

Using PayPal to send payments to HOPE International School

Steps to utilize PayPal are as follows:

- 1) Login to your PayPal account
- 2) Click on the tab labeled "**Money**" and then "**Send Money**"
- 3) Select "**Pay for Goods or Services**"
- 4) For the "To" email address put: **paypal@hope.edu.kh**
- 5) Amount: put in the amount to be sent
- 6) Currency: make sure this is "**USD – US Dollars**"

Prior to clicking the SEND button, PayPal will show you what service fees you will be charged for sending money to HOPE so you will have an opportunity to review the total cost of the transfer before you proceed. HOPE will not cover the cost of any fees attached to your payment (except the initial child application fee). The same policy applies to Bank Transfers. Any PayPal or Bank Fees charged to us which are not covered by your payment, will be invoiced to your account. The Fee is usually between 3-4% of the value of the transfer.

If you pay with a credit card, the service fees will be even higher. However, if you are sending from the bank account that is linked to your PayPal account then the service fee may be zero. For more information on PayPal service fees, please visit ("<https://www.paypal.com/webapps/mpp/paypal-fees>").

Once the PayPal transfer is completed please send an email to accounts@hope.edu.kh to advise us of the amount transferred and please include your family's code (3 letters followed by 4 numbers found at the top left of your invoice) & which month the payment is for so we can correctly allocate it to your account.

PayPal will email you with a proof of transfer should there be any follow-up you may have with your transfer. Your bank or credit card company will also have a record of the transaction. If required, our Finance Department can advise the receipt number to you if you send a request to accounts@hope.edu.kh.

Alternatively, if you have a bank account in the USA you can do a bank transfer directly from your account to HOPE's bank account in the USA. This might be more cost-effective compared to sending funds from your US bank account to HOPE's ANZ bank account in Cambodia. If you need information on our bank account in the USA, please email accounts@hope.edu.kh and we will send you HOPE's USA bank account details.

If you have any further questions, please do not hesitate to contact us. Kind regards,

Finance Team
HOPE International School
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