



Online Banking Payment Instructions

You have the option to pay your Residence deposit/fees through personal banking arrangements with your financial institution by telephone, computer, bank machine, or bank branch.

Before you begin:

- ✓ Make sure you know your Fanshawe College student number. This is your account number to be used for all online banking payments. Please call the Office of the Registrar (519-452-4277) if you are unsure of your student number.
- ✓ Your tuition fees and residence fees must be paid **separately**. Make sure you choose the correct Fanshawe bill/payee.

To make an online payment:

1. Open your online bank account.
2. Select "Bill Payment" or "Pay a Bill" or "add Bill". The wording or description will depend on which bank you use.
3. Type "Fanshawe" into the company or organization search box.
4. "Fanshawe Tuition" and "Fanshawe Residence" should appear, or a drop-down screen will appear with the same two options.
5. Select the "**Fanshawe Residence**" for your payment. Please do not choose the tuition account for your Residence fees.
6. The account number you enter is your Fanshawe College **student number**. Some banks do not require the "0" at the beginning of your student number, so you may need to leave it off.
7. Once you have set up the Fanshawe Residence as a bill, you can pay the amount you owe for Residence fees and other charges. Please do not pay your residence fees and tuition fees at the same time. You must set up Fanshawe Tuition as a separate bill.

If you have any questions about online banking, please contact your bank branch for assistance.