



# **COSTAATT Fee Payment Options Student Guide**

Updated June 2021



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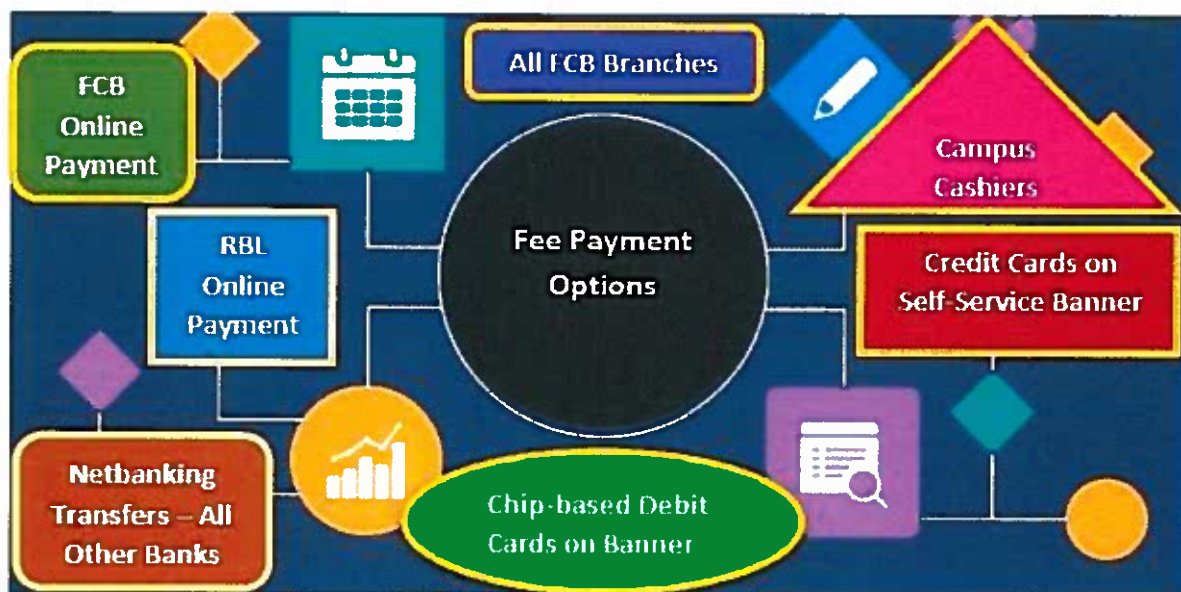
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## Introduction

Reflecting upon the monthly student feedback details, it was clear to the College that our students, particularly part-time students, required more fee payment avenues. Such additional fee payment options had to also take cognizance of students' hectic lives and their inability to leave their place of employment to make payments in person during regular working hours. To address this, in the year 2016, the College set upon a path to support the remote payment of fees via an upgraded Banner system. This upgraded system not only supported the payment of fees via credit cards but it also enabled students to use a mobile app (the Ellucian Go App) to make payments (see **Appendix I**). Now, with the predominantly remote working arrangements brought on by the presence of the Covid-19 virus in Trinidad and Tobago and the region, international and regional students also require many more remote payment options. Given this, the College worked with key stakeholders over the period 2019 – 2021 to configure more payment pathways for applicants and students.

Further to the creation of an online fee payment facility for students via Self-Service Banner in June 2018 (see **Appendix I**), we added an online payment facility with Republic Bank and First Citizens Bank in August 2020 (see **Appendix II**) and May 2021 respectively (see **Appendix III**). As at June 2021, students are now able to pay *via direct deposit* into the College's savings account with First Citizens Bank (account # **1210236**). With the country-wide upgrading of all debit cards from all banks, to Visa-supported chip-enabled debit cards, these new cards can also be used by students on the Banner Self-Service system. These recently issued debit cards have been activated for local e-commerce with varying daily limits (see **Table 3** for more details). Transfers from other banks into the College's First Citizens Bank account is also possible, with the guidelines as described below. **Image 1** gives a graphical representation of the payment options available to students.

**Image 1 – More Ways to Pay**



## More Ways to Pay – Direct Deposit at all First Citizens Bank Branches

In addition to the COSTAATT on-site cashiering services at all campuses, applicants and students are now able to pay fees at any of the twenty-five (25) First Citizens Bank branches across Trinidad and Tobago (see Table 1 below and associated images). See below for the College's account type and account number:

<i>Account Type</i>	<i>Account Number</i>
<b>Savings</b>	<b>1210236</b>

To ensure that the correct details are posted to your account, in addition to giving the teller your name and of course, the payment amount, you must give the teller your COSTAATT ID and a contact phone number for inclusion in the payment details. The submission of a payment detail code in accordance with the list in Table 2 is also of benefit. As an added step, it is recommended that you take a picture of your payment receipt and email it to the Office of the Bursar ([bursar@costaatt.edu.tt](mailto:bursar@costaatt.edu.tt)) for record keeping.

**NB:** It takes at least two (2) working days for all payments to be posted to your student account. For any queries, please feel free to email the Office of the Bursar.

### Image 2 – Critical Details to Share with the First Citizens Bank Tellers

#### ***Critical Elements to Share with the Tellers:***

- 1. 8-digit COSTAATT ID (e.g. 00001234)**
- 2. Phone Number**
- 3. Payment code**

## More Ways to Pay - Netbanking Transfers

The option to transfer payments to the College's First Citizens account from other banks, for student-related expenses, via netbanking, is now available to students. As with the direct deposit option, students must be sure to have the details of their payment, their COSTAATT 8-digit ID and their phone number if possible, included in the memo field of their bank's transfer window. As different banks have different character allocations for their memo fields (for instance Scotia Bank allows about 24 characters while RBC allows about 60), it is imperative that the COSTAATT 8-digit ID, with the payment code, be included as a priority. If there is room, a phone number should also be included. All entries in the memo field must begin with the characters "AC", followed by two dashes "--", the relevant payment code (see Table 2), a dash and then your COSTAATT 8-digit ID. So, for example, if you are paying college fees, you would enter the following in the memo field of your bank's netbanking transfer window:

**AC--REG-00001234**

If more characters are allowed, you can insert an additional dash and then input a phone number.

Using Scotia Bank as an example, the following would be appropriate.

**Image 3 – Netbanking Transfer Using Scotia Bank**

My ACCOUNTS | ACCOUNT ACTIVITY | Pay | Transfer | Top Up | Others

### Transfer to Others

1 Select 2 Enter 3 Confirm

Transfer limits and cut-off times

To: COSTAATT

Account number: 1210238

Bank name: FIRST CITIZENS BANK

From: Premium Plan - Savings

Amount: 20.74 110

Date: 06/01/2021

Memo (Optional): AC--REG-00001234

Back Cancel Next

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We're committed to keeping your financial information safe and secure. [Learn More](#)

**Need Help?**

**NB:** If you are doing a transfer from your First Citizens bank account into the College's First Citizens Bank account, then you do not need to include the "AC-- ". You would in this specific instance just enter the payment code, followed by a dash and the your COSTAATT 8-digit ID. An example of this would be as follows:

REG-00009999



**Image 4 - First Citizens Bank Locations – Trinidad**



**Image 5 - First Citizens Bank Locations – Tobago**



The locations and relevant telephone contact details taken from the Bank's website are listed below (<https://www.firstcitizenstt.com/branch-telephone-info.html>).

**Table 1 – First Citizens Bank Locations**

## Branch Telephone Contacts

### EAST

**Arima**  
Corner Hollis Avenue &  
Woodford Street.  
Tel.: 667-2277  
Fax: 667-4245

**Piarco**  
Bureau De Change,  
Tel.: 669-5927  
Fax: 669-5929

**Sangre Grande**  
Eastern Main Road,  
Tel.: 668-2208  
Fax: 668-3043

**Tunapuna**  
20-24 Eastern Main Road,  
Tel.: 663-1209  
Fax: 662-1835

**San Juan**  
Eastern Main Road,  
Tel.: 674-4896  
Fax: 638-2310

### WEST

**Diego Martin**  
44 Diego Martin Main Road,  
Tel.: 637-9537  
Fax: 633-9277

**Invaders Bay**  
Movie Towne Financial Centre,  
Tel.: 627-7641  
Fax: 623-4188

**Port of Spain – (Independence)**  
62 Independence Square,  
Tel.: 625-2893  
Fax: 627-5956

**Port of Spain – (Maraval)**  
44-46 Maraval Road,  
Tel.: 622-5839  
Fax: 628-6297

**Port of Spain – (OWP)**  
One Woodbrook Place,  
189 Tragarete Road,  
Tel.: 622-7142  
Fax: 628-6305

**Port of Spain – (Park Street)**  
Corner Park & Henry Streets,  
Tel.: 623-2961  
Fax: 622-4003

**Port of Spain – (St. Vincent Street)**  
50 St. Vincent Street,  
Tel.: 623-2576 Fax: 625-5446

### CENTRAL

**Chaguanas – (Market Street)**  
Market Street Extension,  
Tel.: 665-4125  
Fax: 665-3293

**Chaguanas (Montrose)**  
Montrose Main Road,  
Tel.: 671-0695  
Fax: 672-8360

**Couva**  
Southern Main Road & Noel  
Street,  
Tel.: 636-2237  
Fax: 679-8111

**Point Lisas**  
Atlantic & Orinoco Drives,  
Point Lisas Industrial Estate,  
Tel.: 636-4787  
Fax: 636-9449

### SOUTH

**Gulf View, La Romain**  
2 South Trunk Road,  
Tel.: 657-9714  
Fax: 653-3473

**Marabella**  
38 Southern Main Road,  
Tel.: 658-1891  
Fax: 658-1453

**Point Fortin**  
Southern Main Road,  
Tel.: 648-2676  
Fax: 648-0293

**Princes Town**  
High Street,  
Tel.: 655-2209  
Fax: 655-2127

**Penal**  
27 Penal Rock Road,  
Tel.: 647-6273  
Fax: 647-6908

**San Fernando**  
Corner High & Penitence Streets,  
Tel.: 652-2757  
Fax: 657-1456

**Siparia**  
2 High Street,  
Tel.: 649-2202  
Fax: 649-2563

### TOBAGO

**Tobago**  
Lower Milford Road,  
Tel.: 631-1114  
Fax: 639-0161

**Scarborough**  
3-5 Carrington Street,  
Tel.: 639-3111  
Fax: 639-5857

**Roxborough**  
The Courtyard, Windward Main  
Road,  
Tel.: 660-6810  
Fax: 660-5126

**Table 2 – Payment Codes for use by Students or Applicants**

#	Payment Descriptions (by most popular payments)	Codes
1	College Fees	REG
2	Course Tuition Fee	TUI
3	Admissions Fee	APPL
4	Late Fee	LAF
5	Transcript Fee	TRF
6	Diploma Replacement Fee	DRF
7	Workshop Fee	WOF
8	Courier Service Fee (DHL)	CSF
9	Transfer/Exemption Fee	TEF
10	Challenge Exam Fee	CEF
11	Deferral Exam Fee	DEF
12	Grade Appeal Fee	GAF
13	General Exam Fee	GEF
14	Graduation Fee	GRF
15	Internship Fee	INF
16	ID Card Replacement Fee	IRF
17	Laboratory Fee	LABF
18	Library Related Fee	LRF
19	Letter Generation Fee	LGF
20	Printing Fee	PRF
21	Nursing Customised programme (RENr Examination Prep Course – Theory)	NCPF
22	Nurses' Pin Fee	NPF
23	Nursing Resit/Related Special Exam Fee	NRF
24	Prior Learning Assessment Fee	PLF
25	Radiation Badge fee	RBF



**Table 3 - Details on Visa- Debit Cards**

Name	Daily Limit
First Citizens Bank	There is no daily local e-commerce limit on the bank's VISA-supported debit cards. <i>These cards can be used without restriction on Self-Service Banner.</i>
Royal Bank	There is a \$15,000 per day local e-commerce limit for the bank's Visa-supported debit cards. <i>These cards can be used on Self-Service Banner.</i>
Scotia Bank	There is an \$8,000 per day local e-commerce limit for the bank's Visa-supported debit cards. <i>These cards can be used on Self-Service Banner.</i>
First Caribbean International Bank	There are a variety of daily limits on their VISA-supported debit cards, based on the type of account held by their clients. The lowest VISA-enabled limit for e-commerce is \$2000.00. <i>These cards are also suitable for use on Self-Service Banner.</i>
Republic Bank Ltd	This bank is not as yet ready with the use of their VISA-supported cards for local e-commerce. These cards therefore <u>cannot</u> readily be used on Self-Service Banner. When they are available for use (perhaps in December 2021) the daily limit will be the same as their local point of sale limit of \$10,000.
ANSA Bank	This new bank is expected to be ready with their VISA-supported debit cards in the year 2022. These cards <u>cannot</u> be used via Self-Service Banner.

## Additional Support

In addition to the usual support avenues, COSTAATT has introduced a virtual interface with service departments, via WhatsApp. Access to the service is through the student portal or students can access the chat feature directly through the associated cell phone number (620-4724).

**The Office of the Registrar:**

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

**The Office of the Bursar:**

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

**The IT Helpdesk:**

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

**The COSTAATT Virtual Assistant via WhatsApp:**

Located on the student portal



**COSTAATT WhatsApp Chat**

Or ask me anything else.

## Confidential Business Information

This guide is intended solely for use by 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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*Updated June 2021*



# Banner Online Payment

Using the Student Account Center

Last updated August 15<sup>th</sup> 2018

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## About

### **Student Account Center**

The Student Account Center is a comprehensive “payment portal” for student accounts. Using the payment gateway by TouchNet, it integrates seamlessly with Banner to produce real-time balances for students. Students can pay tuition and college fees, view bills and retrieve account activity,

Though the online payment system is designed to accept both debit and credit cards, our merchant bank only accepts credit card payments from the following providers:



## Accessing the Student Account Center

1. Login to Self Service Banner (SSB)
2. Go to the Student tab and select *Student & Financial Aid*
3. Click/tap 'Online Payment' then COSTAATT Student Account Suite

### Make an Online Payment

Click the 'Make Payment' button or the link in the top menu.

**COSTAATT**  
College of Business Technology & Applied Arts of Trinidad & Tobago

Logged in as: [REDACTED] | Logout

[My Account](#) [Make Payment](#) [Help](#)

**Announcement**

Welcome to the COSTAATT Student Account Center! Here you are able to view your current account activities and make payments. Additionally, you can allow your parents or guardians to access your account, to make payments and view your current account activity. NB: We only accept Credit Card payments

**Student Account**

**Balance**

ID: xxxx4926  
TTD11,380.00

[View Activity](#) [Make Payment](#)

**My Profile Setup**

- [Authorized Users](#)
- [Payment Profile](#)
- [Consents and Agreements](#)

**Term Balances**

Semester 3, 2017-2018 TTD1,180.00

1. Choose if you would prefer to 'Pay by term' or 'Pay by line item'. If you selected 'Pay by line item', proceed to check the items you want to include in your payment.

Page 5 of 15



2. Confirm your total at the bottom right of page and click 'Continue'

City Campus-Administration Fee	8/15/13	Semester 1, 2013-2014	TTD100.00	100.00
City Campus-Administration Fee	5/26/14	Semester 3, 2013-2014	TTD100.00	100.00
City Campus-Administration Fee	6/4/18	Semester 3, 2017-2018	TTD100.00	100.00
City Campus-Administration Fee	1/12/16	Semester 2, 2015-2016	TTD100.00	100.00
City Campus-Administration Fee	8/11/14	Semester 1, 2014-2015	TTD100.00	100.00
City Campus-Administration Fee	5/26/16	Semester 3, 2015-2016	TTD100.00	100.00
City Campus-Administration Fee	1/12/15	Semester 2, 2014-2015	TTD100.00	100.00

Showing 1 to 10 of 50 entries

Previous **1** 2 3 4 5 Next

**Payment Total: TTD1,180.00**

Payment Date: 6/8/18

Memo:

[Continue](#)

## Choose Payment Method

1. Choose your payment method – Credit or Debit Card and select 'Continue'

[My Account](#)
[Make Payment](#)
[Help](#)
[My Profile](#)

### Account Payment

\$

Amount

Method

Credit or Debit Card

▼

Back

Cancel

Continue

2. Enter your card details and click 'Continue'

My Account Make Payment Help My Profile

### Account Payment

Amount Method

Amount: TTD900.00  
Method: Credit or Debt Card

**Account Information**  
\* Indicates required fields  
\* Card number: 41111111

Back Cancel **Continue**

3. Enter the name as stated on the card and the expiration date. You may save the payment method by checking the *Save this payment method* option.

My Account Make Payment Help My Profile

### Account Payment

Amount Method

Amount: TTD900.00  
Method: Credit or Debt Card

**Account Information**  
\* Indicates required fields  
\* Card account number: xxxxxxxxxxxx1111  
\* Name on card: John Student  
\* Card expiration date: 11 2019

**Option to Save**  
☒ Save this payment method for future use  
Save payment method as: ( example My CreditCard )  
Preferred payment method What is this?


Back Cancel **Continue**


## Additional Items


These are items that may have been billed to your account by your request. You have the option to include them in your final total.


[My Account](#) [Make Payment](#) [Help](#) [My Profile](#)


### Account Payment

Amount


Method

Additional Items





The items listed on this page can be added to your payment as purchases. If an item allows you to choose "Pay Later" its charges will be added to your account.

	Description	Payment Due	Quantity	Amount/Total
	CC Transcript Fee Price: TTD30.00	<input checked="" type="radio"/> Pay now <input type="radio"/> Pay later	<input type="text" value="1"/>	<input type="text" value="0.00"/>
	Current Total			<input type="text" value="0.00"/>


[Back](#) [Cancel](#) [Go to next](#)


## Confirm Payment


To confirm payment and to release the funds, select **Submit Payment**.


[My Account](#) [Make Payment](#) [Help](#) [My Profile](#)


### Account Payment

  
Amount

  
Method

  
Additional Items

  
Confirmation

  
Submit

Please review the transaction details, then submit your payment.

#### Payment Information

Payment Amount	TTD900.00 <a href="#">Change Amount</a>
----------------	--

#### Paid To

COSTAATT  
Pierre Road Connector

#### Selected Payment Method

VISA - "My CC"	
Account	Exp 05 / 19
Billing Address	Mary Jane

[Change Payment Method](#)

#### Confirmation Email

Primary	waitlisted@my.costaatt.edu.tt
---------	-------------------------------

[Back](#) [Cancel](#) [Submit Payment](#)


## Receipt


You will receive confirmation on-screen as seen below and an email will be sent to your student email account.


[My Account](#) [Make Payment](#) [Help](#) [My Profile](#)


### Account Payment


Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

 Amount

 Method

 Additional Items

 Confirmation

 Receipt

**Payment Receipt**

Your payment in the amount of TTD900.00 was successful. A confirmation email was sent to [1@my.costaatt.edu.tt](mailto:1@my.costaatt.edu.tt). Please print this page for your records.

Payment date	8/15/18
Amount paid	TTD900.00
Transaction type	Purchase
Student name	Kareesa D. Thompson
Paid to	COSTAATT Pierre Road Connector TRINIDAD AND TOBAGO
Web address	<a href="https://test.secure.touchnet.net:8443/COSTAATT/test_tsa/web">https://test.secure.touchnet.net:8443/COSTAATT/test_tsa/web</a>
Account number	XXXXXXXXXXXX1111
Card type	VISA
Name on card	Mary Jane
Card not present for this transaction.	

## Sample Email

**From:** [paymentcenter@costaatt.edu.tt](mailto:paymentcenter@costaatt.edu.tt)  
**Date:** Tuesday, 26 June 2018  
**Subject:** Thank you for your payment  
**To:** [00012345@my.costaatt.edu.tt](mailto:00012345@my.costaatt.edu.tt)

Thank you for submitting the payment shown below. Please note that this payment is subject to approval and final verification.

### Payment Details

Student Name: Jane Doe  
Account Number: xxxx2345  
Term: Semester 2, 2017-2018  
Payment Method: xxxxxxxxxxxx1234

Amount: TTD410.00  
Description: [ Student Account Payment ]  
Confirmation Number: 20180626000000  
Authorization Code: 123456

---

If you have any questions please contact [paymentcenter@costaatt.edu.tt](mailto:paymentcenter@costaatt.edu.tt) or Office of the Registrar at +1-868-625-5030 (extension 5902).  
Thank you,  
COSTAATT



## View Your Account Activity

1. Go to 'My Account' from the menu and select 'Current Activity'

The screenshot shows the COSTAART Student Account Center. At the top is the COSTAART logo with the text 'College of Science, Technology & Applied Arts of Trinidad & Tobago'. Below the logo is a navigation bar with 'My Account', 'Make Payment', and 'Help'. The 'My Account' menu is open, showing 'Current Activity', 'Payment History', and 'Consents and Agreements'. A welcome message reads: 'Welcome to the COSTAART Student Account Center! Here you are able to view your current account activities and make payments. Additionally, you can allow your parents or guardians to access your account, to make payments and view your current account activity. NB: We only accept Credit Card payments'. To the right, there is a prompt to 'Save time when paying. Set up a p Profile page.' with a profile icon. Below this is a section titled 'Student Account Balance'.

A list of balances is displayed per semester similar to the image below.

The screenshot shows the 'Current Activity' section of the COSTAART Student Account Center. At the top right, it says 'Logged in as: [redacted] | Logout'. The navigation bar includes 'My Account', 'Make Payment', 'Help', and 'My Profile'. The 'Current Activity' section has a table of balances. The table has two columns: 'Semester' and 'Balance'. The data is as follows:

Semester	Balance
Student Account Balance	TTD11,380.00
› Semester 3, 2017-2018	TTD1,180.00
› Semester 2, 2017-2018	TTD1,800.00
› Semester 1, 2017-2018	TTD2,700.00
› Semester 3, 2016-2017	TTD900.00
› Semester 2, 2016-2017	TTD0.00
› Semester 1, 2016-2017	TTD3,600.00

At the top right of the table, there are links: 'Expand All', 'Print All', 'Excel All', and 'PDF All'.

2. Select a semester to view the balance breakdown.

[Home](#) [My Account](#) [Make Payment](#) [Help](#) [My Profile](#)

## Current Activity

[Expand All](#) [Print All](#) [Excel All](#) [PDF All](#)

**Student Account Balance** **TTD11,380.00**

**▼ Semester 3, 2017-2018** **TTD1,180.00**

[Print](#) [Excel](#) [PDF](#)

**Account Activity**

Search:

Description	Date	Amount (TTD)
▼ Registration Fees		TTD280.00
City Campus-Administration Fee	6/4/18	TTD100.00
City Campus-Registration Fee	6/4/18	TTD80.00
City Campus-Technology Fee	6/4/18	TTD100.00
➤ Tuition		TTD900.00
<b>Term Balance:</b>		<b>TTD1,180.00</b>
<b>Term Balance including Estimated Aid:</b>		<b>TTD1,180.00</b>

## Help

### Registration Help

If you have a query regarding your inability to register, or concerns about courses, you must contact the Office of the Registrar:

City Campus, Ground Floor

1 868 625 5030 ext. 5902

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

### Technical Help

For technical problems, or if you need help accessing the mobile app service, you can visit the IT Helpdesk at your campus.

IT Helpdesk

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

Tel: 1 868 625 5030 ext.

City Campus – 5288

Chaguanas Campus – 5388

El Dorado Campus – 5888

South Campus – 5788

Sangre Grande Campus – 5688

North Learning Centre – 5088

Tobago Campus – 5677

## 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).

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

**Last Updated:** August 15, 2018

**Document version:** 1.0

**Prepared for:** Ellucian GO Mobile App Registration

# 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 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**

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	3730798909431
<input type="radio"/>	TTEC	3 Apt A Lutchman Gar	Electric	3730798982481
<input type="radio"/>	TTEC	3 Apt C Lutchman Gar	Electric	3730798909445
<input type="radio"/>	TTEC	3 Upstairs Lutchman	Electric	3730793429034
<input type="radio"/>	WASA	CCMR WASA	Water Utility	0428838F
<input type="radio"/>	TTEC	CCMR TTEC	Electric	7337347910981
<input type="radio"/>	WASA	WSPOS WASA	Water Utility	0199586C
<input type="radio"/>	TSTT	6828823	Telephone	19180991
<input type="radio"/>	TTEC	WSPOS TTEC	Electric	481157-410565-7
<input type="radio"/>	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

The screenshot shows a web application interface for managing payees. 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. On the left, a sidebar menu includes: 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 is titled 'Transactions: Manage Payees > Bills / Utilities > BillerList' and 'Register Payee'. Below this, it says 'List of Standard Payees' and 'Displaying 13 - 24 of 26 results'. A table lists payees with columns 'Select', 'Payee Name', and 'Category'. The payees listed are CARIBLUNK, INTERSERV, DIGICEL PLAY, Cardless Cash Payments, 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, and COSTAATT (College of Science, Technology and Applied Arts of T&T). A red arrow points to the 'COSTAATT' entry. Below the table, there is a 'Register' button highlighted with a red box. At the bottom right, there is a pagination control showing 'Page 2 of 3' and a 'Go to Page' field with a 'Go' button. A 'Previous Page' button is also visible.

Select	Payee Name	Category
<input type="radio"/>	CARIBLUNK	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

Page 2 of 3 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

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

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

### Register Bills / Utilities

Contact Details

Payee Nickname: COSTAATT

Account/Consumer Number: 00035513

Confirm Account/Consumer Number: 00035513

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.

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 Ed 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 upsats east apt	Electric	662299-1034452-8

Edit Register Make a Bill Payment

## 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).

The screenshot displays the 'Transactions: Manage Payees > Bills / Utilities > Bill / Utility Payment' page. On the left is a sidebar menu with options: Funds Transfer, Bill Payment, Card Payment, Manage Payees, Third Party Accounts, Other Bank Payees, Third Party Credit Cards, Third Party VTM Cards, Bills / Utilities, and View Transactions. The main content area is titled 'Bill / Utility Payment' and includes the following fields:

- Pay to Bill / Utility Payee:** A dropdown menu with 'COSTAATT' selected.
- Account to be Debited:** A dropdown menu with 'Select' chosen.
- Amount:** A text input field containing '50'.
- Transaction Date (dd/MM/yyyy):** A date picker showing '22/07/2020'.
- Frequency Type:** A dropdown menu with 'One Time' selected.
- Reference Name:** A text input field.
- Remarks:** A large text area for payment details.

Below the Remarks field, a note states: '\* If you are using a credit card to make a payment, the debit to your credit card account will be in TT Dollars'. At the bottom right, there are buttons for 'Save As Template', 'Continue', 'Previous Page', and 'Clear'. A 'Payee Details' button is also visible next to the Payee dropdown.

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 CostaATT web portal interface. At the top, a 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: Funds Transfer, Bill Payment, Card Payment, Manage Payees, 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 path Transactions > Manage Payees > Bills / Utilities > Cyber Receipt. A success message states: 'Transaction with reference id 11613743 processed successfully.' Below this, the Transaction Details are listed: Reference ID: 11613743, Reference Name: TESTDONEY, Frequency Type: One Time, Account To Be Debited: 81031933501, 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, and Remarks: PAY. At the bottom right, there are buttons for Print and Send Mail.

Transaction Details	
Reference ID:	11613743
Reference Name:	TESTDONEY
Frequency Type:	One Time
Account To Be Debited:	81031933501
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).

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

**Last Updated:** August 26, 2020

**Document version:** 1.0



# **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.



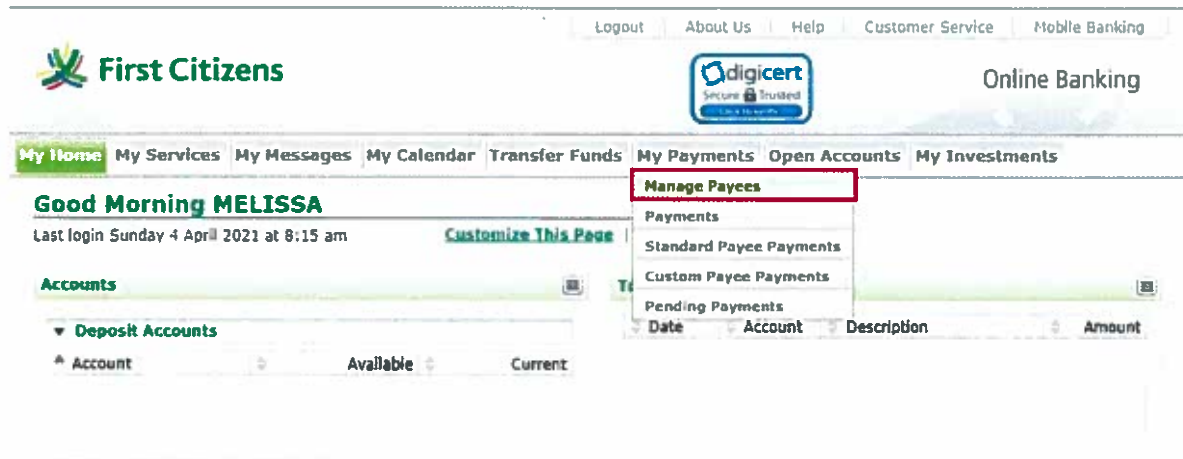


## COSTAATT Payee Registration

To access this service:

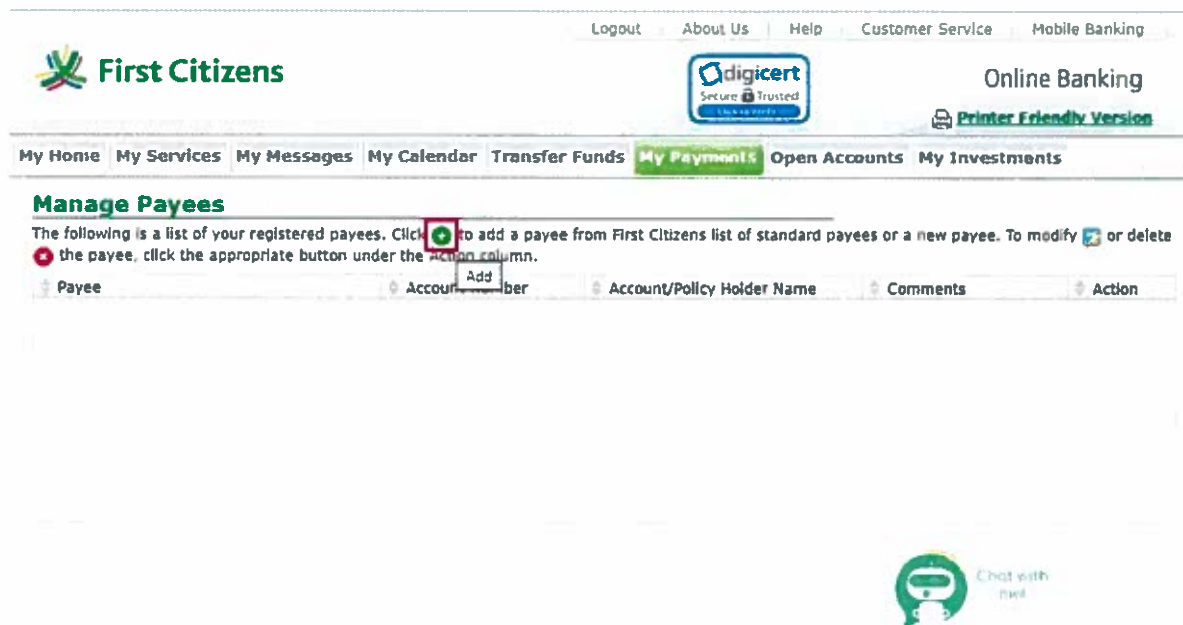
1. login to First Citizens Bank internet banking
2. navigate to the My Payments Tab and select **Manage Payees**.

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: **COSTAATT** 

☐ Custom Payee Information: -- Enter Payee Name --

#### 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: **00099999**

Account/Policy Holder Name: **Melissa Testing**

Comments: **STU00099999**

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

 Chat with me!

**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**

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

### 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	00004674	Melissa	00004674	

**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

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

**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

\* From Account: -- Select Account --

\* To Payee: COSTAATT - 00004639

Account/Policy Holder Name: Melissa

Description: REG202120

Daily Limit Amount Available: \$20,000.00TTD

**Terms**

Specify the terms of the payment.

\* Method: ☒ Immediately ☐ Scheduled

\* Starting: (yyyy-mm-dd)

\* Frequency: (yyyy-mm-dd)

Ending: (yyyy-mm-dd)

Submit Cancel

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
TUIT202110	Tuition charges
REG202110	Registration fee, caution fee, technology fee, guild fee, late fee
LIB202110	Library fines
PLAN202110	Payment plan
GRAD2020 (or with relevant year)	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).

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