

CREDIT CARD PAYMENTS



A STEP BY STEP GUIDE

STEP 1 – Go to the *Make a Payment* page of the Lingo Tours website

1. Visit <http://www.lingo-tours.com/payments>
2. Scroll down and click on the **Credit Card Payment** button
3. If for any reason this button does not redirect you, visit <https://lingo-tours.studypay.co.uk/#/>

1. Credit Card Payment

When paying with credit card, please use the StudyPay system below where you make your transaction with your credit card.

The credit card payment option will add a 7 USD credit card fee to your total payment amount regardless of the amount you are paying. We therefore recommend making larger payments as opposed to smaller ones.

We recommend you notify your bank in advance of making credit card payments that international transactions will be taking place with Earthport based in the UK (the Lingo Tours payment service provider). If you do not notify your bank in advance then your payment may be blocked and will not be processed.

Credit Card



Use StudyPay for your credit card payment.

Select USD as currency and "bill payment" as reason for payment. Your payment reference is your tour code of 3 letters and 3 or 4 numbers, e.g. ABC1234

If your credit card payment has been successful then you will receive an instant email confirmation of your payment.

[Credit Card Payment](#)

STEP 2 – Enter in your details

Your details

Are you an individual or business?
Individual

Payer full name *
John Smith

Payer date of birth *
09/09/1985

Payer address

Address line 1 *
1 Sunshine Avenue

Address line 2
Enter

City *
Boston

State/Province
Enter

Postcode/Zip *
01005

Country *
United States

Why is this needed?

Contact telephone number *
442075940550

Contact email *
johnsmith@gmail.com

Check this box if the student's details are the same as the payer's

Student name(s) *
Sarah Smith

Postcode/Zip *
01005

Country *
United States

Why is this needed?

Contact telephone number *
442075940550

Contact email *
johnsmith@gmail.com

Check this box if the student's details are the same as the payer's

Student name(s) *
Sarah Smith

Why do I need to enter student names?

Payer relationship to student *
Parent

Proceed

Enter in the Payer details here

If you're paying for someone else, enter in their name here

STEP 3 – Enter in the traveller/s name, the unique tour code, and your payment information

Payment details

Your invoice or reference number *

Sarah Smith - LPM123

Where's this?

Purpose of payment *

Travel/Visa Bookings

Your local currency *

USD U.S. Dollar

Why is this needed?

Select payment method *

Bank Transfer

Debit/credit card

How much do you need to pay? *

This amount will be sent to Lingo Tours

500

USD

Calculate

You're sending:	500.00 USD
Exchange rate:	1.0000
You'll pay:	500.00 USD
Fee:	7.00 USD

Your final payment

507.00 USD

This price will be active for 01:43

I confirm I have read the [Terms of Service](#)

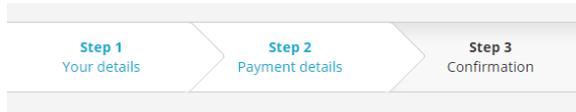
Proceed

Enter in:

1. The travelers name. If you are paying for more than one traveler use this field to enter in multiple names.
2. Tour code (this is the code which is specific to your tour. It can be found on your Tour Webpage or Tour Brochure PDF).

A 7 USD flat fee is charged by the credit card company regardless of the amount you are paying. We therefore recommend you to make larger payments as opposed to smaller ones.

STEP 4 – Confirm your details



Confirm your details

Your details	
Payer full name	John Smith
Contact email	johnsmith@gmail.com
Date of birth	09/09/1985
Address line 1	123 Sunshine Avenue
Address line 2	
City	Boston
State/Province	
Postcode/Zip	1063 RG
Country	United States
Payment details	
Recipient name	Lingo Tours
Reference number	Sarah Smith - LPM123
Payment method	Debit/credit card
Price will be active for	04:52
Final Payment Amount 507.00 USD	
Return to previous step	

Proceed

STEP 5 – Enter in your credit card details and click the **Pay** button

Price will be active for 02:18
Final Payment Amount 507.00 USD

Your card details

Name on card *

John F Smith

Card number *

1234 5678 9101 1234

We accept   

Expiry *

01

2020

CVV *

123

[What is this?](#)

Pay 507.00 USD

STEP 6 – Email confirmation

If your payment has been successful you will receive an automatic email confirmation from Earthport with a receipt of your payment. If you have not received this it means your payment was not successful.





Dear _____

Thank you for using our online payments service for your payment to Lingo Tours.

Your payment confirmation

Payment summary - your payment details

Order number	_____
Your payment will be going to	_____
Reference	_____
Payment method	_____
Amount to be sent	_____
Exchange rate	_____
Currency you pay in	_____
Amount you will pay	_____
Card fee	_____
Your final payment	_____

Kind regards,

Customer Service Team

fxsupport@earthport.com