# TransferMate Education | Student Playbook

**Email Template – International Student Payment Due**

This email template can be used to send to all your client’s international students when their tuition and housing fees are due.

In addition, the template can be used for first-year students who have not yet paid their tuition and housing fees, and as a reminder to returning students to pay this year’s fees.

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**Email Subject:** \*|FNAME|\*, your student tuition and housing fees are upcoming – effortlessly pay with TransferMate

**Email Body:**

Dear \*|FNAME|\*,

Your bill is ready for review and payment.

Please login to your student account to view your statement and choose TransferMate in the dropdown menu when making your payment to (INSTITUTION NAME HERE).  
   
By choosing TransferMate, you can pay online anywhere in the world from accounts in your home country and local currency.

TransferMate is our preferred payment option and is secure, safe, and fully trusted by (INSTITUTION NAME HERE).

* Use any of the following payment methods: Union Pay, AliPay, Wire Transfers and more.
* Preferential foreign exchange rates.
* Track your payment live anytime via your student portal.
* TransferMate offers 24/7 multilingual support by phone, email, and live chat.

Start the payment process now: (INSERT YOUR LINK TO YOUR INSTITUTION’S STUDENT PORTAL HERE)

(YOUR SIGNATURE)

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