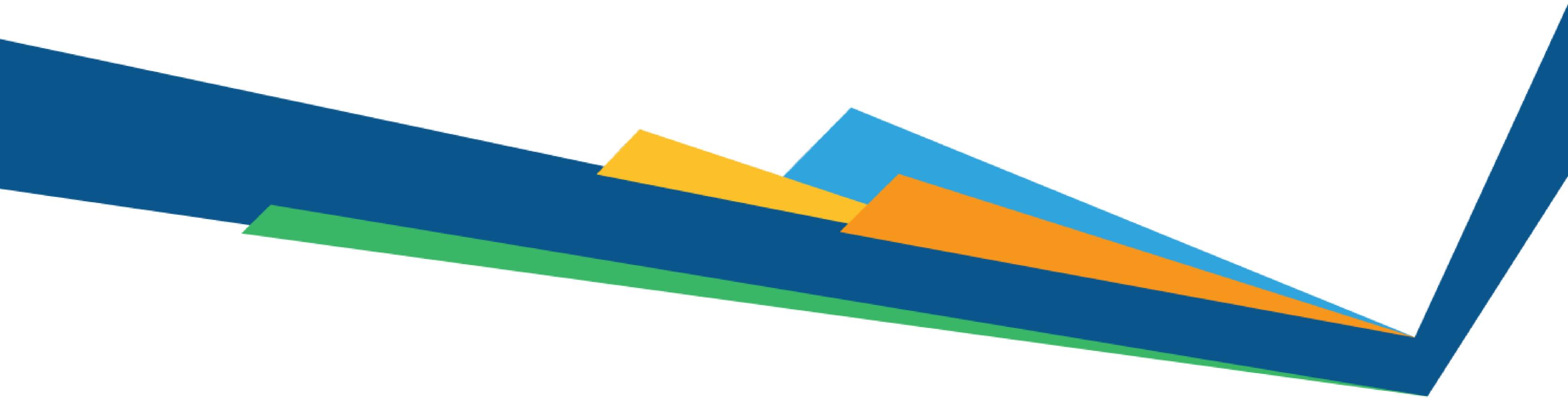


# 3<sup>rd</sup> Party Online Payments



To give access to a third party to make a payment on the learner's behalf the learner must follow these steps:

1. Log into mybvc.ca
2. Click 'Registration'.
3. Click 'Make a Payment'.
4. Click on the link to request a payment by a third party



## Online Payment

### Welcome to the BVC online payment system

Below are any outstanding items on your account. To make a payment, enter the payment amount in the box below. To assist you in calculating a payment amount, you may also mark the check box to the left of the item to add that to the payment total. After you have finished selecting the items to pay, please proceed to the checkout by clicking on the "Process Payment" button

#### Important notes:

- Only Visa and MasterCard are accepted for online payments. Credit debit cards are not accepted.
- Payments from third parties (such as student loans and government grants) may not yet be applied to your account.
- Payments on your account will be applied as per the BVC Learner Financial Accounts Policy; oldest outstanding items are paid first.
- If paying your confirmation fee, please ensure that you have read your letter of admission thoroughly prior to paying. The date your confirmation fee shows as due is NOT the date by which you must confirm your seat.

To request payment by a third party (family member, agent, employer or other), please [click here](#).

### Outstanding Transactions

	Due Date	Term	Description	Details	Full Amount	Sponsor Payments	Balance
<input type="checkbox"/>	2017-01-04	17WINT	Tuition	ACCT1101-17JANMNTR5	\$450.00	\$0.00	\$450.00
						Balance	\$450.00

Select All   Select None

**Amount (\$CAD)**

**Credit Card Number**

**Credit Card Expiry (MMYY) E.g: 0122**

**Credit Card Validation Code (CVC2/CVV2)**

**Process Payment**

This screen will show and the learner must follow the instructions to generate a link that they can send to the third party to make the payment.

The link will be valid for 72 hours.

## Third Party Payment Request

### Welcome to the BVC third party payment request system

Through this feature, you can create a link which can be sent to a third party (such as a family member, international agent or employer) to allow them to make a payment towards your account. Below are any outstanding items on your account. To request a payment, enter the payment amount in the box below. To assist you in calculating a payment amount, you may also mark the check box to the left of the item to add that to the payment total. After you have finished selecting the items to pay, please click the Generate Link button. This will create a personalized link that will allow the recipient to make a payment towards your account. The link can be copied and sent by email, text or other messaging service. The link will be valid for 72 hours from when it is generated.

#### Important notes:

- Only Visa and MasterCard are accepted for online payments. Credit debit cards are not accepted.
- Payments on your account will be applied as per the BVC Learner Financial Accounts Policy; oldest outstanding items are paid first.
- If paying your confirmation fee, please ensure that you have read your letter of admission thoroughly prior to paying. The date your confirmation fee shows as due is NOT the date by which you must confirm your seat.
- Any refunds due will be processed to the card from which the fees were paid.

### Generated Payment Links

To check your recent third party payment links [click here](#).

### Outstanding Transactions

	Due Date	Term	Description	Details	Full Amount	Sponsor Payments	Balance
<input checked="" type="checkbox"/>	2017-01-04	17WINT	Tuition	ACCT1101-17JANMNTR5	\$450.00	\$0.00	\$450.00
						<b>Balance</b>	<b>\$450.00</b>

Select All   Select None

#### Payment Amount (\$ CAD)

Once the link is generated the learner can choose to copy the link and share it with the Third Party Payer.

**Payment Link Created** ✕

Payment Link Generated Successfully

**Amount:** \$150 CAD  
**Expire:** Expires in 3 days

You can copy this link and share it with the Third Party Payer.

<https://mybvc.ca/3Payment.aspx?guid=07609C52-0AAC-439E-A1C9-4A6AEAD08C30>  Copy

**Payment Link Created** ✕

Payment Link Generated Successfully

**Amount:** \$150 CAD  
**Expire:** Expires in 3 days

You can copy this link and share it with the Third Party Payer.

<https://mybvc.ca/3Payment.aspx?guid=07609C52-0AAC-439E-A1C9-4A6AEAD08C30>  Copy

The learner can track the status of recent the generated payment links by clicking here:

### Generated Payment Links

To check your recent third party payment links [click here](#).

Third Party Payment Links			
Created	Link	Amount	Status
2018-07-12 15:51 PM	<a href="https://mybvc.ca/3Payment.aspx?guid=07609C52-0AAC-439E-A1C9-4A6AEAD08C30">https://mybvc.ca/3Payment.aspx?guid=07609C52-0AAC-439E-A1C9-4A6AEAD08C30</a>  Copy	\$150	Expires in 3 days
2018-07-12 15:01 PM	<a href="https://mybvc.ca/3Payment.aspx?guid=4E07ADC3-78D2-4EB5-8624-2A4C576AFA16">https://mybvc.ca/3Payment.aspx?guid=4E07ADC3-78D2-4EB5-8624-2A4C576AFA16</a>  Copy	\$1	Expires in 3 days
2018-07-12 15:01 PM	<a href="https://mybvc.ca/3Payment.aspx?guid=6873A3F8-FCD9-424C-B341-2F2E7CBDDACE">https://mybvc.ca/3Payment.aspx?guid=6873A3F8-FCD9-424C-B341-2F2E7CBDDACE</a>  Copy	\$50	Expires in 3 days
2018-07-12 15:00 PM	<a href="https://mybvc.ca/3Payment.aspx?guid=B39C8D9E-C1C9-43FD-B2E4-91A3D3D6D263">https://mybvc.ca/3Payment.aspx?guid=B39C8D9E-C1C9-43FD-B2E4-91A3D3D6D263</a>  Copy	\$3	Expires in 3 days
2018-07-12 15:00 PM	<a href="https://mybvc.ca/3Payment.aspx?guid=5C8A4F45-2F66-4E4F-AD4D-156E69AF0454">https://mybvc.ca/3Payment.aspx?guid=5C8A4F45-2F66-4E4F-AD4D-156E69AF0454</a>  Copy	\$50	Expires in 3 days
2018-07-12 14:58 PM	<a href="https://mybvc.ca/3Payment.aspx?guid=3074F292-6AC9-4097-96DA-D19DF676668C">https://mybvc.ca/3Payment.aspx?guid=3074F292-6AC9-4097-96DA-D19DF676668C</a>  Copy	\$10	Expires in 3 days
2018-07-12 11:18 AM	<a href="https://mybvc.ca/3Payment.aspx?guid=B3F6AD13-5078-4379-87A4-8976A4F3CAE3">https://mybvc.ca/3Payment.aspx?guid=B3F6AD13-5078-4379-87A4-8976A4F3CAE3</a>	\$10	Rejected
2018-07-12 11:05 AM	<a href="https://mybvc.ca/3Payment.aspx?guid=0BCADA31-5D07-4435-AB03-EACFF14E2585">https://mybvc.ca/3Payment.aspx?guid=0BCADA31-5D07-4435-AB03-EACFF14E2585</a>	\$120.34	Paid
2018-07-12 11:04 AM	<a href="https://mybvc.ca/3Payment.aspx?guid=63BA7AB4-963C-4815-822C-619C25CB2382">https://mybvc.ca/3Payment.aspx?guid=63BA7AB4-963C-4815-822C-619C25CB2382</a>  Copy	\$150	Expires in 3 days
2018-07-12 10:28 AM	<a href="https://mybvc.ca/3Payment.aspx?guid=8CAD2185-98D0-403A-B488-BA3C21DDFC3F">https://mybvc.ca/3Payment.aspx?guid=8CAD2185-98D0-403A-B488-BA3C21DDFC3F</a>	\$10	Rejected
2018-07-12 10:14 AM	<a href="https://mybvc.ca/3Payment.aspx?guid=BEB649F0-175E-4D0E-A132-22A537B562B8">https://mybvc.ca/3Payment.aspx?guid=BEB649F0-175E-4D0E-A132-22A537B562B8</a>	\$450	Paid

Once the Third Party Payer accepts the link this window will appear:

**Third Party Payment**

**Welcome to the BVC third party payment request system**

A Bow Valley College learner has requested that you make a payment towards their account. You can make payment in the requested amount, make payment for a different amount, or Reject the request below.

**Important notes:**

- Only Visa and MasterCard are accepted for online payments. Credit debit cards are not accepted.
- Payments on learner accounts will be applied as per the BVC Learner Financial Accounts Policy; oldest outstanding items are paid first.
- Any refunds due will be processed to the card from which the fees were paid.

**Amount (\$CAD)**

**Third Party Email (Your email)**

**Learner Name**

**Credit Card Number**

**Credit Card Expiry (MMYY) E.g: 0122**

**Credit Card Validation Code (CVC2/CVV2)**


**mybvc.ca**

Once the payment is submitted, the following message will show up on the Third Party Payer's screen:



**Thank you for your payment**

A receipt has been sent to the email address supplied. We will notify the learner of your payment.

**BOWVALLEY**  
COLLEGE

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An online receipt will be generated:

## mybvc.ca Online Payment Receipt

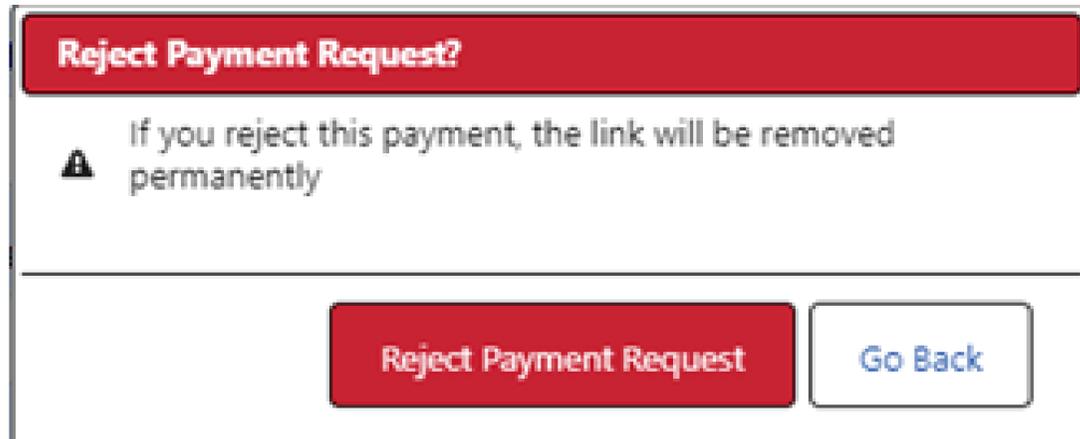
This is an email to confirm your online payment.

<b>First Name:</b>	Active
<b>Last Name:</b>	Directory
<b>Date:</b>	2018-07-12
<b>Order Id:</b>	mybvc-3rdPartyPayment-315881-180712155324
<b>Ref. Number:</b>	660157030010310030
<b>Auth. Code:</b>	240976
<b>Amount Paid:</b>	\$150.00

345 - 6 Avenue SE Calgary, Alberta T2G 4V1 (403) 410-1400 [www.bowvalleycollege.ca](http://www.bowvalleycollege.ca) [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

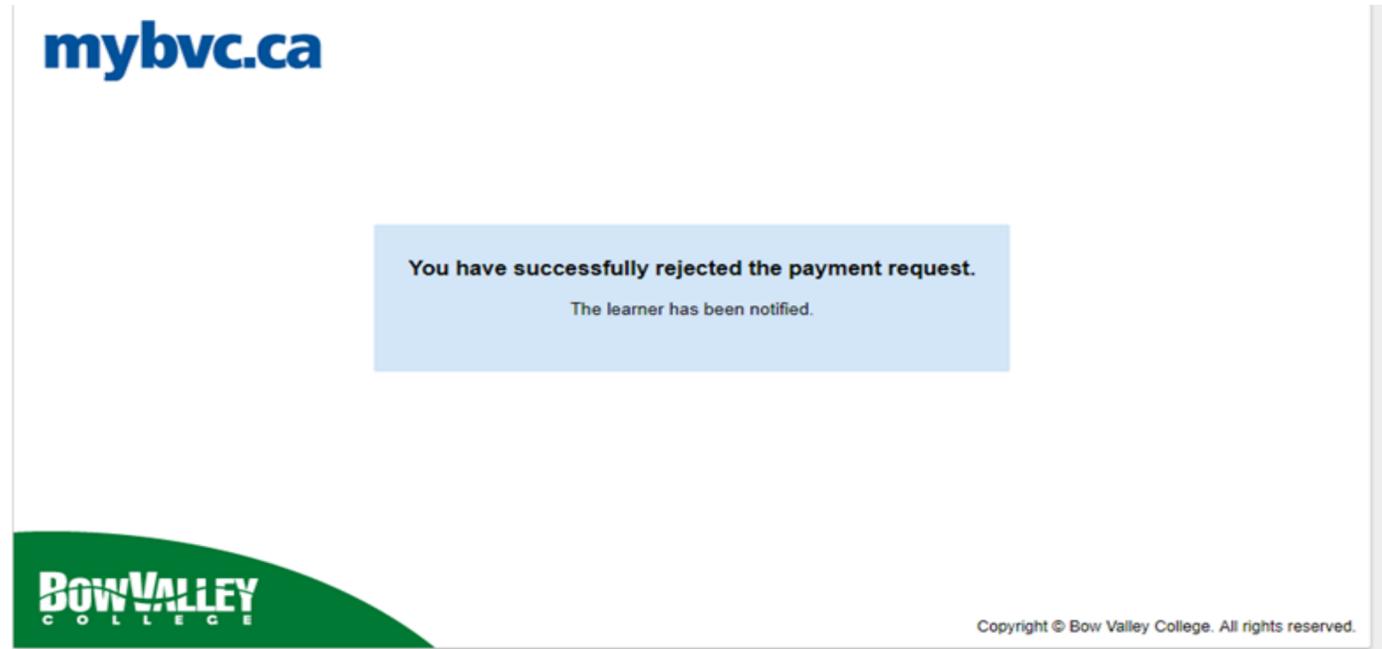
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A Third Party Payer can choose to reject a payment request by clicking on “Reject Payment Request”:



The dialog box has a red header with the text "Reject Payment Request?". Below the header is a warning icon (a triangle with an exclamation mark) followed by the text "If you reject this payment, the link will be removed permanently". At the bottom of the dialog, there are two buttons: a red button labeled "Reject Payment Request" and a white button with a blue border labeled "Go Back".

After rejecting a payment, the following notification will show on the Third Party Payer screen:



The learner will also receive a Third Party Payment Rejection notification:

## mybvc.ca Third Party Payment Rejection

This is to inform you that your request for a Third-Party Payment has been rejected.

Please follow up with the person to whom you sent the request, and try again if required.

345 - 6 Avenue SE Calgary, Alberta T2G 4V1 (403) 410-1400 [www.bowvalleycollege.ca](http://www.bowvalleycollege.ca) [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

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Thank you.



**Bow Valley College**

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