



BRITISH COLUMBIA  
INSTITUTE OF TECHNOLOGY  
3700 Willington Avenue  
Burnaby, British Columbia  
Canada V5G 3H2  
bcit.ca

## BCIT Student Housing fees payment Instructions

Questions? Contact the Housing Office at **604-432-8677** or [housing@bcit.ca](mailto:housing@bcit.ca)

[Via Online Banking - Domestic Students](#)

[Via Flywire or Wire Transfer - International Students](#)

[Sponsorship](#)

[In person payment](#)

[Financial Aid](#)

### [Payment via Online Banking \(bill payment\)](#)

1. Log into your financial institution's website or online banking app. 2. Select "Add A Bill" or "Add A Payee"

**Bills**

Pay all Bills Add a Bill

Search

Name of Bill or Payee	Last Payment	Next Payment
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2. Type in "BCIT" in the "Add a Payee" field and select "BCIT RENT PAYMENTS".

**Add a Bill**

BCIT

All Provinces

Payees

BCIT - TUITION PAYMENTS

BCIT RENT PAYMENTS

Recommend

If this option is not available at your financial institution, DO NOT USE "TUITION PAYMENT" to pay rent. Please contact the Housing Office.



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3. Use your 8-digit BCIT Student ID (A0XXXXXXX) as your account number.

**Add a Bill** ✕

Please enter your **BCIT RENT PAYMENTS** account number:

#AO |

If your BCIT Student ID number is not present the payment will not process; the funds will be returned to your financial institution.

4. Make a payment by selecting BCIT RENT PAYMENTS and typing in the amount due.

**Pay bills** ✕

**Add a Bill** **Manage Bills**

Pay from  
Chequing ▼

BCIT RENT PAYMENTS	\$
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**Now** **Later** **Ongoing**

**Cancel** **Next**

Allow 3 business days for the payment to process. You can confirm if payment has been received on your [myBCIT](#) account.



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## Payment via Flywire (for International Students only)

BCIT has partnered with [Flywire](#) to process international student tuition and rent fees. This portal allows international students to save on bank fees, exchange rates and track payments online from start to finish.

How to pay your BCIT rent fees by making an International Payment:

1. Go to [bcit.flywire.com](https://bcit.flywire.com)

**Note:** You will need to create an account if you are a new user.

2. Select your country of origin and preferred payment method.

You can edit your details under My account/My Profile

flywire

New payment Help Hi, Karina My account English

My payments  
My profile  
Logout

My profile Add a card

Personal information  
Password settings  
Payment methods

Card country \*  
China

Select card issuing country

Cardholder's first name

Cardholder's family name

Card number Expiry date (MM/YY) CVV

Save

3. Setup a new payment. Enter your payment details and track the progress of your payment anytime online. Receive email and text alerts each step of the way.

flywire

New payment Help My account English

Payments

You don't have any payments connected to your account

New payment



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4. Enter *British Columbia Institute of Technology* in the search box

The screenshot shows the Flywire payment portal. At the top is a dark blue navigation bar with the Flywire logo, tabs for 'Payers' and 'Businesses', and links for 'How it works', 'Resources', 'Help', 'Log in', and 'English'. Below the navigation bar, the text 'MAKE A PAYMENT' is displayed. The main heading is 'Select the institution you want to pay to begin'. A search box contains the text 'British Columbia Institute of Technology' and has a dropdown arrow. A red rectangle highlights the search box. Below the search box is a blue 'Continue' button.

5. Click on Rent Fee / Start your payment

The screenshot shows the Flywire payment portal for BCIT. The Flywire logo is in the top left, and 'English' is in the top right. The BCIT logo is centered. Below it, the text reads 'Welcome to the Payment Portal for British Columbia Institute of Technology' and 'Please select the correct portal below. Choosing the incorrect portal will delay your payment'. There is a table with three rows: 'Tuition and Commitment Fee Payments', 'ICES Payments', and 'Rent Fee'. Each row has a blue 'START YOUR PAYMENT' button. A red rectangle highlights the 'Rent Fee' row and its button.

6. If you no longer have access to the bank account you used to set up your Flywire account, you need to create a new payment request with your current bank details and inform Flywire of the new payment ID and bank receipts/screenshots. For more information visit [Flywire](#) site.
7. Keep your Flywire Account open until your move-out date of Student Housing. If you have lost access to your Flywire account but are expecting a refund, contact [Flywire support](#) immediately to explain the situation and ensure your refund is processed correctly, as refunds are returned to the original payment method
8. Flywire Customer Support Information:
  - o Chat live with an agent for the payment portal.
  - o Email: [support@flywire.com](mailto:support@flywire.com) o Web: <https://www.flywire.com/contact/>



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### Payment via Wire Transfer

Our preferred method of international student payment is through Flywire.

Please note, Flywire does offer wire payment options to send money directly to BCIT. Payments through Flywire provide better tracking details and may considerably reduce the delay in refunds.

If your local currency is not listed or you are unable to process your payment through Flywire, you can request our direct wire information by emailing us at [BCIT\\_FIN\\_Bank@bcit.ca](mailto:BCIT_FIN_Bank@bcit.ca). Please include your student number in the subject line.

### In-Person Payment

BCIT accepts payment at the Burnaby Campus ( [Student Information and Enrolment Services](#) at Building SW1 – First Floor) using the following methods:

1. Debit card issued by Canadian financial institutions only (Please ensure your daily limit has been increased to allow for larger payments – this can be done by contacting your bank)
2. Cheque issued by Canadian financial institutions only and payable in Canadian funds, or Money order issued in Canadian funds. Please ensure the cheque is made payable to BCIT and includes your BCIT ID (Student Number)

### Sponsorship

If your employer or another third-party company or agency has agreed to pay for your rent, the employer/organization must submit a written request on behalf of the employee. This should be done in the form of a letter on a company letterhead with the company's physical mailing address as well as an email address for contact purposes. Please [contact us](#) to provide you with the information that must be included for each person who is being sponsored



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The letter should then be signed by an authorized officer and emailed back. If your company is sponsoring multiple students:

Individuals can only be on the same invoice if their dates and total amounts to be invoiced are the same. If a student's dates and fees do not match up, an employer must submit two separate letters. PO numbers: Some companies have a PO number. If so, this can be provided in the sponsorship letter.

When you have completed the sponsorship letter, please email the letter back. Once received, we will forward this to the financial department, and they will reach out to you directly to provide you with an invoice.

### Financial Aid

Cost shouldn't be a deciding factor when you're choosing a school – first and foremost, you've chosen BCIT because you want a cutting-edge education that is taught by industry experts. If you need financial assistance when it comes to housing, contact BCIT's [Student Financial Aids and Awards](#) – we can guide you to scholarships, bursaries, awards and more.