# MBI Study Abroad Programs Deposit Information and Instructions

All Study Abroad Programs require both an application and a non-refundable deposit of $1000 to secure a spot. Applications may be found at: www.moody.edu/study-abroad.

**Applications may be submitted in hardcopy to the Sweeting 3 Desk or to the Study Abroad Office (Sweeting 302), or by email to studyabroad@moody.edu. DO NOT leave deposits outside the Study Abroad Office.**

There are options available to make the deposit payment: checks or electronic payment. Please see below for instructions on each payment method.

Paying by Check: Checks must be made out to **Moody Bible Institute**. Additionally, the program name along with the student's ID number must be written in the memo line (for example, Moody in Israel, 5554321).

*Checks can be dropped off on Crowell 4 to the Teller of the Chicago Campus. Mention the account number (11-03403) Bring the receipt to the Study Abroad office (Sweeting 302) or email a copy to studyabraod@moody.edu.*

*If sending a check from off campus, please keep in mind that both application and deposit payment must be received in order to secure a spot and therefore, making a payment can be time sensitive for programs with a large student interest.*

Checks must be mailed to the following address: Attn. Miriam Mast, Sweeting 3 Moody Bible Institute 820 N. LaSalle Blvd. Chicago, IL 60610

Paying by Credit Card: In order to make a credit card payment, please call Student Accounts at 1-312-329-2020. Request assistance to pay the deposit for the Moody in...[location] Study Abroad program. Deposit payments DO NOT go to individual student accounts. You will need to give the following account number when making your payment: **11-03403**. Along with the account number, please give the program name and your student ID number so we can identify who made the payment and for which program the deposit was made.

Once the payment is made, you will need to request a receipt of the transaction. **A copy of the receipt must be emailed to studyabroad@moody.edu for proof of payment. Alternately, a hardcopy of the receipt may be submitted with the application.**

*If you have any questions about payments, please email studyabroad@moody.edu.*