

## TransferMate Education | Student Playbook

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### Email Template – International Student Payment Due

This email template can be used to send to all 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 in partnership with Barclays.

**Email Body:**

Dear \*|FNAME|\*,

Your bill is ready for review and payment.

An easy and safe way to pay is through TransferMate in partnership with Barclays. It lets you pay online from accounts in your home country and in your local currency.

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).

**Commented [CB1]:** Hyperlink to your student portal or payment link

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

- Use any of the following payment methods: Debit/Credit Card, Union Pay, AliPay, Wire Transfers, and more.
- Preferential foreign exchange rates, with a promise to match competitor rates.
- Zero international transfer fees.
- 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/PAYMENT PAGE HERE)

(YOUR SIGNATURE)

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