

Using PayPal to send payments to HOPE International School

- 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 use: **paypal@hope.edu.kh**
- 5) Amount: enter the amount to be sent
- 6) Currency: make sure this is "**USD – US Dollars**"
- 7) Please include your family name, Sycamore code, and what you are paying for

Prior to clicking the SEND button, PayPal may show you what service fees you will be charged 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). Any PayPal or Bank Fees charged to HOPE which are not covered by your payment may reduce the amount HOPE credits to your account. The fee is usually between 3% and 5% of the value of the transfer. If you use a credit card, the service fees may be higher. If you are sending from the bank account that is linked to your PayPal account 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 cashier.north@hope.edu.kh to advise us of the amount transferred and please include your family's Sycamore 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. HOPE's Finance Department can send you a receipt if you send a request to cashier.north@hope.edu.kh.

Alternatively, if you have a bank account in the USA you can transfer funds directly from your U.S. account to HOPE's bank account in the USA. Using ECCU is probably less expensive when compared with using PayPal. You might also want to consider sending funds to HOPE's ABA or J Trust Royal (formerly ANZ Royal) accounts in Cambodia. For other payment options please visit <https://www.hope.edu.kh/admissions/#schoolfees>.

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

Finance Team
HOPE International School
accounts@hope.edu.kh
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