



# Tuition and Fee Payment

Using First Citizens Bank's Online Banking Platform

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## About the Service

Now that COSTAATT has been included as a payee on the First Citizens Bank's bill payment platform, First Citizens 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 First Citizens Bank. Should you not have an online banking profile, please contact your branch to enable this feature.

Please also note that all payments made via this service will not be immediately updated (in real time) on your student Banner account. Payment made by 3:00 p.m. Monday to Thursday, will be updated on your Banner account by the end of the next working day. Payments made via this system by 4:15 p.m. on Fridays or on public holidays will be processed to your student account by the end of the next possible working day.

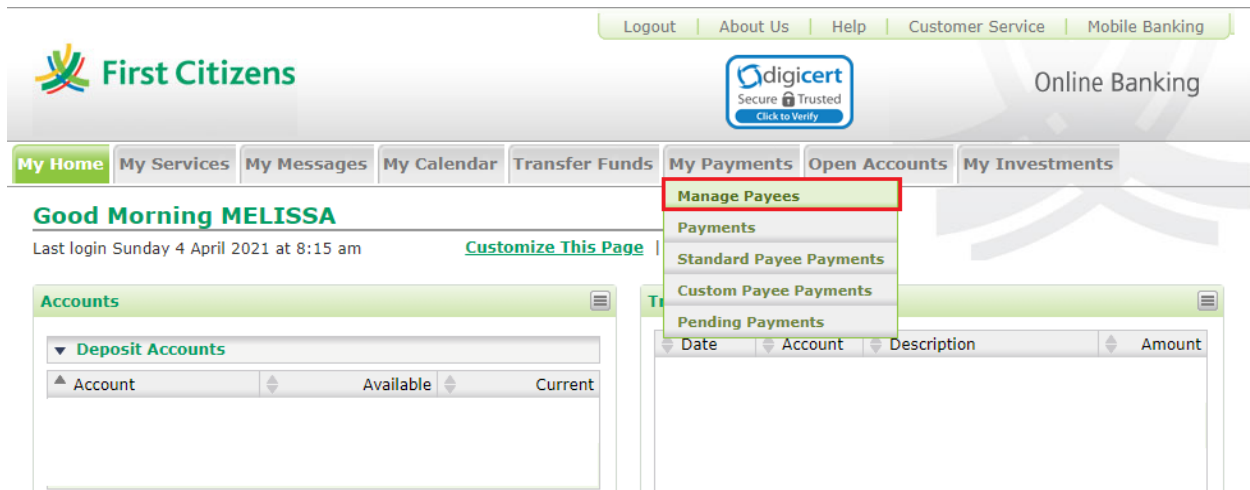


## COSTAATT Payee Registration

To access this service:

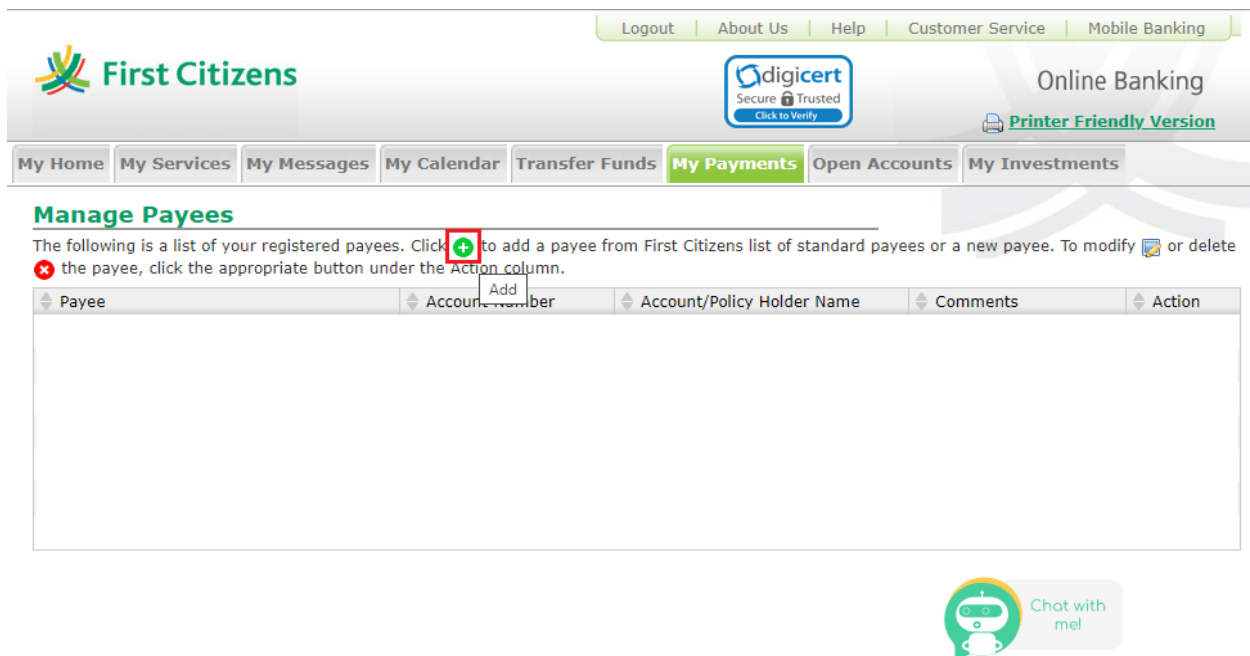
1. login to First Citizens Bank internet banking
2. navigate to the **My Payments** Tab and select **Manage Payees**.

**Image 1 – My Payments Home Screen**



**NB:** Select the green plus sign (+) icon to add a payee.

**Image 2 – Manage Payees Screen**



3. Browse the list of available payees and select **COSTAATT** (College of Science, Technology and Applied Arts of Trinidad and Tobago).


Complete the fields as follows:

- **"\*Account, Credit Card or Policy Number with Payee"**: Enter your 8 digit COSTAATT student ID number
- **"Account/Policy Holder Name"**: Enter your full name (i.e. the full name of the student)
- **"Comments"**: Enter 'STU' and your COSTAATT student ID number e.g. STU00099999.

Select the **"submit"** button at the bottom of the page.

**Image 3 – Add Payee Screen**

Logout | About Us | Help | Customer Service | Mobile Banking

**First Citizens**  Online Banking [Printer Friendly Version](#)

My Home | My Services | My Messages | My Calendar | Transfer Funds | **My Payments** | Open Accounts | My Investments

### Add Payee

All areas denoted with an \* must be completed.

Select a payee from our list or create a new custom payee.

☒ Standard Payee Information:

☐ Custom Payee Information:

#### Standard Payee Information

Enter your account number, credit card number or policy number with the payee. If applicable, also enter the account / policy holder's name and a brief comment.

\* Account, Credit Card or Policy Number with Payee:

Account/Policy Holder Name:

Comments:

Total Daily Limit: \$20,000.00 TTD

#### Custom Payee Information

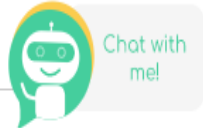
Enter the Payee's account number at First Citizens Bank. If applicable, also enter your account number with the Payee and a brief comment.

\* Payee's Account Number:

Your Account Number with Payee:

Comments:

Total Daily Limit: \$5,000.00 TTD



**NB:** Once COSTAATT has been successfully added as a payee, the name should appear in the list of payees as shown below (**Image 4**).

Image 4 – Addition of Payee Screen

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**First Citizens** | **digicert** Secure Trusted Click to Verify | Online Banking | [Printer Friendly Version](#)

My Home | My Services | My Messages | My Calendar | Transfer Funds | **My Payments** | Open Accounts | My Investments

### Manage Payees

**The payee has been successfully added.**

The following is a list of your registered payees. Click to add a payee from First Citizens list of standard payees or a new payee. To modify or delete the payee, click the appropriate button under the Action column.

| Payee    | Account Number | Account/Policy Holder Name | Comments | Action |
|----------|----------------|----------------------------|----------|--------|
| COSTAATT | 00004639       | Melissa                    | 00004639 |        |

**NOTE:** Your *Account, Credit Card or Policy Number with Payee* must be your 8-digit COSTAATT Student ID Number for all tuition and fee payments. This number is critical for updating the correct account on Banner with the funds paid.  
**Please include all zeros e.g. 00099999**

## Making a Payment

1. To make a payment, navigate to **My Payments – Payments** from the top menu. You will then be able to select **COSTAATT** as a payee and perform a bill payment transaction.

Image 5 – Payments Screen

First Citizens Online Banking

Logout | About Us | Help | Customer Service | Mobile Banking

My Home | My Services | My Messages | My Calendar | Transfer Funds | **My Payments** | Open Accounts | My Investments

**Payments**

All areas denoted with an \* must be completed.

Specify the details of your payment below.

**Payment**

Enter your Transaction PIN and the details of your payment.

\* Transaction PIN:  [Reset Transaction PIN](#)

\* Amount:  Available:

\* From Account: -- Select Account --

\* To Payee: -- Select Payee --

Account/Policy Holder Name:

Description:

**Terms**

Specify the terms of the payment.

\* Method: ☒ Immediately ☐ Scheduled

\* Starting:  (yyyy-mm-dd)

\* Frequency:

Ending:  (yyyy-mm-dd)

2. Select **COSTAATT** from the “**To Payee**” field and all other payment details should be entered as necessary. Refer to the screen below (**Image 6**).

Image 6 – My Payments Screen with Details

**First Citizens**

Logout | About Us | Help | Customer Service | Mobile Banking

Online Banking

Printer Friendly Version

My Home | My Services | My Messages | My Calendar | Transfer Funds | **My Payments** | Open Accounts | My Investments

**Payments**

All areas denoted with an \* must be completed.

Specify the details of your payment below.

**Payment**

Enter your Transaction PIN and the details of your payment.

\* Transaction PIN: [\*\*\*\*] [Reset Transaction PIN](#)

\* Amount: 460 Available: [Available]

\* From Account: -- Select Account --

\* To Payee: COSTAATT - 00004639

Account/Policy Holder Name: Melissa I

Description: **REG202120**

Daily Limit Amount Available: \$20,000.00TTD

**Terms**

Specify the terms of the payment.

\* Method: ☒ Immediately ☐ Scheduled

\* Starting: [ ] (yyyy-mm-dd)

\* Frequency: [ ]

Ending: [ ] (yyyy-mm-dd)

3. In the **Description** box, 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                             |
|---|--|
| <b>TUIT202110</b>                       | Tuition charges  |
| <b>REG202110</b>                        | Registration fee, caution fee, technology fee, guild fee, late fee |
| <b>LIB202110</b>                        | Library fines  |
| <b>PLAN202110</b>                       | Payment plan   |
| <b>GRAD2020 (or with relevant year)</b> | 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 **Description** box. We require this to ensure that the correct payments are posted to the correct terms in Banner and against the correct code item on your student account. As the Description box only allows a maximum of 30 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).



**NOTE: The payment transaction receipt must be emailed to [bursar@costaatt.edu.tt](mailto:bursar@costaatt.edu.tt)**

## 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 First Citizens Bank (FCB) online banking service, please contact your relevant FCB branch.

## Confidential Business Information

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

**Author:** College of Science, Technology and Applied Arts of Trinidad and Tobago,  
Technology Services, Application Support Unit.

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