Tuition and Fee Payment

Using Republic Bank Personal Online Banking

Contents

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

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.

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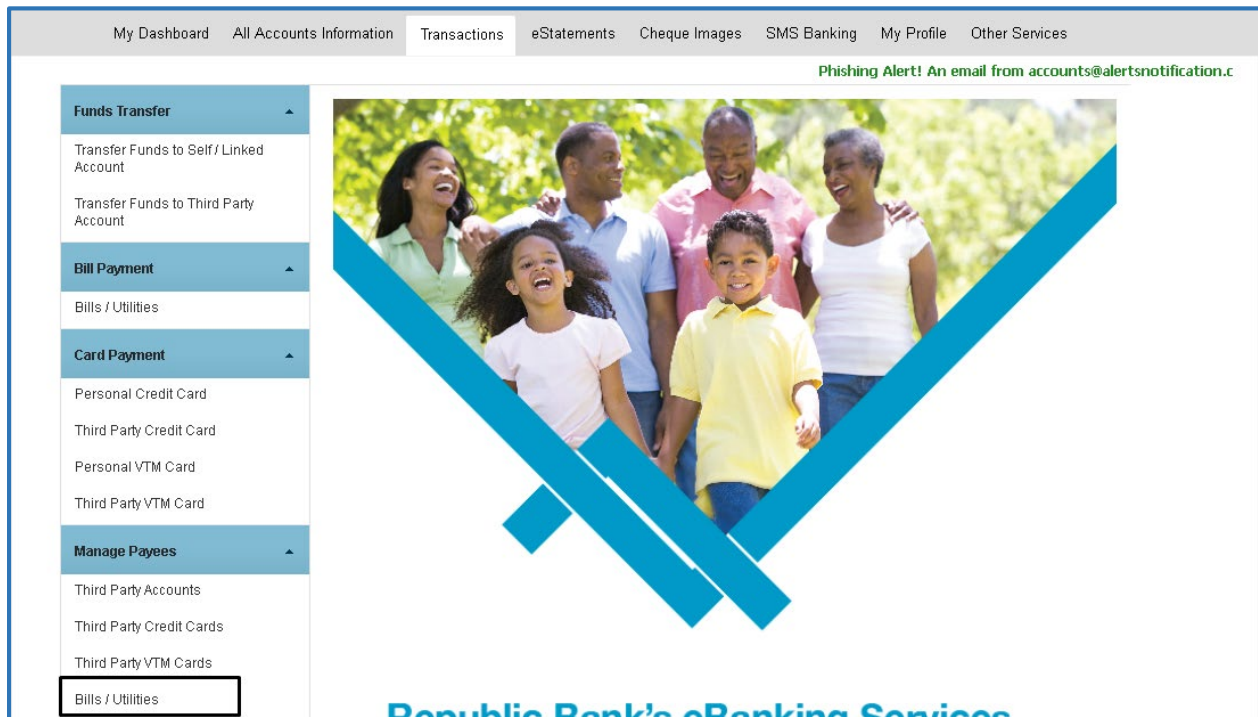
3. Select **Register Bill Payee** Button

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

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

Manage Payees - Bills / Utilities

Funds Transfer

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Register Bill Payee

List of Payees   Displaying 1 - 11 of 11 results

Select	Payee Name	Payee Nickname	Category	Account/Consumer Number
●	WASA	Lutchman WASA	Water Utility	0241713H
○	TTEC	3 Apt B Lutchman Gar	Electric	3730796909431
○	TTEC	3 Apt A Lutchman Gar	Electric	3730796892481
○	TTEC	3 Apt C Lutchman Gar	Electric	3730796909445
○	TTEC	3 Upstairs Lutchman	Electric	3730793629034
○	WASA	CCMR WASA	Water Utility	0428838F
○	TTEC	CCMR TTEC	Electric	7387347910981
○	WASA	WSPOS WASA	Water Utility	0199586C
○	TSTT	6828923	Telephone	19180991
○	TTEC	WSPOS TTEC	Electric	461157-410565-7
○	TSTT	WSPOS TSTT	Telephone	9502539300005

Edit   **De-Register**   **Make a Bill Payment**

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

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

Transactions: Manage Payees > Bills / Utilities > BillerList

Register Payee

| Funds Transfer ▼ |
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| View Transactions ▼ |
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List of Standard Payees   **Displaying 13 - 24 of 26 results**

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

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Register

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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**

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Transactions: Manage Payees > Bills / Utilities > Register Bills / Utilities

Register Bills / Utilities

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Contact Details

Payee Nickname:* COSTAATT

Account/Consumer Number:* 00035513

Confirm Account/Consumer Number:* 00035513 ✕

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

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

Preview Confirmation Details

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Payee Details

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

Nickname: COSTAATT

Customer Identification Details

Account/Consumer Number: 00035513

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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.

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

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

Edit   **De-Register**   **Make a Bill Payment**

Sidebar:
- Funds Transfer
- Bill Payment
- Card Payment
- Manage Payees
  - Third Party Accounts
  - Other Bank Payees
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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 <u>must</u> 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.

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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 <u>bursar@costaatt.edu.tt</u>

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

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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

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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