



# Middlebury Institute of International Studies at Monterey

## Intensive English Programs

### Payment Information

There are 4 payment options available for your convenience.

\*All payment options require the Student's Banner ID number from their tuition invoice. To ensure your payment is posted to the correct account, please include your MIIS Student Banner ID number on checks and bank or wire transfers. Thank you.

#### 1. PAYMENT BY CHECK

Please make your check payable to:

**Middlebury Institute of International Studies at Monterey**

Be sure to include your 8-digit, **MIIS Student Banner ID number**, to ensure your payment is posted to your account.

#### **Mailing Address:**

Middlebury Institute of International Studies at Monterey  
Attn: Cashier's Office  
460 Pierce Street  
Monterey, CA 93940  
U.S.

#### 2. VISA, MASTERCARD, and AMERICAN EXPRESS PAYMENTS ONLINE THROUGH QuickPay:

<http://go.miis.edu/lp tuition>

You will need your 8-digit, **MIIS Student Banner ID number and credit card**. Once you enter your ID, you will be asked to confirm your identity by entering the **first three letters of your last name**.

To make a payment:

- Enter your student ID number and first three letters of your last name
- Select "pay" next to "**Middlebury Institute Deposit Payment**"
- Select your ESL session or EPGS.
- Enter your payment amount as the "**Enrollment Deposit**" and follow the remaining steps.

\* **QuickPay will charge a 2.75 % service fee for using their service.**

#### 3. ELECTRONIC WIRE PAYMENTS

The Institute has contracted with Western Union Business Solutions to provide international students an alternative method for paying student bills.

Pay by wire transfer here:

<http://go.miis.edu/wiretransfers>

- You will need to provide your 8 digit **Student Banner ID Number** to be entered in the **Business ID** field in Step 2 of the payment process.
- The **Student Banner ID Number** provides us easy tracking of the students payment.
- Once the payment has been processed and received, the cashiers office will notify the correct department of the payment and amount received. Please see the attached flyer for more details.

\* **There is a service fee for using this service. You will see a quote on the screen before you make your payment.**

#### 4. ELECTRONIC FUNDS TRANSFER PAYMENT FROM YOUR BANK.

Instruct your bank to wire transfer funds in US dollars to:

**Wells Fargo Bank, N.A.**      **Bank Routing No.:** 121000248  
**420 Montgomery**      **Account Number:** 2273290813  
**San Francisco, CA 94104**      **SWIFT Code:** BIC WFBIUS6S

\* **Please be aware that an additional \$10 – \$20 wire fee may be deducted by an interim US bank.**

- Wires must include student's name to ensure correct account is credited.
- In lieu of student's name, include organization name for customized ESL programs.
- Please contact our Cashier, Cheryl Rowe, with the amount and date of transfer, so she may track the transfer and ensure the payment is credited to your account.

Should you have additional questions regarding making the payment, or your tuition balance please contact the Cashier's office.

### Contact Information

**Cheryl Rowe, Cashier:** 9 a.m.-1 p.m., Monday through Friday, PST

**Phone:** 831-647-6434 | **Email:** cashier@miis.edu



Middlebury Institute of  
International Studies at Monterey

**Intensive English Programs**

**Payment and Refund Policies**

<b>Application Fee</b>	\$50 due at time of application (EPGS & EPGS T&I only)	Non-refundable fee.
<b>Tuition Deposit</b>	\$200* due within two weeks of acceptance into the program, will be applied to course tuition fees	Non-refundable. However, may be deferred/applied to future session for up to one year from date deposit was made.
<b>Tuition</b>	ESL - \$4,385 EPGS - \$4,500 EPGS T&I -\$4,725 Please note, tuition does not include textbooks or housing.	See refund schedule below
<b>Refund Schedule</b>	<b>Timing</b>	<b>% Refund</b>
	Within 1 <sup>st</sup> week of course start date	100% of balance paid less \$200 deposit and application fee
	Within 2 <sup>nd</sup> week after course start date	50% of balance paid less \$200 deposit and application fee
	After first two weeks	NO REFUND

**\*Payment of remaining tuition balance due in full by first day of class**