

CTS COLLEGE

INSTRUCTIONS ON HOW TO PAY YOUR FEES



About this guide

- This document is used to assist students in paying the fees associated with the programmes they are enrolled in at CTS College.
- CTS College has 2 bank accounts for students' use – each with a different purpose. Each of these accounts will be explained along with the details of when to use each account.
- Fees payable by students are typically categorised as **CTS College Fees** or **Awarding Body Fees**. Each of these will be explained as well as details of how to pay each.
- Online bank transfers are being increasingly used to transfer funds, this guide provides details on transferring funds from some of the more popular commercial banks.
- This guide provides details on how to pay your GBP fees to CTS College's GBP account via Wire Transfer
- The guide also provides details on how to pay your TT fees to CTS College's TT Account via Wire Transfer.

FIRST CITIZENS BANK ACCOUNT NUMBERS

Which account number should I use?

1397019

This is our TT\$ account and is used for paying your:

- CTS College Registration Fee
- CTS College Tuition Fee

2106244

This is our GBP (Sterling) account and is used only when paying fees to the awarding body such as:

- ABE Registration Fee, ABE Assessment Fee, ABE Annual Subscription Fee
- UoB Exam Fee
- CIPS Exam Fees

QUICK GUIDE TO PAYMENT OF FEES

What fees are you paying?

Which account should you use?

How should the payment be made?

CTS Registration Fee



Paid in TT\$
Account: 1397019



Paid via Online Bank Transfer or Direct Deposit via FCB

CTS Tuition Fee



Paid in TT\$
Account: 1397019



Paid via Online Bank Transfer or Direct Deposit via FCB

Awarding Body Fee
ABE | UoB | CIPS



Paid in GBP (£)
Account: 2106244



Paid via Bank Draft or GBP Notes

PAYMENT OF CTS COLLEGE'S FEES

CTS Registration Fee or CTS Tuition Fee

There are currently 2 options available

1 ONLINE BANK TRANSFER FROM YOUR BANK ACCOUNT TO OUR BANK ACCOUNT

2 DIRECT DEPOSIT AT ANY BRANCH OF FIRST CITIZENS BANK

Students can pay directly to our account using their online banking facility or at any branch of First Citizens Bank

The following details would be required to make the payment to our account.

- Bank: First Citizens Bank
- Account Number: 1397019
- Account Type: Chequing Account
- Account Holder's name: **CTS- College of Business & Computer**

Please email proof of payment to CTS College via the email address: study@ctscollege.com

AT ALL TIMES STUDENTS ARE ASKED TO ENSURE THEY RECEIVE A RECEIPT FOR THE PAYMENT OF THEIR FEES.

PAYMENT OF AWARDING BODY FEES

ABE Fees | UoB Fees | CIPS Fees

There are currently 2 options available

1

PAYMENT VIA BANK DRAFT IN GBP CURRENCY TO CTS COLLEGE

2

PAYMENT USING GBP NOTES

- 1: Verify the amount of the fees you need to pay to the awarding body
- 2: If using a bank draft, this must be payable to **CTS College of Business and Computer Science Ltd**
- 3: It must be in GBP currency
- 4: Both Bank Draft and GBP notes be deposited to any branch of First Citizens Bank
 - Account: 2106244
 - Account Holder's Name: CTS College of Business and Computer Science

Please email proof of payment to CTS College via the email address: study@ctscollege.com

AT ALL TIMES STUDENTS ARE ASKED TO ENSURE THEY RECEIVE A RECEIPT FOR THE PAYMENT OF THEIR FEES.

Online Bank Transfer

Online bank transfer is used to transfer money from your bank account to CTS College's account. This method is used only when paying CTS Registration Fee or CTS Tuition Fee in TT\$.

The following slides provide step by step details on transferring funds from the following accounts to CTS College's account:



Republic Bank



Royal Bank



Scotia Bank



First Citizens Bank

Transferring funds from Republic Bank (RBL) Account to CTS College

STEP 1 TRANSFER TO LOCAL BANK	Step 2 DEBIT ACCOUNT	Step 3 CREDIT ACCOUNT	Step 3b ACCOUNT INFORMATION	Step 4 AMOUNT TO TRANSFER	Step 5 ADDITIONAL DATA	Step 6 CONTINUE	Step 7 CONFIRM	Step 8 EMAIL CTS COLLEGE
<p>[1] Login to your RBL account</p> <p>[2] Select Transfer</p> <p>[3] Choose Third Party Local Bank</p>	<p>Select your RBL account you would be using to make the payment (in case you have more than 1 accounts)</p>	<p>Do you have CTS College as an existing account?</p> <p>If no, then go to step 3b.</p> <p>If yes, then choose EXISTING, then click 'SELECT A BENEFICIARY' and choose the account 1397019.</p> <p>Go to step 4.</p>	<p>Choose OTHER to setup CTS College's account.</p> <p>Click 'INSERT PRODUCT DATA'. Enter the following:</p> <p>[1] Product Nickname: CTS College</p> <p>[2] Bank: First Citizens Bank</p> <p>[3] Beneficiary: CTS COLLEGE</p> <p>[4] Account Number: 1397019</p> <p>[5] Email: <u>study@ctscollege.com</u></p> <p>[6] ID Type: National ID ID #: <Use Your name> Address: Chaguanas</p> <p>Click Confirm</p>	<p>Type in the amount of money you would be transferring. For example: \$1000.00</p>	<p>[1] Description: State what the payment is for (e.g. Tuition Fee – ABE)</p> <p>[2] Notification email: The email the payment notification should go to: Either your email address or <u>Study@ctscollege.com</u></p>	<p>Click the Continue button at the bottom right of the screen</p>	<p>Click the CONFIRM button at the bottom right of the screen to finalize the transfer.</p>	<p>Send an email with proof of payment to CTS College (email: study@CTS College.com)</p> <p>Please include your full name, the course you are paying for and a phone number to contact you.</p>

Transferring funds from Royal Bank Account to CTS College

Step 1: Setup Payee (Other Bank)

- Login to RBC Caribbean Banking app (via mobile or web)
- Go to Payments Tab
- Select Send to Local Bank
- Select New Transfer

Step 2: Enter Beneficiary Information

Complete the beneficiary information as follows:

- Name: CTS College
- Account Number: 1397019
- Beneficiary Bank : Select First Citizen's Bank from the drop down
- Purpose: F14-Unclassified
- Originator: <Your name>

Follow the information on the screen until you complete and submit your payment.

Step 3: Send email to CTS College

- Send an email with proof of payment to CTS College (email: study@CTSCollege.com)
- Please include your full name, the course you are paying for and a phone number to contact you.

Transferring funds from Scotiabank Account to CTS College

Step 1: Select Transfer to Others

- Login to Scotia online.
- Select Transfer to Others
- Click **Add Recipient**
- Recipient Type: **Business**
- Recipient bank: **Other bank**
- Name: **CTS College**
- Bank name: **FIRST CITIZENS BANK**
- Account number: **1397019**
- Account type: **Chequing**
- **Enter verification code**

Step 2: Transfer Funds to Recipient

- After setting up the recipient, you would then need to make the payment to the Recipient
- Click **My Recipient**
 - Click the **\$** in the line with **CTS College**
 - Select your account
 - Enter the Amount
 - In the memo put your name.

Step 3: Send email to CTS College

- Send an email with proof of payment to CTS College (email: study@CTSCollege.com)
- Please include your full name, the course you are paying for and a phone number to contact you.

Transferring funds from First Citizens Bank Account to CTS College

Step 1: Add CTS College as a Custom Payee

- Login to FirstCitizens Account
- Click the My Payments tab
- Click Manage Payee from the drop-down menu
- Click the green add sign (+)
- Since the account is another FCB Account you must add the account as a Custom Payee
- Select the Custom Payee option
- Enter the Payee's Name (**CTS- College of Business & Computer**) and Account number (**1397019**)
- Click Submit
- On returning to the Manage Payees screen, the account added will be saved to your List of Payees.

Step 2: Make the payment

Steps to making a payment:

1. Click the My Payments tab
2. Click Manage Payee from the drop down menu
3. Enter the details on the screen including your transaction PIN, the amount, your account, and a description.

Ensure the "To Payee" field has **CTS-COLLEGE OF BUSINESS & COMPUTER**.
Click Submit.

Step 3: Send email to CTS College

- Send an email with proof of payment to CTS College (email: study@CTSCollege.com)
- Please include your full name, the course you are paying for and a phone number to contact you.

PAYMENT OF GBP (£) FEES via WIRE TRANSFER

For students wishing to pay their GBP fees to CTS College, this can be done via Wire Transfer to our GBP Account. This can be used by anyone, locally or internationally.

Recommended Payment Method: WIRE TRANSFER

NB: The fee is paid to CTS College and is paid in GBP (£) currency:

INTERMEDIARY BANK:

Lloyds Tsb Bank Plc

11-15 Monument Street, London, EC3R8JU, England

Swift Code: LOYDGB2L

Sort Code: 30-96-34

IBAN: GB06 LOYD30963401119304

BENEFICIARY BANK:

SWIFT Code: FCTTTTTPS

First Citizens Bank

9 Queens Park Savannah, Port of Spain, Trinidad

BENEFICIARY INFORMATION:

Beneficiary Account No: 2106244

Beneficiary : CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCE LTD

Address : 120 Montrose Main Road, Chaguanas, Trinidad, West Indies

NOTE TO STUDENTS USING WIRE TRANSFER: Apart from the transaction fee that you may pay your bank for the wire transfer, please note that there is an intermediary bank charge that is deducted from the funds being transferred. This fee is typically GBP28 per transaction (may vary), therefore you need to include this as part of the funds being transferred. We can only credit your account for the amount that has been received in our account and not what you have transferred. As such if you are paying us GBP300 via wire transfer then you should transfer GBP328 (this amount may vary) to cater for the intermediary bank charge.

PAYMENT OF FEES in TT\$ via WIRE TRANSFER

Students may pay their CTS College fees (the TT\$ fees) to CTS College via Wire Transfer. While this method is ideally suited for persons outside of Trinidad and Tobago, it can be used by anyone.

THIS METHOD SHOULD NOT BE USED FOR THE GBP FEES.

Recommended Payment Method: WIRE TRANSFER

NB: The fee is paid to CTS College and is paid in TT\$ currency:

PAYING FROM A US ACCOUNT TO TT\$

INTERMEDIARY BANK:

Wells Fargo Bank N.A.

New York International Branch
375 Park Avenue
New York, NY 10152
USA

SWIFT CODE: PNBPU3NNYC or **ABA:** 026005092

BENEFICIARY BANK:

SWIFT Code: FCTTTTPS

First Citizens Bank

9 Queens Park Savannah, Port of Spain, Trinidad

BENEFICIARY INFORMATION:

Beneficiary Account No: 1397019

Beneficiary : CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCE LTD

Address : 120 Montrose Main Road, Chaguanas, Trinidad, West Indies

PAYING FROM A CANADIAN ACCOUNT TO TT\$

INTERMEDIARY BANK:

TORONTO DOMINION BANK

55 King and Bay Streets
Toronto, Ontario
M5K 1 A2
CANADA

SWIFT CODE: TDOMCATT

BENEFICIARY BANK:

SWIFT Code: FCTTTTPS

First Citizens Bank

9 Queens Park Savannah, Port of Spain, Trinidad

BENEFICIARY INFORMATION:

Beneficiary Account No: 1397019

Beneficiary : CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCE LTD

Address : 120 Montrose Main Road, Chaguanas, Trinidad, West Indies