

HOW TO MAKE YOUR TUITION PAYMENTS

On any payment submission please make sure that you (or your bank) include either your student's name or, to maintain privacy, your student's ID number (located after your student's name on each billing statement) and a brief description of the payment.

Without this information, we will be unable to apply payments to your account.

Payments can be made online, via check, or via bank wire.

To Pay Online

Payments can be made via our website using this link:

<https://biswashington.diamondmindinc.com/>

Our online payment portal offers the option to pay via ACH (e-check) or Credit Card (fees apply), and there is typically a 1-3 business day delay in posting to your school account.

To Pay by Check

Make your check payable to

British International School of Washington

Finance Department

2001 Wisconsin Ave NW

Washington, DC 20007

You can either mail your check or place it in the Finance Dept. lockbox located at the School's reception desk.

To Pay by Bank Wire or Automated Clearing House (ACH)

Fifth Third Bank information is listed below.

Beneficiary Bank	Fifth Third Bank
Bank Address	38 Fountain Square Cincinnati, Ohio 45202
Account Name	British School of Washington
Account Number	07240671995

For Domestic Wire Transfers (USA bank accounts), our routing number is **042000314**

For Domestic ACH payments (USA bank accounts), our routing number is **071923909**

For International Transfers

Our routing number is **042000314** and our SWIFT Code is **FTBCUS3C**

Please do not hesitate to contact us if you have any questions regarding your account. Your contact is Nia Stevenson, Billing Manager, +01-202-829-3700 ext. 4042 or ar-was@biswashington.org.