Student Section – Tutor Tutorial – Finance:

I. Student Section of AIU:

A. Payment Plan Sections – click on Payment Plan for drop down menu:

i. Current Payment Plan:

1. To see all payments reflected and balances, click on “Payment Plan” underneath the AIU logo. Click “Current Payment Plan” on the drop down menu.
   a. Print Invoices by clicking “Print Invoices”
   b. Make Credit Card payments by clicking “Make Payments”. Payment will be reflected immediately. Go to (B) for other ways to make payments using Credit Cards and instructions.
ii. **Wire Transfer Form** - Upload payment receipts for wire transfers. Every payment receipt received from student should be uploaded here. Payment won’t be reflected until the payment has been received.

![Wire Transfer Form](image1)

iii. **Western Union** - Upload payment receipts for Western Union (Personal Payments – Quick Pay). Every payment receipt received from student should be uploaded here. Payment won’t be reflected until the payment has been received. Please refer to the “Method of Payments” form for information on current payment receivers for both Money Gram and Western Union.

![Western Union Form](image2)

**In order to successfully collect a payment, the information we need is:** Name of Sender, Place of sender, Name of receiver, Place of receiver, MTCN, Date, Amount in USD$. If receipt is not available for some reason, please write down on a word document all the information necessary, then save it and upload it just as you would upload the receipt.
B. “What do you need to do today?” Section
   i. Another way to process payments with credit cards – Click on “Make an Online Payment” under the “What do you need to do today?” icons.

   ![Diagram](image)

   ii. Edit credit card information for both one time payments and automatic payments. Click on *Edit Credit Card Information* or *Automatic Payment Status* icons. Automatic payment section is under construction. For the time being, you can email the Credit Card Payment Authorization Form to student services. They will take care of it.
Entering Credit Card Payment manually through AIU Student Profile Account

On your AIU student account, you will see a chart with different icons or options available (shown below). To make a payment by credit card, click on “Make an online Payment” option.

The “Make an Online Payment” dialog window will appear. Here you can see you can access your payment history, details about your payment plan and make a payment using your credit card. To make a payment, click on “Make a payment”. The Credit Card details dialog window will show.

Enter all the necessary information to complete the payment. Please write the CARD HOLDER'S NAME where it says “Student”. On CVV/CVM: last 3 numbers in the back for Visa and Master Card. If it is an American Express, then it is the 4 digits in black in the front. If your country does not use Zip Code, please enter “00000”.

To pay your TUITION please be sure to choose the TUITION FEE option, so it is correctly applied. By clicking on “Add another payment”, you can attribute different amounts of payment towards different options. For example, you can make a payment towards tuition, graduation and several other fees under the same payment transaction. Please select the desired option. When done with entering the information requested, enter “Submit”. You will receive a confirmation of the transaction shortly after. You will also be able to view and download your payment in the Payment Plan section within the student profile account. (For any questions, please contact Studentservices@aiu.edu)
Method of Payments

1. A Visa, Master Card or American Express Credit/Debit Card:
   Please see “Credit Card Authorization” below.

2. Bank of America
   ABA/Routing#: 026009593
   Swift Code: BOFAUS3N
   Account #: 003062287017
   Account Name: Unides Inc. DBA Atlantic International University
   Bank Address: 18305 Biscayne Blvd., Aventura, FL 33160
   Bank Number(s): 305-792-4552
   Please indicate weather this is an enrollment fee or tuition. If it’s a tuition payment, provide your student ID.

   *** PLEASE DO NOT DO AN ONLINE TRANSFER FROM ACCOUNT TO ACCOUNT. ***

   Please fax your receipt to 1-(808) 521-1836 in order to track your payment or send us an email to finance@aiu.edu with the scan copy of your receipt or confirmation number.

3. There are 2 different types of Western Union payments:
   a. Quick Collect – it is deposited directly on our AIU account.- The transaction fee will vary from country to country.
      Quick Pay details:
      Name: Atlantic International University
      Company Code: ATLANTICUNIVERSITYHI
      Account Number: If you are enrolling, please put your e-mail address and counselor’s name. If you are making a tuition payment, please write your student ID number.

   b. Personal Payment: AIU needs a copy of the receipt to be able to pick up payment.
      Name: Maria Serrano
      City: Miami
      State: Florida
      Country: United States of America

4. Money Gram: Personal Payment
   Name: Giovanni Castillo
   Country: United States of America

5. Check from US bank and Money Orders:
   Please send checks to the following address with student Id # and Name of Student
   Atlantic International University
   Attn: Finance Department
   900 Fort Street Mall 40
   Honolulu, HI 96813
   Please write your check to “Atlantic International University”

6. PayPal: If you have a PayPal account use the following information:
   Name: Atlantic International University
   E-mail: admissions@aiu.edu
   Keep in mind PayPal charges 4% of the amount you are sending as transaction fee. Make sure you are adding that 4% when sending a payment.

   WHEN YOU CHOOSE THE MOST CONVENIENT PAYMENT METHOD PLEASE SEND A SCANNED COPY OF YOUR RECEIPT TO finance@aiu.edu FOR VERIFICATION.
   Best Regard,

   Finance Department
CREDIT CARD AUTHORIZATION

□ (SINGLE PAYMENT) - I authorize Atlantic International University to charge $________ to my credit card

□ (AUTOMATIC PAYMENT) - I authorize Atlantic International University to charge $________ to my credit card the ___ day of each month for _______ months.

Name of cardholder and student ID #:

__________________________________________________________________________

Billing Address:______________________________________________________________

City: __________________ State: _____________ Zip Code: _______________________

Telephone: __________________________

x __________________________________________ Date _________________________

Signature of Cardholder

Credit Card Type:
( ) Visa ( ) Master Card ( ) American Express ( ) Diners Club Card ( ) Discover Card

Credit Card Number: __________________________

Expiration date: ___________________________

Security Code: __________ (Last 3 numbers on back side next to your signature)

NOTE: If you wish not to be charge on a particular month; you must contact the Finance Department (finance@aiu.edu)

Please fax or scan this information to:

Atlantic International University
900 Fort St. Mall, Suite 40
Honolulu, HI 98613
Phone: 1-(808) 521-1868
Fax: 1-(808) 521-1878
Finance@aiu.edu