

ON-CAMPUS TUITION PAYMENT OPTIONS

Tuition and Fees may be paid at the Cashier's Office at the Ground Floor of Xavier Hall, windows 3-7, from 8:00 AM to 4:00 PM, Monday to Friday, and from 8:00 AM to 12:00 NN on Saturday.

A. CASH/CHECK

Check should be made payable to Ateneo de Manila University. Write down the following details at the back of the check: Student's Complete Name, Student No., Year Level and Course, and contact number. Checks with erasure/alteration in date, payee's name and amount in words and in figures will not be accepted even if countersigned by the issuer.

B. ATM DEBIT CARDS

Bancnet, Megalink, & Expressnet Debit Cards may be used in place of check or cash. Point of Sale (POS) terminals are available. There's no need to issue a check against an ATM account nor bring cash.

C. ACCEPTABLE CREDIT CARDS

Visa and Mastercard

OFF - CAMPUS TUITION PAYMENT OPTIONS

Please note that all Tuition payments made through online facilities may only be recognized after 2-3 banking days.

Off-campus payments that are not recognized on or before June 11, 2019, will be subject to the late registration fee. Therefore, make sure that you paid online at least two banking days before late registration period, and before you apply for your ID.

Tuition Receipt is downloadable from the AISIS on the 1st banking day from the time payment is made following these steps:

- 1) Log in to AISIS
- 2) Click 'PRINT TUITION RECEIPT' link
- 3) Choose school year and semester
- 4) Receipt may be viewed, printed or saved as PDF by clicking the corresponding links

For off-campus payments, Cashier will no longer print the Tuition Receipt.

Only for those who paid on-campus will Cashier print the Tuition Receipt.

Online Payments are applicable during online and manual registration only. **Online payments made once late registration has begun are invalid.** However, other off-campus payment options such as Internet banking and Over-the-Counter payments through BPI, BDO, Metrobank and Unionbank are still applicable during late registration period.

BPI Issued Visa/Mastercard online payments are only good for the **first installment** upon registration.

BANCO DE ORO**A. BDO BILLS PAYMENT FACILITY**

You need to be enrolled in BDO Internet Banking before you can access this facility. To enroll, please visit <https://www.bdo.com.ph> . The procedure is as follows.

Enrollment of Merchant of Student Number:

1. Login to myBDO Internet Banking - www.bdo.com.ph
2. Mouse over My Profile/Merchant and click the **Enroll Merchants**
3. Select "**ATENEO**" from Merchant Name dropdown list
4. Select "**Ateneo Loyola Schools**" from Product Type dropdown list
5. Input Subscriber Number (Student Number)
6. Input Subscriber Name (Student Name)
7. Click "Submit" button
8. Click "OK" button
9. An online acknowledgement receipt will appear showing your Bills Payment Reference Number

Via ATM

1. Go to a BDO ATM
2. Enter your PIN
3. Select "Bills Payment" Function from the Main Menu
4. Select type of Accounts (Savings or Current Account)
5. For enrolled merchants, select "Enrolled Accounts"
6. Enter amount
7. A confirmation to receive a Transaction Receipt Confirmation will be asked
8. Select Merchant Subscriber Number (Student Number)
9. A confirmation screen will appear indicating the amount paid and the beneficiary name
10. Transaction complete

For inquiries, visit <http://regcom.ateneo.edu> or drop us a line on our Facebook page, **Regcom's Helpdesk**. You may also visit the RegCom promo board 2 along EDSA Walk and <http://aisisonline.ateneo.edu> for announcements.

Via Phonebanking

1. Dial 631-8000
2. Select BDO Phonebanking (Option 1)
3. Enter 10-digit Phonebanking Number
4. Confirm 10-digit Phonebanking Number
5. Enter 6-digit Telephone PIN
6. Confirm 6-digit Telephone PIN
7. Select Bills Payment (Option 2)
8. Select Account to debit (Source Account)
 - IVRS will mention all BDO Account enrolled by client
9. Confirm Source Account
10. Select merchant/biller to be paid
 - IVRS will mention all merchants/billers enrolled by client
11. Confirm merchant/biller
12. Enter amount to be paid
13. Confirm amount to be paid
14. Transaction Summary
 - IVRS will provide a summary of client's transactions (Source Account, Merchant/Biller, and Amount to be paid)
15. Confirm Transaction Summary
 - IVRS will then process transaction
 - After a successful transaction, IVRS will give client a Transaction Reference Number (TRN)
 - Client will be prompted to:
 - i. Repeat Transaction Reference Number
 - ii. Make another Bills Payment Transaction
 - iii. Do other BDO Phonebanking Transactions

Via Internet (enrollment of merchant is required)

- D. Log on to www.bdo.com.ph
- E. Mouse over My Financial Services/Bills Payment and click on **Pay Merchants**
- F. Select from dropdown list preferred enrolled source account (Savings or Current)
- G. Within the **Pay Merchants** page, select from dropdown list enrolled merchant (i.e. previously enrolled merchant should be visible already in the list)
- H. Select "[Ateneo Loyola Schools](#)"
- I. Enter amount
- J. Select mode of payment: Immediate, Postdated or Recurring
- K. Click "Next" button
- L. Click "Confirm" button
- M. A transaction reference number (TRN) will be generated for every successful transaction

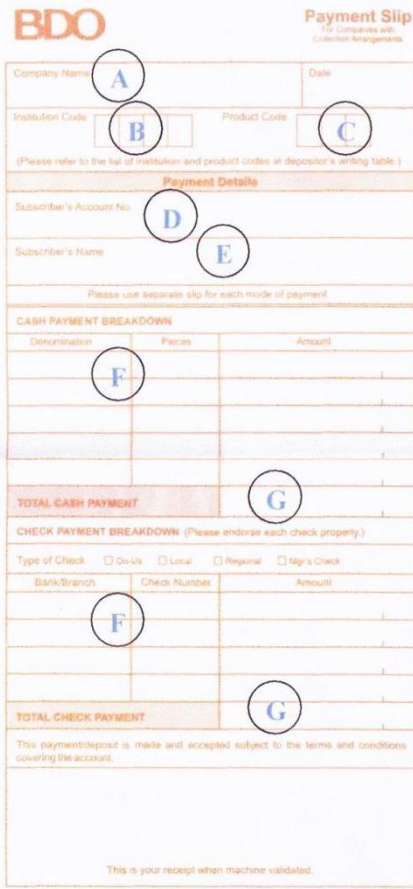
B. BDO - OVER-THE-COUNTER (OTC)

Payment of tuition may be made in any Banco de Oro Branch via the OTC Facility. BDO account holder or not can pay via this facility.

- F. Go to the nearest/most convenient BDO Branch.
- G. Fill out a "Payment Slip" (see sample below) with the following required details:

Company Name: Ateneo de Manila University
 Institution Code: 9003
 Product Code: 901 - Ateneo Loyola Schools
 Subscriber's Account No.: Student Number
 Subscriber's Name: Student's Complete Name
 Payment Details: Cash or Check Payment Breakdown
 Total Amount Paid

3. Present the Payment Slip to the BDO teller together with the cash/check payment.
4. Once validated, BDO staff will give a validated copy of the payment slip.
5. Before leaving, make sure the copy received is validated, with same payment details as submitted. This payment slip serves as proof of payment.



BDO BILLS PAYMENT PROCEDURE
For CASH & CHECK payments Over The Counter

The correct set of info. which should be placed on the form should be based on this grid:

| Inst Code | Inst./Company Name | Product Code |
|-----------|--------------------|---|
| 9003 | Ateneo | 901 - ATENEO LOYOLA SCHOOL |
| 9003 | Ateneo | 902 - ATENEO BUSINESS SCHOOL |
| 9003 | Ateneo | 903 - ATENEO GRADE SCHOOLS |
| 9003 | Ateneo | 904 - ATENEO HIGH SCHOOL |
| 9003 | Ateneo | 905 - ATENEO SCHOOL OF MEDICINE AND PUBLIC HEALTH |
| 9003 | Ateneo | 906 - ATENEO LAW SCHOOL |

Only the 4-digit institution and 3-digit product codes are required on the form, in addition to the following:

- A. Institution/Company Name
- B. Institution Code
- C. Product Code
- D. Subscriber's Account No / Student No.
- E. Subscriber's / Student's Name
- F. Payment Details (Cash or Check Payment Breakdown)
- G. Total Amount Paid

Notes:

1. It's important to indicate the product code in the bills payment slip to identify specific Ateneo School the payer wants to pay.
2. The student/payor may forget to indicate the institution code (9003), but should indicate Inst./Company Name (Ateneo or Ateneo De Manila University) **AND** the product code (901, 902, 903, 904, 905, 906)

BANK OF THE PHILIPPINE ISLANDS

A. BPI BILLS PAYMENT FACILITY

The first step is to enroll your bills through BPI. There are three ways:

1. Via 89100
Call 89-100 and dial 0 to talk to a Phone banker. BPI account number should be ready.
Reference number (student id #) of the merchant you will enroll will also be needed in making the enrollment. A verification procedure will be conducted by the Phone banker before enrollment can proceed.
2. Via branch of account (BOA)
Present your ATM card and 2 valid ids in enrolling the merchant. A billing statement or reference number of the merchant to be enrolled is also needed.
3. Via Express Online
Log on to www.bpiexpressonline.com. You need to be enrolled in bpi expressonline before you can access this facility. After logging in, choose payments and reloading -bills payment -enroll all other bills, fill up the form (ATM card number, Joint Account Indicator No. and the bill information). You may choose from the list of companies with collection arrangement with BPI, indicate the reference number and click submit.

Via ATM

1. Insert your Express Teller ATM card and select type of language desired
2. Enter your Personal Identification (PIN)
3. Select Bills Payments from the ATM transaction menu to pay for your bills
4. Select the type of your deposit account, whether Current or Savings, from which the payment will be debited

5. Select between “with receipt” or “without receipt” option
6. The list of the enrolled merchants and accounts will be displayed. Enter the number corresponding to the merchant or account you wish to pay then press “OK”
7. Enter the amount
8. A confirmation screen containing details of your payments will be displayed
9. A transaction receipt will be issued to those who selected the “With Receipt” option

Via Phone

A 4-digit Telephone ID number (TIN) is needed in order for payments via phone (enrollment of TIN is through BOA)

1. Dial 89100 for Metro Manila, dial 1-800-188-89100 for domestic toll free calls , (632) 89-10000 for international calls
2. Dial “1” for Express Teller
3. Enter 11-digit access number
 - For BPI ATM cardholders, this is the 10-digit ATM card number plus the first digit of the two numbers at the lower right corner of your ATM card.
 - For BPI international ATM and BPI Direct ATM cardholders, this is the last ten digits of your card number plus the first digit of the two numbers at the lower right corner of your ATM card.
4. Enter the 4-digit TIN
5. Voice will prompt you to dial option number 3 for Bills payments. After choosing option 3, you will be advised to select the merchant you wish to pay.
6. After you made the selection of merchant, you will be asked to encode the amount you wish to pay. The system will confirm your payment and will issue a confirmation number as proof of your payment to the said merchant.

Via Internet or EOL payment (express online payment)

1. Login to www.bpiexpressonline.com
2. Enter your user ID and password
3. Once logon is successful, you can view your account details. Choose the option Payments and Reloading -Bills Payment -Pay Bills Today. The list of merchants will be displayed and you have to choose which merchant to pay.
4. After choosing the merchant, indicate the amount you wish to pay, and choose the account number where your payment will be debited.
5. Click the submit button and a confirmation page will appear asking you if the details of transaction are correct. Once confirmed, a confirmation page will be presented. You may choose to print the said confirmation page or note down the confirmation number for future references.

B. BPI - OVER-THE-COUNTER (OTC)

Payment of tuition may be made in any Bank of the Philippine Islands Branch via the OTC Facility. BPI account holders or not can pay via this facility.

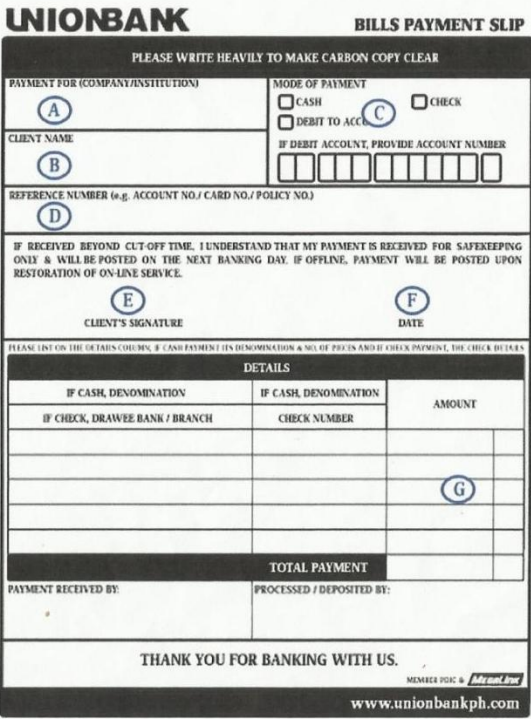
1. Go to the nearest/most convenient BPI Branch.
2. In the BPI Express Assist (BEA) machine,
 - 2.1 From the Transaction Selection Menu, select “Bills Payment”
 - 2.2 From the Merchants Selection Menu, select “Other Merchants”
 - 2.3 Enter Reference Number: Student No. plus Student Name
(Example: 091079 DIZON, EMMANUEL)
 - 2.4 Select Type of Transaction: Cash or Check Payment
 - 2.5 Enter Amount to be Paid
 - 2.6 Encoded transaction details will be displayed on screen. If correct, tap NEXT. If not, click CANCEL.
 - 2.7 If single transaction, select NO. If multiple transactions, select YES.
 - 2.8 Queue Number will be displayed and printed and wait for your number to be flashed on the board.
3. Once a teller is available, approach the designated counter that will be flashed on the board next to your Queue Number.
4. Teller will ask for the name of the Merchant you wish to pay. Simply state Ateneo Loyola Schools.
5. Hand over the payment to the teller and get your copy of the validated deposit slip as proof of payment

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the drawee bank and branch and the check number; for cash payments, indicate the denomination and number of bills. If debit to account, indicate the 12-digit Unionbank Account Number.

- 2.4 Reference Number: Ateneo Loyola schools/Student Number (ex.: Ateneo Loyola Schools/102079)
- 2.5 Client's Signature
- 2.6 Date of Payment
- 2.7 Amount of Details of Payment
3. Present the Payment Slip to the Unionbank teller together with the cash/check payment.
4. Once validated, Unionbank staff will give a validated copy of the payment slip.
5. Before leaving, make sure the copy received is validated, with same payment details as submitted. This payment slip serves as proof of payment.

Sample UnionBank Bills Payment Slip and Procedure:



UNIONBANK **BILLS PAYMENT SLIP**

PLEASE WRITE HEAVILY TO MAKE CARBON COPY CLEAR

PAYMENT FOR (COMPANY/INSTITUTION) (A)

MODE OF PAYMENT
☐ CASH
☐ DEBIT TO ACCOUNT (C) ☐ CHECK

CLIENT NAME (B)

IF DEBIT ACCOUNT, PROVIDE ACCOUNT NUMBER

REFERENCE NUMBER (e.g. ACCOUNT NO. / CARD NO. / POLICY NO.) (D)

IF RECEIVED BEYOND CUT-OFF TIME, I UNDERSTAND THAT MY PAYMENT IS RECEIVED FOR SAFEKEEPING ONLY & WILL BE POSTED ON THE NEXT BANKING DAY. IF OFFLINE, PAYMENT WILL BE POSTED UPON RESTORATION OF ON-LINE SERVICE.


CLIENT'S SIGNATURE (E) DATE (F)

PLEASE LIST ON THE DETAILS COLUMN, IF CASH PAYMENT (DENOMINATION & NO. OF PEEPS) AND IF CHECK PAYMENT, THE CHECK DETAILS

| DETAILS | | AMOUNT |
|-----------------------|--------------------------------|--------|
| IF CASH, DENOMINATION | IF CHECK, DRAWEE BANK / BRANCH | |
| | CHECK NUMBER | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL PAYMENT | | (G) |

PAYMENT RECEIVED BY: PROCESSED / DEPOSITED BY:

THANK YOU FOR BANKING WITH US.

MEMBER FDIC &  www.unionbankph.com

FMDA-0234-08

UnionBank Bills Payment Procedure

The following set of information should be placed on the form:

- (A) Company / Institution Name
Ateneo De Manila University
- (B) Client's Name / Payor's Name
Name of Student (ex.: Juan Dela Cruz)
- (C) Mode of Payment
Segregate CHECK from CASH payments. For CHECK payments, indicate the Drawee Bank / Branch and the check number; For CASH payments, indicate the denomination and number of bills. If DEBIT TO ACCOUNT please indicate your 12-digit UnionBank Account Number.
- (D) Reference Number
Indicate your Department and Student ID/Student Code.
ex.: Ateneo School of Medicine / MD-123456790
- (E) Client's Signature
- (F) Date of Payment
- (G) Amount Details

Once the transaction has successfully been posted, our teller will give you a validated copy of the bills payment slip. This copy validated copy serves as your proof of payment.

If you have any questions or clarifications, please call Union3c through 667 2 668 or email them at union3c@unionbankph.com

List of Departments:

| | |
|---------------------------|------------------------|
| ATENEO GRADE SCHOOL | ATENEO BUSINESS SCHOOL |
| ATENEO LOYOLA SCHOOL | ATENEO HIGH SCHOOL |
| ATENEO SCHOOL OF MEDICINE | ATENEO LAW SCHOOL |

B. UNIONBANK ONLINE PAYMENT

NOTE: Only ATM accounts can do online payment.

1. Access UnionBank website (<http://www.unionbankph.com/>)
2. Under "Access your account here:" click UnionBank account
3. The account holder will receive an email confirmation within 3 banking days including the transaction password to be used in the payment.
4. Once enrolled, enter User ID and ATM PIN
5. Click on "Bills" tab
6. Select the "Search Biller" button. All available biller

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7. Click on selected Biller Name or "Ateneo de Manila University"
8. Enter all payment information:
 - Student Name
 - School Unit (ALS for Loyola Schools) -choose from dropdown
 - Student ID Number
9. Click "Pay" button
10. Enter transaction password provided online enrollment of account.
11. Click "Confirm"
12. The system will confirm your successful payment transaction