



CAMBRIDGE INTERNATIONAL COLLEGE

THE BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT

Professional Study & Training for Successful Careers

International HQ: Attique House, Route de Quennevais, St Brelade, Jersey JE3 8FP, Britain.

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There are 12 main ways by which you may send your payment to the College:

by Bank Transfer	by On-line Banking	by Western Union 'Quick Pay'
by MoneyGram	by Bank Draft or Bank Cheque	by Western Union 'Will Call'
by Currency Notes	by Credit card or Debit card	by PayPal
by Dahabshiil Money Transfer	by British Postal Orders	by Cheque

These 12 methods are explained below.

By BANK TRANSFER

You can arrange to make a transfer or payment straight in to one of the College's **Bank Accounts**.

If you (or a friend, or a family member, or your company) have a bank account, you can ask the bank to transfer a payment to the College. Most banks will allow you to send a payment by bank transfer even if you do not have an account in British Pounds, US Dollars, or Euros.

Or, you can go into a bank with some money (such as cash) and ask the bank to send that amount to a College bank account. Most banks will accept money in your local currency or British Pounds, US Dollars, or Euros; the bank will ensure the College receives British Pounds, US Dollars, or Euros.

To transfer money to one of the College's accounts, your bank needs the details below (which you might need to write in a bank transfer form):

Bank Account Name: Services to Management (for Cambridge International College)

Bank name: HSBC Bank plc

Bank address:- road: King Street; City & Region: St. Helier, Jersey; Post Code: JE4 8NJ; Britain

for transfers in British Pounds (£) send to: Account Number: 32144670

Sort Code: 402534, SWIFT/BIC Code: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

for transfers in US Dollars (US\$) send to: Account Number: 68294583

Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83

for transfers in Euros (€) send to: Account Number: 68343364

Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64

Then post, or scan and email, or fax, your details **with the bank receipt** to the College in Britain. We can "credit" you **only** with the sum the College actually receives, so ensure you also pay any bank charges, and **add £15** or **US\$30** or **€20** to the Fee amount for incidental charges.

Note, to overcome possible problems of changes in exchange rates between your local currency and British Pounds or US Dollars, you can use the "Western Union Global Pay for Students" service - for details see the "How Can I Make a Fee Payment" section of the CIC website.

By ON-LINE BANKING

If you (or a friend, or a family member, or your company) have a bank account which offers "**on-line banking**", you can make a transfer or payment straight to one of the College's bank accounts. The College's bank account details are stated above in the "By Bank Transfer" section.

By WESTERN UNION 'QUICK PAY' SERVICE

This is **the best and quickest way** to send a payment to the College. If there is a Western Union Agent in your country or area which offers the 'Quick Pay' service, then the Agent can send your payment to the College on your behalf. You can pay to the Western Union Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). You (or a friend, family member or your company) can make a payment through Western Union **Quick Pay** service using these details:

Account Name: Services to Management Code City: SMCOLLEGE,UK Account No: AUK040697

(If you need more information about using Western Union Quick Pay, ask the College)

By MONEYGRAM

If there is a MoneyGram Agent in your country or area, then the Agent can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the MoneyGram Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). If you wish to make a payment by MoneyGram transfer *you should first contact the College* with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm to you the **name of the receiver** (the person to whom the transfer should be sent) and the **location** of the receiver (this is information the MoneyGram Agent will need).

By BANK DRAFT or INTERNATIONAL MONEY ORDER (IMO):

You (or a friend, or family member, or your company or employer) can buy or order a bank draft - sometimes called a bank cheque or IMO - from a bank. The bank draft or IMO must be payable to 'Cambridge International College' and **must** be in British Pounds or US Dollars or Euros. It must be posted by registered post or courier to the College in Britain. A **bank** draft or IMO in **British Pounds** or **Euros** must be drawn on a bank in **London** (England); a bank draft or IMO in **US Dollars** must be drawn on a bank in **New York** (USA). Bank drafts and IMOs in Euros or US\$ can only be accepted if they have a minimum value of €200 or US\$200.

By WESTERN UNION 'WILL CALL' SERVICE

If there is a Western Union Agent in your country or area, the Agent might be able to send a payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Western Union Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). If you wish to make a payment by Western Union 'Will Call' transfer *you must first contact the College* with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm if it will accept a payment by Western Union 'Will Call', and to whom a transfer should be addressed.

(Do NOT use Western Union 'Will Call' without receiving permission, and 'receiver' details, from the College)

By CURRENCY NOTES

The College accepts notes in **British Pounds (£), United States Dollars (US\$), Euros (€)**. The notes must be clean and new. If you send currency notes by post, send them by registered postal delivery or courier to minimise the chance of theft whilst on their way to the College.

By CREDIT or DEBIT CARD

You can make a payment using your **American Express, Mastercard** or **Visa** debit or credit card. You **must** send the College by post or email: a **signed letter** from the **cardholder** stating the **card number** and **expiry date** and his/her **name** and **contact address**, which authorises a **stated sum** of money to be paid, and the purpose of the payment; and a **photocopy of the front and back** of the **signed** credit or debit card itself. The amount charged will be in British Pounds.

By PayPal (including with a credit or debit card)

If you have a debit or credit card, or a PayPal account, then you can quickly enrol and make your Fee payment through the College website using the secure worldwide PayPal payment system: simply go to the **College website**, fill in your details, and follow the instructions so that you can use your debit or credit card, or a PayPal account, to make a payment.

Additionally, if you have a PayPal account, you can also send other payments to CIC by sending from your PayPal account to: **registrar@cambridgetraining.com**

By DAHABSHIIL Money Transfer:

A Dahabshiil Agent can send your payment to the College on your behalf. You can pay the Dahabshiil Agent in **your 'local' currency** (or British Pounds, US Dollars or Euros). Address the transfer to: **Beneficiary: David Simon Lawson Destination: Britain Mobile/cellphone: +44 77977 13999** Then post, or scan and email your details **with** the Dahabshiil **receipt** to the College, stating clearly the Money Transfer Number and the "sender name" exactly as it is on the receipt. The 'sender' must show ID to the Dahabshiil Agent to validate the transfer. Ensure the Mobile/cellphone number is stated.

By BRITISH POSTAL ORDERS

You (or a friend or family member) can purchase British Postal Orders from **British Post Offices** and send them to the College - by registered or recorded delivery post - with your details.

By PERSONAL CHEQUE

Avoid using "personal" cheques wherever possible, because despatches of Study & Training Materials will be delayed by at least 4 weeks when Fee payment is made by personal cheque.

RELATIVES or FRIENDS or SPONSORS in BRITAIN, USA, EUROPE or other countries

If you have friends or relatives or sponsors, you can send them your completed Enrolment Form or other Payment Form so that they can forward it to the College in Jersey, Britain, **with** the Fee for your Study & Training (or any other related payment).

PAYMENTS by YOUR EMPLOYER or GOVERNMENT or OTHER ORGANISATION

If your employer, a Government body or department, or any other organisation is going to make a payment for you, you can send them your completed Enrolment Form or other Payment Form so that they can forward it to the College in Jersey, Britain, **with** the Fee for your Study & Training (or any other related payment).

PAYMENT FORM
DETAILS OF A PAYMENT SENT TO
CAMBRIDGE INTERNATIONAL COLLEGE

International Headquarters: Attique House, St Brelade, Jersey JE3 8FP, Britain.
Tel: +44 (0)1534 485485 Fax: +44 (0)1534 485071 Email: learn@cambridgetraining.com

DATE the payment was sent: _____ **AMOUNT** and **currency** sent: _____

The method by which the payment was sent: _____

(If payment was by Western Union 'Will Call' service, MoneyGram, or Dhabshill money transfer, also state exactly as appears on the transfer document: Transfer Number: _____)

Name of Sender: _____ Name of Receiver: _____)

My **FULL NAME** is: _____

My **FULL POSTAL ADDRESS** is: _____

My **email address** is: _____

My **CIC REFERENCE** or **MEMBERSHIP NUMBER** is: _____
(if enrolling for the first time, write "New Enrolment")

The **PURPOSE** of the payment (please tick) is:

Full Fee on Enrolment or **First Instalment of Fee on Enrolment**

State Title/s of the Course(s), Program(s) or Programme you want to study:

OR

Second, Third or other Instalment or Balance of Fee

Correction/assessment of Mid-Training Test **End-of-Training Test**

Accessories/Extras/Other: _____

Note: If you are enrolling as a **NEW Member** or re-enrolling for further studies, you **should ALSO - if possible -** post or scan and email or fax us your completed Enrolment Form and a photograph.