

## Payment instructions for paying for English Online Classes

### How to pay

1. You will need a reference number before making your payment. Your reference number is your **Customer ID and Student Name** found in your booking confirmation email.
2. Please make your registration payment to:

Bank:

Branch:

Account number:

<b>British Council</b> <b>Commercial bank of Ethiopia</b> <b>Account number 1000004548446</b>
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We accept payments into our bank account from the following

- ✓ Electronic bank transfer
  - ✓ Mobile banking
  - ✓ Direct deposit (using deposit slip) into the above-named British Council bank account.
3. To make any of the above payments **you must quote your Customer ID and Student Name** in all reference fields that are available and pay the full fee amount into our bank account.
  4. You will need to email us at [ET\\_Payments@britishcouncil.org](mailto:ET_Payments@britishcouncil.org) your **proof of payment** (email copy /screenshot) within 24 hours of making same so that we can hold your reservation.
  5. Cleared payment (made in full) must be received within five days from the date of reservation. For candidates making payments via bank deposit, it is prudent to plan for an extra day or two for processing payments. Deposits made on the fourth or fifth day after reservation of your booking on TCMS will not guarantee you a place on your preferred English course as confirmation is only receipt of payment into our bank account.
  6. **Failure to quote your Customer ID and Student Name may delay confirmation of your booking; this may lead to losing a place in your English Class.**

**Take care and please follow Government advice about keeping safe.**