in exchange rate should you choose to cancel your original booking. You may be able to request an extension of your due date only if you chose to pay with an international bank transfer in your institution’s currency. To request an extension for this type of payment, contact the dedicated Flywire Support team on the link below.

If you have any questions or need assistance with your tuition fee payment through Flywire, please don't hesitate to contact our [dedicated support team](#) via email, call or live chat.

Appendix 1 – Confirms Flywire is acting on behalf of the University of Surrey
See below



To Whom It May Concern:

Flywire Payments Corporation, acting as an agent of University of Surrey - Tuition, serves as the school's international student payment processor. A custom payment solution (www.flywire.com/pay/surreytuition) has been created to facilitate international payments and streamline the reconciliation and workload process for the school.

I hereby verify that Flywire Payments Corporation and its partners are authorized to accept payments on behalf of University of Surrey - Tuition. As such, the beneficiary of any funds will be 'Flywire Payments Corporation', 'Flywire Payments Limited', 'Flywire Europe, UAB', 'Flywire G.K', 'Flywire Servicios LTDA or:

ICICI Bank

The payment will be processed by Flywire Payments Corporation (registered in Delaware, USA, business ID number: 4897170), compliant with strict AML (Anti Money Laundering), OFAC (Office of Foreign Assets Control) and KYC (Know Your Customer) regulations.

This authorization (sometimes referred to as "demand") letter has been provided to ensure that student's funds are released to Flywire Payments Corporation and/or its partner in a timely manner so we may remit funds to the school.

Sincerely,

Paying For:			
Full name:	_____		
	Last/Surname/Family name	First/Given name	Middle name
Address:	_____		
	Street Address	Apartment/Unit #	
	City	State	Zip
	India		
	Country		
Phone:	_____		
Payment Amount:	_____	INR	Payment ID: _____
Settlement Amount:	4,000.00	GBP	Term: _____