# PAYMENTS TO ST DAVID'S SCHOOL VIA FLYWIRE

From the School Website - Admissions - Fees - Select "Make Secure payment"

1. Payment Info	2. Payment method	3. Payer Info	4. Info fo	r the receiver	5. Review & Confi
	Your payment				
	The payment will come from		St David's School receives		
	Country or region * United Kingdom	~	£	Amount * 100.00	
			Amount w case Britis	ill be formatted in the h Pounds, i.e. 10,000.	destination currency, in th 00 for ten thousand GBP.

Select one of the following options:

- Bank Transfer this requires the user setting up a payment in Flywire and then going to their own online banking to make the payment using the payment reference and bank account details
- 2. Trustly Open Banking a one step process using open banking which takes you directly to your own banking system.



## **INSTRUCTIONS FOR TRUSTLY PAY BY BANK**

### **Step 1** - **Enter the payer's information**

- Enter the payer's personal details. The payer information should include the details of the account or card holder who is making the payment
- Agree to Flywire's terms and conditions by checking the box at the bottom of the form
- Click "NEXT" to continue

Please provide the details of	t the person w	hose card/ba	nk account will be used to pay.
required field			
<sup>Email *</sup> cwells@royalrussell.co.uk		First name * Claire	
Middle name		Family name Wells	•
Address 1 * 123		Address 2 Test Rd	
City * Purley		State / Provi Surrey	ince / Region
Zip code / Postal Code		+ 44 🗸	Phone number * 02086574433
		Receive status	e text notifications on your payment

### Step 2 - Enter the payment information

- Fill out the information required Pupils First Name, Last Name, Description e.g., School fees. If paying a fee bill, enter the pupils account reference from the invoice.
- Click "NEXT" to continue

(*) required field	
Student Information	
Pupil First Name * Test	Pupil Last Name * Wells
Pupil Account Reference Wells01	Description * Fees Summer
	(fees, deposit, pocket money)

## STEP 3 Review & Confirm

The next screen shows all the details entered. Check the details and select "PAY" to continue

### **STEP 4 Instructions for the process**

Status O Payment pending	Payment ID VSD520723157		
	•		
You send to Flywire		St David's School receives	
£100.00		£100.00	
۸	f	<u>.</u>	
Flywire is v	vaiting to		
receive yo	urtunds.		
	T Trucht Prest	Add this payment to your	
	a musuy ecospend	Flywire account	
		ADD PAYMENT	
	Pay direct from your bank		
	Select your bank We connect you securely to your bank.	Manage your payment	
	Log In to your account	<u>2</u> Edit payment details	
	Your bank details are not shared with anyone.	SMS notifications	
	3 Confirm payment		
	And that's it. Simple and secure.	Our payment	
	Got it. Don't show this again.	Download payment receipt	
		Your payment receipt is not available for download until after the payment reaches its destination	

Click "CONTINUE"

### STEP 5 Select your bank

Select your bank from the list or search in the box and click on it e.g. HALIFAX

You send to Flywire £100.00	wire is waiting to seive your funds.	f	St David's School receives £100.00
	ة ∖ Trustly Select you	cöšpend × r bank	Add this payment to your Flywire account
	Banks Q Search for your bank	United Kingdom V	
	Santander UK	>	Manage your payment
	Lloyds Bank	>	SMS notifications
	Barclays	>	O Cancel payment
	Monzo	>	Download payment receipt Your payment receipt is not available for download until after the payment
	Halifax	>	reaches its destination
	NatWest	>	Share your payment details

### Select 6 – Make Payment

Choose either "Open Mobile App" or "Continue on this device" and then log into your own online banking and complete the payment.



# **INSTRUCTIONS FOR STANDARD BANK TRANSFER**

## Step 1 - Enter the payer's information

- Enter the payer's personal details. The payer information should include the details of the account or card holder who is making the payment
- Agree to Flywire's terms and conditions by checking the box at the bottom of the form
- Click "NEXT" to continue

## Step 2 - Enter the payment information

- Fill out the information required Pupils First Name, Last Name, Description e.g., School fees. If paying a fee bill, enter the pupils account reference from the invoice.
- Click "NEXT" to continue

## Step 3 - Review and confirm your information

- Review the payer and the payment information for accuracy. Use the "PREVIOUS" button if you would like to edit your information
- Click "NEXT" to continue

## Step 4 – Make Payment

- Review your payment instructions and make your payment using your own online banking. The payment instructions (including the reference you need to use and Flywire's bank account details) will be displayed.
- You can also download a copy of these instructions in a PDF document. Please note that you will not be asked for your bank account details.
- Go to your own online banking and set up the payment as per the payment instructions displayed using the Payment ID as the Reference, the Beneficiary/Recipient as the Account Name – eg Flywire Payments Corporation and the given sort code and account number.

## Note the following statement from Flywire:

Please note, payers using bank accounts from Bank of Scotland, Barclays, HSBC including First Direct, Lloyds Banking Group, NatWest, Nationwide, Royal Bank of Scotland, Ulster Bank, Santander will not be able to verify Flywire's account details from your banking platform. Our account is held with Citibank, which is currently not one of the participating banks of the Confirmation of Payee scheme implemented by Pay.uk and the above-mentioned banks in June 2020. Flywire is working with Citi to prioritise being added as a payee and this will happen by October. While Confirmation of Payee is unavailable, please rest assured that if you transfer the funds using the account details provided in the instructions, your funds will reach us in 2-3 business days. Please feel free to reach out to our Support team for additional questions.

## Step 5 – Close Flywire

Please note – you need to repeat these steps each time a payment is made to create a new unique payment reference.