Tuition Payment Options Summary
First Semester SY 2019 – 2020

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, (for cash and cash/check combinations) or Berchmans Hall Room 106 (for check, credit card, debit card, and zero-payment scholars). These venues will be open from 8:00 AM to 4:00 PM, Monday to Friday, and from 8:00 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, Contact Numbers. 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. 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 or bring cash.

C. ACCEPTABLE CREDIT CARDS
1. Unionbank AAA Visa
2. 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 before August 13, 2019 will be subject to the late registration fee.
Therefore, make sure you have paid online at least two banking days before late registration period, and before you apply for or validate your ID.

Tuition Receipt is downloadable from the AISIS after 1 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 not print the Tuition Receipt. **Only for those who paid on-campus** will Cashier print the Tuition Receipt.

ID Application or Validation (the next registration procedure) **will not require** you to present your Official Receipt.

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.**
1. Via ATM
2. Via Phone
3. Via Internet (enrollment of merchant is required)

B.   BDO – OVER-THE-COUNTER (OTC)

BDO OTC offers payment of tuition in any BDO Branch. This is available whether or not you are a BDO account holder.

C. BPI BILLS PAYMENT FACILITY

This facility requires the enrollment of bills through BPI. Enrollment may be through phone (89-100), through branch of account (BOA) or through an online method at **www.bpiexpressonline.com**.

1. Via ATM
2. Via Phone
3. Via Internet or EOL payment (express online payment)

D. BPI – OVER-THE-COUNTER (OTC)

BPI OTC offers payment of tuition to any BPI Branch. This is available whether or not you are a BPI account holder.

E. METROBANK BILLS PAYMENT via Metrobank*direct*

E. You need to be enrolled in Metrobank*direct* before you can access this facility. To enroll, please visit your Metrobank depository branch.

F. METROBANK – OVER-THE-COUNTER (OTC)

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

G. UNIONBANK ONLINE PAYMENT

Only ATM accounts can do online payment.

H. UNIONBANK – OVER-THE-COUNTER (OTC)

Unionbank OTC offers payment of tuition to any Unionbank Branch. This is available whether or not you are a Unionbank account holder.

AISIS LINKED ONLINE TUITION PAYMENT OPTIONS

Please note that all Official Receipts paid through online facilities may only be claimed after 1 banking day. However, ID Application (the next registration procedure) **will not require** you to present your Official Receipt.

A. BPI ISSUED VISA/MASTERCARD

Online credit card payments are applicable during online and manual registration only (August 2 – August 13, 2019 for freshmen and graduate students; August 6 – August 13, 2019 for undergraduates). 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.