

# Step by Step Guide to Paying with Convera

Convera usually offers the option to pay by credit or debit card, as well as bank transfer. Please note that payments can take up to 4 to 6 business days to be credited to your ABE account.

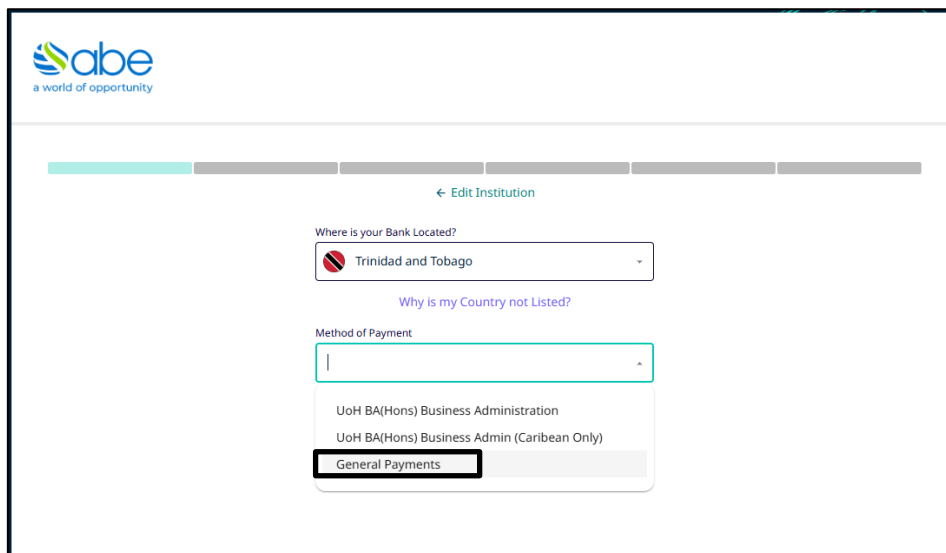
If you choose to pay by card, you can usually pay in your local currency. There is no additional charge from ABE. However, if your local currency is not supported, your bank may apply a currency conversion fee.

Please also note that our fees vary by region. You can find more details using the following 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#!/>.

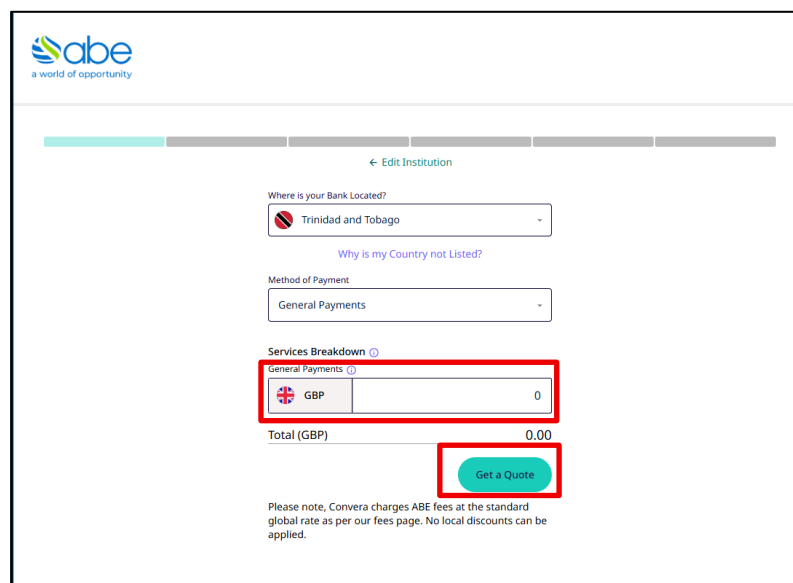
**Step 2:** Select the country you are making the payment from.

**Step 3:** Method of Payment - Please select 'General payments' from the drop-down menu.



The screenshot shows the ABE Convera payment interface. At the top left is the ABE logo with the tagline 'a world of opportunity'. Below the logo is a progress bar with four segments, the first of which is highlighted in green. A link labeled '← Edit Institution' is positioned below the progress bar. The main form area contains two dropdown menus. The first is labeled 'Where is your Bank Located?' and is set to 'Trinidad and Tobago'. Below it is a link that says 'Why is my Country not Listed?'. The second dropdown menu is labeled 'Method of Payment' and has three options: 'UoH BA(Hons) Business Administration', 'UoH BA(Hons) Business Admin (Caribbean Only)', and 'General Payments'. The 'General Payments' option is highlighted with a black border.

**Step 4:** Enter the amount you wish to pay, then click 'Get a quote'. You can find details of fees for your region on the ABE website: <https://www.abeuk.com/learners/study-us/abe-your-country>



This screenshot shows the same ABE Convera payment interface as the previous one, but with more information visible. The 'Method of Payment' dropdown is now set to 'General Payments'. Below it is a section titled 'Services Breakdown' with a dropdown arrow. Under 'General Payments', there is a table with two columns: 'Currency' and 'Amount'. The first row shows 'GBP' in the currency column and '0' in the amount column. Below this table, the text 'Total (GBP)' is followed by '0.00'. A green button labeled 'Get a Quote' is located at the bottom right of the form area. At the very bottom of the page, there is a small disclaimer: '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 your preferred payment method. Available currencies and payment options may vary by country.

The screenshot shows the 'Payment Summary' section of the ABE website. At the top left is the ABE logo with the tagline 'a world of opportunity'. Below the logo is a progress bar with five segments, the second of which is highlighted in teal. A link labeled '← Edit Quote' is positioned below the progress bar. The 'Payment Summary' section shows 'Institution will Receive' as 120.00 GBP. Below this, the heading '1. Choose a way to pay' is followed by three payment options, each in a light grey box with a teal 'Select' button:

- Mastercard Debit/Credit Card:** Includes the Mastercard logo and 'Supported' icons for Apple Pay and Google Pay. Text: 'Typically delivered within 3 business days' and 'Your card will be charged in the selected payment currency'. Amounts: 1,145.29 TTD and 120.00 GBP.
- Visa Debit/Credit Card:** Includes the Visa logo and 'Supported' icons for Apple Pay and Google Pay. Text: 'Typically delivered within 3 business days' and 'Your card will be charged in the selected payment currency'. Amounts: 1,145.29 TTD and 120.00 GBP.
- Bank Transfer:** Includes a bank icon. Text: 'Delivered to your institution within 4 business days after completing payment' and 'Make your payment from any bank'. Amounts: 164.78 USD and 120.00 GBP. A 'Read more' link is at the bottom.

A 'Show more options' link is located at the bottom center of the payment options area.

**Step 6.** Enter the students' full details. Providing inaccurate information may delay your payment.

Please enter the learner's correct ABE membership number in the Student ID field. If they are a new member, enter '000000'. Incorrect information may delay your payment.

The screenshot shows the 'Student Information' section of the ABE website. At the top left is the ABE logo with the tagline 'a world of opportunity'. Below the logo is a progress bar with five segments, the second of which is highlighted in teal. A link labeled '← Edit Payment Details' is positioned below the progress bar. The 'Payment Summary' section shows 'You are Paying' as 1,145.29 TTD and 'Institution will Receive' as 120.00 GBP. Below this, the heading 'Student Information' is followed by the text 'This is to identify the correct student details'. The form contains the following fields:

- First Name \*** (text input)
- Surname \*** (text input)
- Place of Birth \*** (dropdown menu with 'Select country' selected)
- Nationality \*** (dropdown menu with 'Select country' selected)
- Email Address \*** (text input)
- Address \*** (text input)
- Date of Birth \*** (calendar icon and text input with '(DD/MM/YYYY)' below it)
- Gender:** Radio buttons for 'Male' and 'Female' (with 'Female' selected)
- Reason For Payment \*** (text input)
- Student ID \*** (text input with a note below: 'If you are a New Learner please populate with zeros')
- Current College \*** (text input with a note below: 'If you are not currently affiliated with an ABE accredited centre please write self-study')
- Level of Study \*** (dropdown menu)

An arrow from a callout box on the right points to the 'Level of Study' dropdown menu.

From the drop-down menu select your level of study

Session \*

Session

**Student Address**  
This is to identify the correct student address

Country of Residence \*  
Select country

Address 1 \*  
Address 1

Internal Use Only

Address 2  
Address 2

City \*  
City

Internal Use Only

State  
State

Zip / Postal Code  
Zip / Postal Code

**Next**

*Next you will be asked for the payer details*

**Step 7:** Once you have entered all the required details, click **'Next'** at the bottom of the page. This will take you to the payer's details section.

You will need to enter the details of the person making the payment. If you are paying by bank transfer, there will be an additional field to enter your bank's name.

**Payment Summary**

You are Paying	1,145.29 TTD
Institution will Receive	120.00 GBP

**Payer Details**

Who will be making this payment? \*

Self  Someone else

**Payer Information**

First name \*  
Enter first name

Middle name  
Enter middle name

Last name \*  
Enter last name

Payer name \*  
Enter payer name

Payer's email address \*  
Enter email

Payer's Phone Number \*  
+1

**Payer Billing Address**

Country \*  
Trinidad and Tobago

Payer's address 1 \*  
Please enter only numbers and letters in this field

Payer's address 2  
Please enter only numbers and letters in this field

Payer city \*  
Enter payer city

Payer state  
Siparia

Zip / Postal Code  
If you do not have a postal code, please enter 0

I agree to the [Terms of Use](#) and have reviewed the [Online Privacy Statement](#)

**Proceed to payment**

To move to the next page, please tick the box at the bottom to confirm that you agree to the **Convera Terms of Use**.

**Step 8:** The next page will vary depending on your chosen payment method. Here's an example of a card payment.

The screenshot shows an 'Express Checkout' form. At the top, there is a 'Buy with G Pay' button. Below that is the 'Payment details' section, which includes a 'VISA' logo. The form contains several input fields: 'Card number' (with a red 'x' error icon and a message 'Enter a valid card number'), 'Cardholder's name' (filled with 'Robert Smith'), 'Expiry date' (with 'MM' and 'YY' dropdowns), and 'Security code' (with a note 'Last 3 digits on the back of card'). At the bottom, there are 'Cancel' and 'Make Payment' buttons.

**Step 9:** If you choose to pay by bank transfer, you will be directed to the next page, where you'll find instructions on how to complete your payment.

The screenshot displays a 'Payment Summary' page. It shows the amount being paid (164.65 USD) and the amount the institution will receive (120.00 GBP). A red banner indicates 'Payment is not yet complete'. Below this, there is a deadline: 'Please complete your transfer before: 22-Jun-2026 14:49 GMT'. A button labeled 'Payment Instructions (PDF)' is highlighted with a callout box that says 'Please refer to the attached PDF and follow the instructions to complete your payment.' The 'Reference Number' is 'EGBAS293134296134'. The 'Payment Details' section includes the date (19 June 2026), payer name (redacted), recipient (Association Of Business Executives Limited - GPFS), payment method (Bank Transfer), and transaction status (Awaiting payment). At the bottom, there are three options for completing the bank transfer: 'Online or Mobile Banking', 'Phone', and 'In person', each with a brief description.

After making your payment, you can return to the Convera for Students page to track its progress: [Convera GlobalPay](#). *(Please allow at least 4 to 6 working days for ABE to update your account once Convera has transferred the payment to us).*

Once your payment has been received and your account has been credited, you will receive a confirmation email.

- For annual subscriptions or membership reactivation, you will need to log in to the student portal, go to the 'Purchase' section, and select 'Renew subscription' to use your credit for payment.
- For assessments, once the booking window for your chosen session is open, log in to the student portal and go to 'My Learning', then 'My Assessments' to start booking. After completing your booking, you should see a notification slip under the 'Current Session' tab.
- For any other fees, you will need to complete the relevant form and quote your Convera reference number (which will start with 'EGBAS') in the payment section. For replacement certificates, full membership applications, and credit transfers, please check your eligibility with our Admissions team before making a payment: [admissions@abeuk.com](mailto:admissions@abeuk.com).

For any general payment queries, you can also contact the Finance team at [finance@abeuk.com](mailto:finance@abeuk.com).