# TransferMate Education | Student Playbook

**Email Template – International Student Offices**

This email template can be used by your international student offices as a follow-up for new and continuing international students who have yet to pay their tuition and housing fees in more supportive detail.

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**Email Subject:** \*|FNAME|\*, don’t forget to pay your (INSERT INSTITUTION NAME) student tuition and housing fees.

**Preview text**: Pay your student tuition and housing fees with TransferMate and pay less than you should.

**Email Body:**

Dear \*|FNAME|\*,

Paying student tuition and housing fees internationally can be a stressful experience. When you pay via traditional methods, the money you send goes through multiple banks worldwide to reach (INSTITUTION NAME HERE).

Each transfer between banks incurs handling charges and foreign exchange costs, so the money you send to (INSTITUTION NAME HERE) becomes less than what you sent.

That’s why (INSTITUTION NAME HERE) recommends that all international students pay effortlessly through our preferred payments partner, TransferMate.

Use TransferMate to:

* Pay from your home country in your local currency, with a payment option your college fully trusts.
* Up-to-date preferential foreign exchange rates.
* Track your payment live anytime via your student portal.
* TransferMate offers 24/7 multilingual support for students by phone, email, and live chat.

Use any of the following payment options from your home country:

- Union Pay

- AliPay

- Wire Transfers

- And More

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

(YOUR SIGNATURE)

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