



3 April 2023

**DR. EDGARDO E. TULIN**

University President  
Visayas State University  
Visca, Baybay City

Greetings!

May I respectfully request for the monetization of my 130 days earned leave credits. The amount shall be utilized for the second semester tuition fee of my daughter who is now enrolled as International Student at the Niagara College, Welland, Canada.

Attached herewith is the Notice of Payment from CIBC (Canadian Imperial bank of Commerce) for the 2<sup>nd</sup> semester of CY 2023-2024.

Hoping for your utmost consideration regarding this matter.

Very Truly Yours,

**VIVIAN V. BALBARINO**  
Admin. Officer III

Approved:

## CIBC International Student Pay Payment Instructions

Payment must be initiated before:

April 5, 2023

Niagara College has partnered with CIBC International Student Pay to make paying your student fees easier than ever. On behalf of Niagara College, CIBC will convert your student payments made in your preferred currency and transfer them to Niagara College in the currency expected by the school when they receive the funds from you.

To ensure your payment arrives on time and in full to Niagara College, please print and deliver these instructions to your local bank or complete online before **April 5, 2023**. Please note, payment processing typically takes **3-5 business days**.

Please make sure Reference IDNCC-0000080086 is included in your outgoing payment instructions.

Your payment must be in Canadian Dollars (CAD). Payment in any other currency may result in payment being returned and fees may be charged.

## SWIFT MT103 Instructions for your Bank

Field in SWIFT MT103	Information to be included	Explanation of Field
Currency and Payment Amount:	CAD 9,391.80	
F50K: Ordering Customer (Payer)	Please include Ordering Customer's Account number, name and address	Mandatory information to be included in wire
F56A: Bank/Intermediary Code	CIBCCATT	SWIFT Code of Bank
F57D: Account With Institution	//CC001033613 CIBC (Canadian Imperial Bank of Commerce) 595 Bay Street, Suite 700 Toronto, Ont., M5G 2M8	[0010 - Institution Number] & [33613 - Transit Number] Bank Name and Address
F59: Beneficiary	/9990932507 Niagara College 100 NIAGARA COLLEGE BLVD, WELLAND, ONTARIO, CANADA, L3C 7L3	Account Number Account Holder Name Account Holder Address
F70: Details of Payment (Please include all information in F70 as is)	ITP STUDENT Vivienne Balbarino 4523485 NCC-0000080086	Mandatory information to be included in wire
F71A: Details of Charge	OUR	
F72: Bank to Bank Instructions	/INT/Do not convert payment currency	
Routing/ABA Number (if applicable)	001033613	
IBAN Number (if applicable)	0010336139990932507	

For assistance please contact CIBC International Student Pay: [studenthelp@cibc.com](mailto:studenthelp@cibc.com)

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