

Step by step guide to paying with Convera

Convera usually gives you the option to pay by credit/debit card and bank transfer. Please note payments can take up to 4-6 business days to be credited to your ABE account.

If paying by card, you can usually pay in your local currency. There is no additional charge, however, if your local currency is not quoted it is possible your bank may charge you a conversion fee. Please note our fees are regional and you will find details on this link <https://www.abeuk.com/learners/study-us/abe-your-country>

Step 1. Click on the link or type the website's address into your browsers address bar to access the ABE Convera payment page: <https://students.convera.com/geo-buyer/abe#!/>.

Step 2: Select the country you are making payment from.

Step 3: Method of Payment – From the drop down select 'General payments'

Where is your bank located?
Trinidad and Tobago
[Why is my country not listed?](#)

Method of Payment
UoH BA(Hons) Business Administration
UoH BA(Hons) Business Admin (Caribbean Only)
General Payments

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isted by education institutions around the world
Pay in the currency of your choice from over 200 countries and territories
Pay on the move direct from your smartphone or tablet

Step 4: Enter the amount you wish to pay and then click on 'Get a quote'. Fees for your region can be found on the ABE website - <https://www.abeuk.com/learners/study-us/abe-your-country>

General Payments ⓘ
GBP 195
Total 195.00 GBP
Get a quote
Please note, Convera charges ABE fees at the standard global rate as per our fees page. No local discounts can be applied.

Step 5: Choose the type of payment you wish to make. Available currencies may vary from country to country and payment options can also vary at times

Step 1 of 4
1. Choose a way to pay

Mastercard
Delivered to your institution within 3 business days
Pay with debit or credit card
Your card will be charged in the selected payment currency
1,912.00 TTD / 195.00 GBP
Select

Visa
Delivered to your institution within 3 business days
Pay with debit or credit card
Your card will be charged in the selected payment currency
1,912.00 TTD / 195.00 GBP
Select

Bank Transfer
Delivered to your institution within 4 business days after completing payment
Make your payment from any bank
Quote valid for 72 hours
274.89 USD / 195.00 GBP
Select
How it works
Show more options

Payment Details
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Step 6. Enter students' full details (Providing inaccurate student information may delay your payment)

2. Student's Details

This is to identify the correct student details

First Name *

Surname *

Email Address *

Address *

Date of Birth *



(DD/MM/YYYY)

Gender

Male	☐
Female	☐

Reason For Payment

Student ID *

Current College *

Level of Study *

Session *

Country *

 Trinidad and Tobago

Address 1 *

Address 2

City *

State

From the drop-down
menu select your
level of study

Zip / Postal Code

Next you will be asked for the payer's details

Next

Step 7: Once all the correct details have been entered, click **Next** at the end of the page this will take you to the payer's detail

Step 8: You will then be redirected to a new page where you can choose the payment type and currency you would like to use**

****Available currencies may vary from country to country. All available currencies within your chosen region will be listed on this page.**

Step 9: The next step is to fill in the details of the student you are paying for. If you are paying for yourself, please fill in your details here. *(Please enter the learner's correct ABE membership number in the student ID field. If they are a new member, please type '000000'. Incorrect information will delay your payment).*

CHECKOUT

Step 2 of 4

2. Student's Details

This is to identify the correct student details

Student ID *

If you are a New Learner please populate with zero's

First Name *

Surname *

Email Address *

Date of Birth *

(DDMMYYYY)

Address

Gender

Male ☐

Female ☐

Centre Name

Next you will be asked for the payer's details

Payment Details

Edit

Association Of Business Executives Limited - GPIS

will receive	45.00 GBP
You are paying	59.21 USD

Please fill out all student's information as required to continue. This must be completed with the correct full name and DOB.

Step 10: On the following page, you will need to enter the details of the person making the payment, if you are paying by bank transfer there is an additional field for your bank's name

Step 3 of 4

3. Payer's Details

We require this information to process your payment

Who will be making this payment?

☐ Student

☐ Someone else

Payer's personal details

Payer name*

Payer's email address *

This is to send confirmation of this payment

Payer's billing address

Payer's address 1*

Payer's address 2

City *

State

Zip / Postal Code

Payment Details Edit



Association Of Business Executives Limited - GPS

will receive	45.00 GBP
You are paying	59.21 USD

Please fill out all payer's information as required to continue.

To go to the next page, please tick the box at the bottom of the page indicating that you agree to the Convera Terms of use.

Step 11: The next page will vary depending on the method of payment selected. Here's an example of a card payment

Express Checkout

Buy with 

Payment details * indicates a required field

Card number * 

Cardholder's name *

Expiry date *

/

Security code *

 Last 3 digits on the back of card

Step 12: If you choose bank transfer, you will be taken to the following page with instructions on how to proceed with the bank transfer.

Step 4 of 4

4. Make Payment

Please print payment instructions and contact your bank or financial institution (online, phone or in-person).

Please initiate your payment as soon as possible.

[Print Instructions](#)

Ensure funds are received by (16:06 pm 27/06/2019) so we can credit funds to your institution on time and in full.

To ensure that your institution receives your funds, the Reference Number EGBAS29312018133 must be included in your payment.

Note: Payments made to our bank account can only be received by bank transfer. Cheque or cash deposits will not be accepted and will be returned to the sender. Funds received after the (72) hour cut off may be subject to a new rate. Custom House Financial (UK) Limited conducts business under the trading name Western Union Business Solutions. This bank account is used to receive payments on behalf of your institution.

Payment Details



Your reference: EGBAS29312018133

Association Of Business Executives Limited - GPIS

will receive	45.00 GBP
You are paying	59.21 USD

Notify me by SMS

We'll send you an SMS when your payment is sent to your institution. We won't use your mobile number for anything else.

 + 233 [Submit](#)

Payment Status

 **Waiting for payment**
Follow the printed instructions. Arrange for payment to be processed before quote expires.

 **Western Union processing...**
Takes up to 2 days

 **Payment sent**

After making payment you can return to the Convera for Students page to [track your payment](#).

Once your payment has been received and your account credited you will receive an email.

- For Annual subscription, membership reactivation you then need to log into the student portal, go to Purchase section and select renew subscription to use your credit for payment.
- For Assessments once the booking window for the session you wish to sit is open, log into the student portal, go to My learning, then My assessments to start booking. When you have finished you should be able to see a notification slip on the current session tab.

For any other fees, you will need to complete the related form quoting the Convera reference which will start EGBAS in the payment section. For replacement certificates, full membership applications and credit transfers please check with our admission team you are eligible before you make any payment admissions@abeuk.com

For any general payment queries you can also contact finance@abeuk.com