

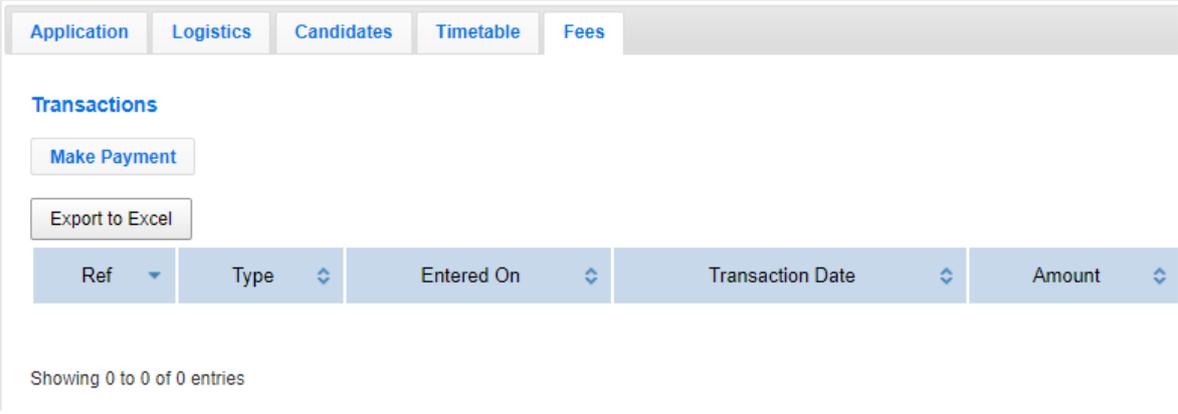
8. Fees and Payments

Fees must be paid before submitting your **'Final Entry'** application, you can do this by going to the **'Fees'** tab.

The **'Fees'** tab becomes available after the **'Intent to Enter'** application has been approved by the ISTD. However, it is relevant to visit the tab, once you have completed your timetables and added any private coaching request to the **'Timetable'** tab.

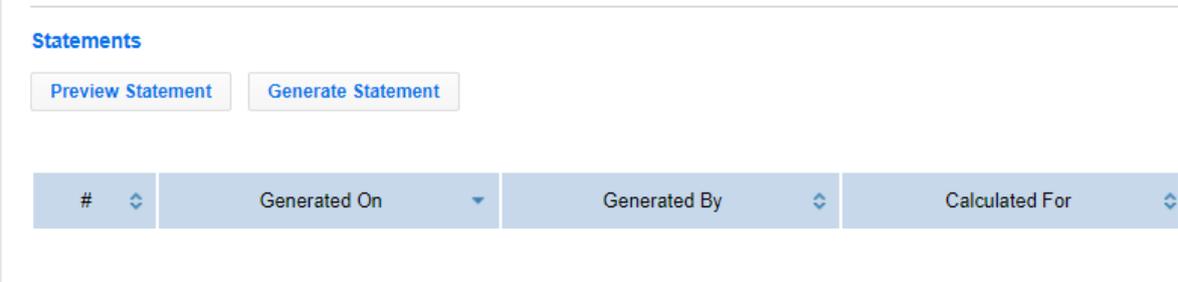
It consists of two sections:

(a) **'Transactions'** – payments will be shown here



The screenshot shows the 'Fees' tab selected in a navigation menu. Below the menu, the 'Transactions' section is visible. It includes a 'Make Payment' button and an 'Export to Excel' button. A table header is shown with columns: Ref (dropdown), Type (dropdown), Entered On (dropdown), Transaction Date (dropdown), and Amount (dropdown). Below the table, it says 'Showing 0 to 0 of 0 entries'.

(b) **'Statements'** – finance reports will be shown here



The screenshot shows the 'Statements' section of the 'Fees' tab. It includes a 'Preview Statement' button and a 'Generate Statement' button. Below the buttons, a table header is shown with columns: # (dropdown), Generated On (dropdown), Generated By (dropdown), and Calculated For (dropdown).

Preview & Generate Statement

- Pressing the **'Preview Statement'** button will display the most recent in a new tab or window in your browser, but not record it in your history
- Pressing the **'Generate Statement'** button will generate a new statement and create a record in your history and anyone, who has access to the session can view the statement at any time by pressing the **'View'** symbol and download it by pressing the **'Download'** symbol

View 

Download 

Statements

Preview Statement

Generate Statement

#	Generated On	Generated By	Calculated For
7	06/11/2017 16:31:16	ISTDpower	All
6	06/11/2017 16:30:37	ISTDpower	All

The statement will show you the calculation of your fees and it consists of 4 parts

1. Details of the session

Statement for Exam Session 38

Exam Period	GREECE Summer 2018 - MTH, TAP, IMB - G-FEL
Fees Calculation For	All Teachers
Primary Organiser	41. Maria
Generated By	
Peak Period	Yes
Centre Session	No
As At	18/09/2018
Currency	EUR

- a) **'Exam Period'** – the exam period you have applied for
- b) **'Fees calculation for'** – for International exams this defaults to all teachers participating in the session
- c) **'Primary Organiser'** – the main teacher and person of contact for the session
- d) **'Generated by'** – the user, who generated the statement
- e) **'Peak Period'** and **'Centre session'** – these fields are not applicable to International exams
- f) **'As at'** – date the statement was generated
- g) **'Currency'** – the relevant currency fees are charged

2. **'Summary'** – a summary of fees and payments

Summary

	EUR
Booking Fees (+)	1740.00
Private Coaching Fees (+)	206.00
Min Daily Amount Charges (+)	0.00
Rebate / Discount (-)	0.00
Candidate Fees	1946.00
Manual Adjustments (+)	0.00
Payments Made (-)	0.00
Amount Due	1946.00
Unconfirmed Payments (+)	0.00
Total Outstanding	1946.00

- a) **'Booking Fees'** – the exam fees for all your candidates entered in the **'Candidates'** tab, even if they are not timetabled
- b) **'Private Coaching Fees'** – the fees for any private coaching added on the **'Timetable'** tab
- c) **'Min Daily Amount Charges'** and **'Rebate/Discount'** – only applicable to UK exams
- d) **'Candidate Fees'** – the subtotal for your exam fees and private coaching
- e) **'Manual Adjustments'** – adjustments that only ISTD might have made on your fees
- f) **'Payments Made'** – any payments that have already been recorded by either you or ISTD and have been confirmed by ISTD Finance department
- g) **'Amount Due'** – the total amount due to ISTD
- h) **'Unconfirmed Payments'** – any payments recorded on the session, but still not confirmed as received by ISTD Finance department
- i) **'Total Outstanding'** – the balance after all fees, payments and/or adjustments – if positive (+) this amount is owed to ISTD and if negative (-) there is an overpayment and you might be due to a refund from ISTD
3. **'Breakdown, Candidate Booking Fees'** – an analysis of the exam fees per exam day, in the relevant currency, excluding private coaching

8. Fees and Payments

Breakdown

Candidate Booking Fees (EUR)

Exam Day	Exam	Indiv or Team / Couple	No of Candidates	Exam Price	Calc'ed Exam Fees	Centre Fees	Total Fees
1	IMB CEP	Indiv or Couple	3	37.00	111.00	0.00	111.00
1	IMB G4	Indiv or Couple	2	73.00	146.00	0.00	146.00
1	IMB G5	Indiv or Couple	2	80.00	160.00	0.00	160.00
1	IMB G6	Indiv or Couple	2	87.00	174.00	0.00	174.00
1	IMB INT	Indiv or Couple	2	115.00	230.00	0.00	230.00
1	Sub-Total				821.00	0.00	821.00
2	MTH LIC	Indiv or Couple	1	518.00	518.00	0.00	518.00
2	MTH V1	Indiv or Couple	2	130.00	260.00	0.00	260.00
2	MTH V2	Indiv or Couple	1	141.00	141.00	0.00	141.00
2	Sub-Total				919.00	0.00	919.00
	Total				1740.00	0.00	1740.00

- a) **'Exam Day'** – exam day order number
- b) **'Exam'** – genre and level
- c) **'Indiv or Team / Couple'** – for Theatre exams the entries will be calculated on an individual basis, but for Dancesport it will show whether the calculation is for individuals, teams or individuals in a couple
- d) **'No of Candidates'** – the number of candidates taking the same level in the exam day
- e) **'Exam price'** – exam fee per candidate or team
- f) **'Calculated Exam Fees'** – the calculation of the number of candidates multiplied by the exam fee
- g) **'Centre fees'** – only applicable to UK exams
- h) **'Total Fees'** – the total of calculated exam fees and centre fees
- i) **'Sub-total'** – the fees per day
- j) **'Total'** – the total fees for the candidates for all exam days

4. 'Transactions' – a table of the transactions made for this session

Transactions

Transaction Ref	Transaction Type	Entry Date	Transaction Date	Additional Info	Amount	Currency	Reference	Entered By	Allocated to Teacher	Confirmed By	Confirmed Date	Confirmed Comment	Deleted By	Deleted Date	Deleted Comment	Invoice Number
TR1467	Bank Transfer	18/09/2018	17/09/2018		1900.00	EUR	Greece Summer exam fees - ABC0123456789	41378								

- a) **'Transaction Ref'** – the internal identification number of transaction
- b) **'Transaction Type'** – the type of transaction eg. Bank transfer
- c) **'Entry Date'** – the date the transaction was entered in the session
- d) **'Transaction Date'** – the date the transaction was made eg. The date the bank transfer was made to the bank
- e) **'Additional Info'** – any notes for the transaction
- f) **'Amount'** – the amount of the transaction
- g) **'Currency'** – the currency of the transaction
- h) **'Reference'** – the reference entered in the transaction
- i) **'Entered By'** – the user, who entered the transaction

- j) **‘Allocated to Teacher’, ‘Confirmed By’, ‘Confirmed Date’, ‘Confirmed Comment’, ‘Deleted By’, ‘Deleted Date’, ‘Deleted Comment’** – these fields are for the use of the Finance department
- k) **‘Invoice Number’** – if the transaction requires an invoice to be raised by Finance, it will be sent via email to the teacher outside the system and the invoice number will be entered here

Making Payment

Please remember that the ISTD no longer accepts cheques for examination payments.

The system enables three types of payment to be submitted:

- a. **‘Card Payment’** – if you wish to pay using a credit or debit card
- b. **‘Bank Transfer Notification’** – if you wish to pay via bank transfer
- c. **‘Other Payment Notification’** – if you wish to notify ISTD of any other payment

Card Payment

- (a) Press the **‘Make Payment’** button to initiate your payment

Transactions

Make Payment

Export to Excel

Ref	Type	Entered On	Transaction Date	Amount	User Ref	Ac
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No data available

Showing 0 to 0 of 0 entries

8. Fees and Payments

(b) 'Payment Method' Screen

- Select the **'Card Payment'** option and press the **'Next'** button

(c) 'Statement Generation' screen

- The system generates a fee statement
- If you wish to see a summary and candidate booking fees breakdown, press the **'View Statement'** link and the statement will open in a new tab or window in your browser
- Press the **'Next'** button to continue

8. Fees and Payments

(d) **'Address'** screen – card billing details

Payment Method Statement Generation
Update Balances **Address** Payment Details
Online Payment Payment Status
Confirmation

Billing Address

Street 1

Street 2

Street 3

Town / City

County

Postcode

Country

Phone

[Previous](#) [Next](#) [Cancel](#)

- Enter the details below of the billing address of the card you are going to use
 - **'Street 1', 'Street 2', 'Street 3'** – the street name / number / house name etc.
 - **'Town / City'** – the town / city
 - **'County'** – the county / provenance
 - **'Postcode'** – the postcode
 - **'Country'** – the country
 - **'Phone'** – the telephone number of the card holder
- Press the **'Next'** button

8. Fees and Payments

(e) 'Payment details, Online Payment' screen – card details

- Enter the details below of the card
 - **'Name on Card'** – the name written on the card
 - **'Card Number'** – the 16 digit card number
 - **'Expiration'** – the expiry date in the format MM / YYYY
 - **'CVC'** – the card verification code is usually the last 3 digits of the number located on the back of your card

- Press the **'Pay now'** button to complete the payment

Bank Transfer Notification

(a) Press the **'Make Payment'** button to initiate your payment

Transactions

[Make Payment](#)

[Export to Excel](#)

Ref	Type	Entered On	Transaction Date	Amount	User Ref	Ac
No data available						

Showing 0 to 0 of 0 entries

(b) 'Payment Method' Screen

- Select the '**Bank Transfer Notification**' option and press the '**Next**' button

Please note that the bank transfer has to be made outside QUEST and once you have made the transfer, you will be able to notify ISTD of the payment.

When you do the transfer, please follow the instructions below:

- Do not include Membership or other ISTD payments with this payment
- Transactions must be made in the currency shown on your statement and you must pay the amount shown on your statement and any bank charges levied by your own bank
- Ask your bank to include in the reference for the receiver the following:
 1. The '**Exam session**' number
 2. Your membership number
 3. The reason of the transfer
Eg. Session 4567, memb. 23456, summer exam fees

If you fail to include these details we may not be able to track and confirm your payment and your fees may be shown as outstanding on our records, which will end in your results and certificates being on hold. It is the teachers' responsibility to monitor that there are no outstanding fees in their session(s).

8. Fees and Payments

- Make the payment to the relevant bank account

EURO – If the currency on your statement is ‘EUR’

Bank name:	National Westminster Bank
Branch:	Moorgate Branch
Address:	PO Box 712, 94 Moorgate, LONDON EC2M 6UR, UK
Sort Code:	60-08-23
Account Number:	64000834
Account Name:	ISTD
IBAN BIC:	NWBKGB2L
IBAN:	GB 34 NWBK 6072 1464 0008 34

REST OF WORLD – if the currency on your statement is ‘GBP’ or any other currency

Bank name:	National Westminster Bank
Branch:	Moorgate Branch
Address:	PO Box 712, 94 Moorgate, LONDON EC2M 6UR, UK
Sort Code:	60-08-23
Account Number:	80699928
Account Name:	ISTD
IBAN BIC	NWBKGB2L
IBAN	GB 89 NWBK 600 823 806 999 28

(c) ‘Statement Generation’ screen

- The system generates a fee statement
- If you wish to see a summary and candidate booking fees breakdown, press the ‘**View Statement**’ link and the statement will open in a new tab or window in your browser
- Press the ‘**Next**’ button to continue

8. Fees and Payments

(d) 'Payment Details, Transaction Notification' screen

The screenshot shows a web interface for entering payment details. The navigation bar at the top indicates the current step is 'Payment Details Transaction Notification'. The form fields are as follows:

- Transaction Type: Bank Transfer
- Entry Date: 18/09/2018
- Transaction Date: (with a calendar icon)
- Amount:
- Currency: EUR
- Your Reference:
- Additional Info:

Buttons at the bottom: **Submit**, **Previous**, and **Cancel**.

- Enter the details below
 - **'Transaction Date'** – the date you made the bank transfer to ISTD
 - **'Amount'** – the amount you transferred
 - **'Your Reference'** – the reference for the receiver as described in the bank transfer **'Payment screen'** above; if for any reason you have entered a different reference in your bank transfer, enter the same reference here
 - **'Additional info'** – the bank transfer confirmation number, which is a unique identifier assigned to each transaction by your bank and you can find it on the proof of bank transfer. It is usually a long number, which may contains alphanumeric characters. You may also enter any relevant notes here if required
- Press the **'Submit'** button to complete the payment

Other Payment Notification

- (a) Press the **'Make Payment'** button to initiate your payment

Transactions

Make Payment

Export to Excel

Ref	Type	Entered On	Transaction Date	Amount	User Ref	Ac
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No data available

Showing 0 to 0 of 0 entries

- (b) **'Payment Method'** Screen

Payment Method

Statement Generation
Update Balances

Payment Details
Transaction Notification

Payment Status
Confirmation

Choose Payment Method

- Card Payment
- Bank Transfer Notification
- Other Payment Notification

"Bank Transfer" and "Other" are to tell ISTD you have already made a payment outside of QUEST.

Previous
Next
Cancel

- Select the **'Other Payment Notification'** option and press the **'Next'** button

8. Fees and Payments

(c) **'Statement Generation'** screen

- The system generates a fee statement
- If you wish to see a summary and candidate booking fees breakdown, press the **'View Statement'** link and the statement will open in a new tab or window in your browser
- Press the **'Next'** button to continue

(d) **'Payment Details, Transaction Notification'** screen

- Enter the details below:
 - **'Transaction Date'** – the date you made any other payment to ISTD
 - **'Amount'** – the amount you paid
 - **'Your Reference'** – the reference you used
 - **'Additional info'** – describe what kind of payment you have made
- Press the **'Submit'** button to complete the payment