

Payment options

There are three main ways to make payments to TCM.

1. Cash or Transfer to a Regional Representative
2. PayPal - directly from the SMS
3. Transfer to Haus Edelweiss or Indianapolis offices.

1. Cash or Transfer to a Regional Representative

Payments for in-country courses, services or outstanding fees should be made to the country's Regional Representative Office. Make sure to contact your regional representative and ask about payment options available. If you do not have the contact of your regional representative contact us at tcmi.edu/support.

A **Regional Representative** will record your payment in the SMS balancing your account. In case of failure or inconsistencies with your **Account details**, contact the Regional Representative or [student services](#).

2. PayPal

The **PayPal** payment option is integrated with the **SMS** and allows you to easily pay or share payment links with anyone that may do it for you. In case of failure or inconsistencies with your **Account details**, contact the Regional Representative or [student services](#).

There are 3 main paths to use PayPal

1. **Register now - Pay now** for courses (audits skip to path2)
2. **Register Now - Pay later** for courses
3. **Pay Outstanding fees**

Register Now - Pay Now (all programs except for audits)

1. Chose the course you want to register for click on **Registration and Payment Options**.
2. Click **Register Now and Pay Now**
3. Follow PayPal payment flow
4. Ensure the transaction is completed
5. Check **Student Summary** and Program details
6. Your course should be available on learn.tcmi.edu as soon as it opens
- 7.

Register Now - Pay Later

***Audits** taking classes will be added to a waitlist, once Student Services confirm the participation, then they may pay for classes from the **Student Summary, in progress Registration**, steps 3 to 7.*

1. Chose the course you want to register for and click on **Registration and Payment Options**.
2. Click **Register Now and Pay Later**
3. When you are ready to pay go to your **Student Summary, In Progress Registrations** tab
4. See **Post-Registration Options**
5. Choose **Pay Now(PayPal)** or **Create a new link for Third Party Payment**
6. Follow **PayPal Payment flow** or **Copy The Link** and send it to someone else to pay.
7. Ensure the transaction is completed

Pay Outstanding Fees

Students who accumulate outstanding payments from past academic years may use the Pay Outstanding Fees option via PayPal. **No further registrations are possible if previous academic years' outstanding fees are not paid.**

1. Go to **Student Summary, Student Account**
2. Click on **PayPal** link next to **Outstanding** amount

3. Follow **PayPal** payment flow
4. Ensure Transaction Completed and check your **Student Account**

3. Transfer to Haus Edelweiss or Indianapolis Offices

Payments for courses, services or outstanding fees can be made to the Haus Edelweiss(Austrian) or Indianapolis offices after registering to courses. In person or via Bank Transfer. Make sure to contact your our offices and clarify anything necessary.

TCM International Institute

6337 Hollister Drive

Indianapolis, Indiana 46224 USA

Phone: +1-317-299-0333

Haus Edelweiss

Sattelbacher Strasse 16

A-2532 **Heiligenkreuz** N.Ö.

Austria

Phone: +43-2258-8727

Haus Edelweiss - Bank Details

Payment Reference (explanation): Student Name (Last, First) & course number and title.

Bank: Sparkasse (Baden, Austria)

BIC (SWIFT): SPBDAT21

IBAN: AT942020500700160104

An accountant will record you payment in the SMS balancing your account. In case of failure or inconsistencies with your **Account details**, contact the Regional Representative or [student services](#).

It is preferred to pay in the country where you're taking a course (at TCM's office for courses in Austria or through a local regional representative for courses in other countries). The next preferred payment method is PayPal. Please use transfers only if it is not possible for you to pay another way.