



# Tuition and Fee Payment

Using Republic Bank Personal Online Banking

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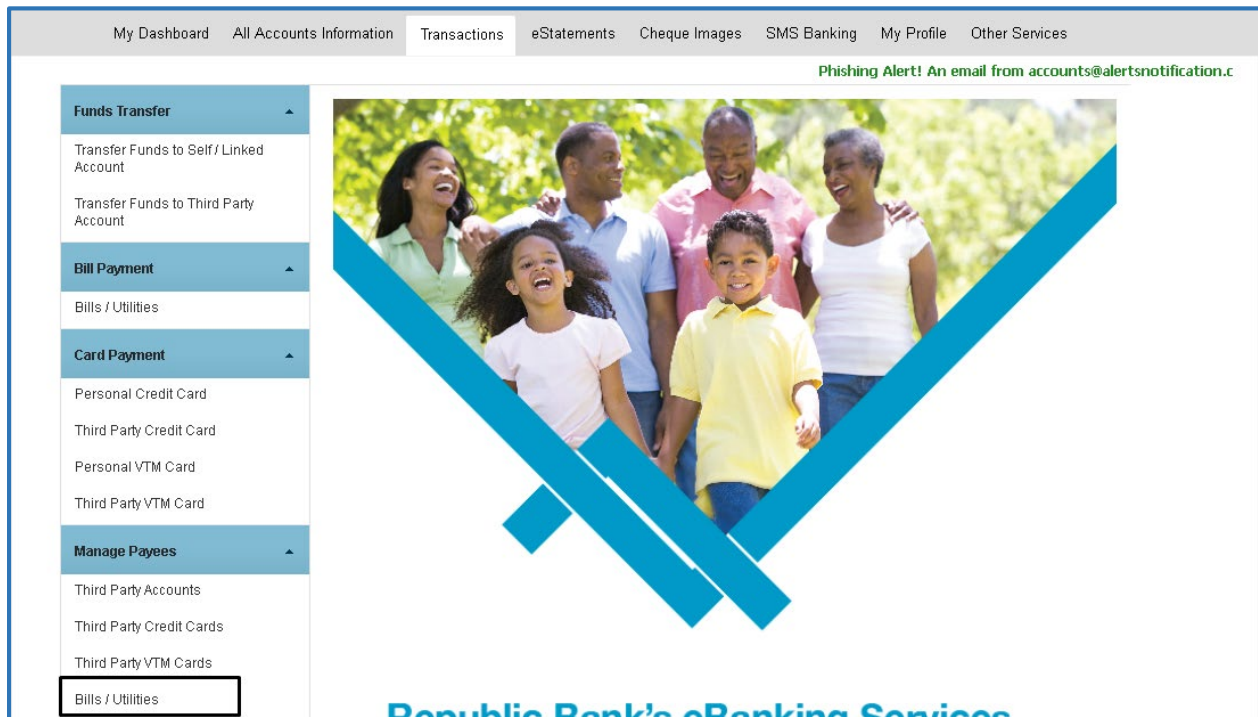
## About the Service

Now that COSTAATT has been included as a payee on the Republic Bank bill payment platform, Republic Bank account holders can make fee or tuition payments directly to COSTAATT, via a direct debit transaction from their account. This manual presupposes that you already have access to online banking with Republic Bank. Should you not have an online banking profile, please contact your branch to enable this feature.



## COSTAATT Payee Registration

1. Login to Republic Bank internet banking.
2. Navigate to the **Transactions** Tab and Select **Bill/Utilities** under the **Manage Payees** Section.



### 3. Select Register Bill Payee Button

My Dashboard

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Cardless Cash Payments

Transactions: Manage Payees > Bills / Utilities > List of Payees

Manage Payees - Bills / Utilities

Register Bill Payee

List of Payees

Displaying 1 - 11 of 11 results

Select	Payee Name	Payee Nickname	Category	Account/Consumer Number
<input checked="" type="radio"/>	WASA	Lutchman WASA	Water Utility	0241713H
<input type="radio"/>	TTEC	3 Apt B Lutchman Gar	Electric	3730796909431
<input type="radio"/>	TTEC	3 Apt A Lutchman Gar	Electric	3730796892481
<input type="radio"/>	TTEC	3 Apt C Lutchman Gar	Electric	3730796909445
<input type="radio"/>	TTEC	3 Upstairs Lutchman	Electric	3730793629034
<input type="radio"/>	WASA	CCMR WASA	Water Utility	0428838F
<input type="radio"/>	TTEC	CCMR TTEC	Electric	7387347910981
<input type="radio"/>	WASA	WSPOS WASA	Water Utility	0199586C
<input type="radio"/>	TSTT	6826923	Telephone	19180991
<input type="radio"/>	TTEC	WSPOS TTEC	Electric	461157-410565-7
<input type="radio"/>	TSTT	WSPOS TSTT	Telephone	9502539300005

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4. Browse the list of available payees and select **COSTAATT** (College of Science, Technology and Applied Arts of Trinidad and Tobago) from the options, then select the **Register** button

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Transactions: Manage Payees > Bills / Utilities > BillerList

Register Payee

List of Standard Payees

Displaying 13 - 24 of 26 results

Select	Payee Name	Category
<input type="radio"/>	CARIBLINK	Internet Service
<input type="radio"/>	INTERSERV	Internet Service
<input type="radio"/>	DIGICEL PLAY	Telephone
<input type="radio"/>	Cardless Cash Payments	Other
<input type="radio"/>	Republic Bank Disaster Relief Fund	
<input type="radio"/>	Republic Bank Make a Difference Fund for Sick Children	
<input type="radio"/>	TATIL Life Assurance Limited	
<input type="radio"/>	TECU Credit Union Co-operative Society Limited	
<input type="radio"/>	AV Knowles & Co Ltd	
<input type="radio"/>	FLOW	
<input type="radio"/>	COLFIRE	
<input type="radio"/>	COSTAATT (College of Science, Technology and Applied Arts of T&T)	

Register

Go to Page:  Go

Previous Page

5. For all initial bill payee transactions, the below details will apply:
- The details entered for **Payee Nickname** should be COSTAATT.
  - The COSTAATT Account/Consumer Number field is your student 8-digit COSTAATT ID.
  - The below example shows the details that you should enter to set up COSTAATT as a **Bill Payee**

**NOTE:** Your Account/Consumer Number must be your 8-digit COSTAATT Student ID Number for all tuition and fee payments. This number is critical for updating the correct account with the funds paid.

**Please include all zeros e.g. 00099999**

The screenshot shows the 'Register Bills / Utilities' page. At the top, there is a navigation bar with links: My Dashboard, All Accounts Information, Transactions, eStatements, Cheque Images, SMS Banking, My Profile, and Other Services. The 'Transactions' tab is selected. On the left, a sidebar menu lists options: Funds Transfer, Bill Payment, Card Payment, Manage Payees (expanded), Third Party Accounts, Other Bank Payees, Third Party Credit Cards, Third Party VTM Cards, Bills / Utilities, View Transactions, Templates, and Cardless Cash Payments. The main content area shows the breadcrumb 'Transactions: Manage Payees > Bills / Utilities > Register Bills / Utilities' and a 'Register Bills / Utilities' heading. Below this is a 'Contact Details' section with three input fields: 'Payee Nickname:' with the value 'COSTAATT', 'Account/Consumer Number:' with the value '00035513', and 'Confirm Account/Consumer Number:' with the value '00035513'. A small 'X' icon is next to the confirm field. At the bottom right of the form are two buttons: 'Continue' and 'Previous Page'.

Contact Details	
Payee Nickname:*	COSTAATT
Account/Consumer Number:*	00035513
Confirm Account/Consumer Number:*	00035513 X

[Continue](#) [Previous Page](#)

6. After clicking **Continue** the user will be prompted to confirm the details previously entered and **Submit**.

My Dashboard All Accounts Information Transactions eStatements Cheque Images SMS Banking My Profile Other Services

Transactions: Manage Payees > Bills / Utilities > Preview Confirmation Details

### Preview Confirmation Details

**Payee Details**

Name: COSTAATT (College of Science, Technology and Applied Arts of T&T)

Nickname: COSTAATT

**Customer Identification Details**

Account/Consumer Number: 00035513

[Submit](#) [Previous Page](#)



7. The user will be redirected to the **Manage Payees – Bills/Utilities** page where the new COSTAATT payee profile will be displayed. The user will then be able to select **COSTAATT** as a payee and perform a bill payment.

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Transactions: Manage Payees > Bills / Utilities > List of Payees

### Manage Payees - Bills / Utilities

Payee registration successful with subscription id 289328

Register Bill Payee

List of Payees Displaying 1 - 11 of 11 results

Select	Payee Name	Payee Nickname	Category	Account/Consumer Number
<input checked="" type="radio"/>	COSTAATT (College of Science, Technology and Applied Arts of T&T)	COSTAATT		00035513
<input type="radio"/>	TWCU Credit Union Co-operative Society Limited	TWCU		12345
<input type="radio"/>	WiPay	Monica Nancoo WiPay Test2		3456789
<input type="radio"/>	WiPay	Sarah Nancoo WiPay Test1		12345
<input type="radio"/>	WASA	wasa	Water Utility	4094010000-7
<input type="radio"/>	UWI Other Payments	uwi other		7833050
<input type="radio"/>	UWI Hall Fees	uwi hall fees test		000006789
<input type="radio"/>	UWI Tuition/Compulsory Fees	UWI Tuition test		001234500
<input type="radio"/>	AGOSTINI INSURANCE BROKERS LIMITED	Agostini Fire RNancoo	Others	13P9C
<input type="radio"/>	TTEC	MNancoo	Electric	662808-127389-5
<input type="radio"/>	TTEC	Robert S. Rambarran upsets east apt	Electric	662299-1034452-9

Edit

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COSTAATT Tuition and Fee Payment Manual: Republic Bank: v1 updated August 2020

## Making a Payment

1. Navigate to the **Transactions** Tab and Select **Bill/Utilities** under the **Manage Payees** Section.
2. Select **COSTAATT** from the **List of Payees** and **Make a Payment**. The Payment details should be entered as shown via the screen below.
3. In the description box called **Remarks**, you **must** enter the payment category and relevant term for which the payment is being made. Use the table below to guide you:

Remarks Code Examples	Corresponding Fee Description Examples
TUIT202110	Tuition charges
REG202110	Registration fee, caution fee, technology fee, guild fee, late fee
LIB202110	Library Fines
PLAN202110	Payment plan
GRAD2020	Graduation package

4. If you are making payments for multiple terms and for multiple code categories, please be sure to provide all the specific details in the **Remarks** description box. We require this to ensure that the correct payments are posted to the correct terms and against the correct code item on your student account. As the Remarks description box only allows a maximum of 24 characters, you can send all other general details to the Office of the Bursar when emailing the electronic receipt to [bursar@costaatt.edu.tt](mailto:bursar@costaatt.edu.tt).

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Transactions: Manage Payees > Bills / Utilities > Bill / Utility Payment

Use an Existing Template

### Bill / Utility Payment

Pay to Bill / Utility Payee: COSTAATT
Payee Details

Account to be Debited: Select

Amount: 50
TTD

Transaction Date (dd/MM/yyyy): 22/07/2020

Frequency Type: One Time

Reference Name:

Remarks:

\* If you are using a credit card to make a payment, the debit to your credit card account will be in TT Dollars.

Save As Template
Continue
Previous Page
Clear

Once the transaction is successful, the following screen with a transaction reference number will be displayed. The customer will have the option to **print** or **send** themselves an email with the transaction receipt. Please be sure to email the transaction details to the Office of the Bursar (see below).

**NOTE:** This transaction receipt should be emailed to [bursar@costaatt.edu.tt](mailto:bursar@costaatt.edu.tt)

The screenshot displays the 'Cyber Receipt' page in the CostaATT system. The top navigation bar includes links for My Dashboard, All Accounts Information, Transactions, eStatements, Cheque Images, SMS Banking, My Profile, and Other Services. The left sidebar contains a menu with options like Funds Transfer, Bill Payment, Card Payment, Manage Payees, View Transactions, Templates, and Cardless Cash Payments. The main content area shows the transaction details for a successful payment with reference ID 11613743. The details include the reference name, frequency type, account to be debited, payee nickname, account/consumer number, transaction date, debit and payment amounts, and remarks. There are 'Print' and 'Send Mail' buttons at the bottom right.

Transaction Details	
Reference ID:	11613743
Reference Name:	TESTDONEBY
Frequency Type:	One Time
Account To Be Debited:	810319933501
Payee Nickname:	COSTAATT
Account/Consumer Number:	00035513
Transaction Date (dd/MM/yyyy):	22/07/2020
Debit Amount:	TTD 50.00
Payment Amount:	TTD 50.00
Remarks:	PAY

**NOTE:** Ordinary processing and updating of accounts takes approximately two (2) business days.

## Help

### Fee Queries

If you have a query regarding your fees or other related charges, you must contact the Office of the Registrar using the below listed contact details:

City Campus, Ground Floor

1 868 625 5030 ext. 5902

[registrar@costaatt.edu.tt](mailto:registrar@costaatt.edu.tt)

### Technical Help

For technical problems concerning the Republic Bank (RBL) online banking service, please contact your relevant RBL branch.

## Confidential Business Information

This learning guide is intended solely for use by staff, students and prospects of the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT).

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