



METHOD OF PAYMENT

You have one month after your admission to confirm your seat in the program. To fully secure your seat at HEC Paris, you must follow the steps below:

1. Non-refundable deposit payment

1.1. Our process

Please send **a scan of the wire transfer receipt (in pdf format only)** to the following:

- The Admission team: admissionmba@hec.fr
- The Finance department: Ms. Liudmila Rodionova rodionova@hec.fr / accounting.mba@hec.fr

Please make sure that the receipt is indicating the following:

- exact amount of the transfer
- the name of the payment issuer
- the name of the bank account holder
- Your full name, especially if you are not the issuer, and intake entry as well as the date it is carried out to facilitate identification of the transfer.

Below is the necessary information for wire transfer transactions:

| | | | | |
|--|--|---------------------|-------------------------|----------------|
| FRAME RESERVED for recipient of the statement | HEC Paris 1, Rue De La Libération 78351 Jouy-en-Josas - France | | | |
| Bank Address | BNP PARIBAS 37-39, Rue Anjou 75008 Paris – France <i>Alternative address: 16, Boulevard des Italiens 75009 Paris - France</i> | | | |
| RELEVÉ D'IDENTITÉ BANCAIRE (RIB) | CODE BANQUE | CODE GUICHET | NUMÉRO DE COMPTE | CLE RIB |
| | 30004 | 02837 | 00010916182 | 94 |
| International Bank Account Number (IBAN) | FR 76 3000 4028 3700 0109 1618 294 | | | |
| SWIFT Code (BIC) | BNPAFRPPXXX | | | |

1.2. Sign the online Terms and Conditions agreement

It is imperative that you sign the online Terms and Conditions agreement via the link you receive shortly after your admission.

Please note that **both steps above** must be completed to fully secure your seat in our program.

Important: Kindly be sure to check your spam or junk email folder if you have not received the link in your inbox.

1.3. Additional information

Payments must be received in Euros only. **Dollars are not accepted.** Please indicate your **full name and your MBA intake entry** in the notes section of the wire transfer. Be aware that wire transfers can take **several days** to appear on our account. You will be notified by the admission team once the payment and the online agreement signature are confirmed. We do not accept payments by credit cards.

2. Other installments payment

For these next steps, your main point of contact will be the Finance Dpt. with Ms. Liudmila Rodionova (rodionova@hec.fr)

2.1. Tuition fees payment schedule

Payment of the Training fees can be made in full upon receipt of an invoice by the Participant or according to the schedule given in the table below:

| | September 2022 Intake | January 2023 Intake |
|--|-----------------------|---------------------|
| Deadline for 1 st installment | August 26, 2022 | December 3, 2022 |
| Deadline for 2 nd installment | November 15, 2022 | March 15, 2023 |

To perform the payments, please follow the same process as for the deposit payment (**see point 1.1**)

2.2. Point of contact for queries

For all matters related to the payment of the remaining balance of your tuition fees, please address your queries directly to: rodionova@hec.fr