PAYMENT PROCEDURE

Options to pay your school fees

OPTION 1

Bills Payment through PNB Over-the-Counter

A. THROUGH THE MOBILE APP OR INTERNET BANKING:

1. Log-in to your Bank mobile application or online website.

2. Select Bills Payment.

3. In the Billers list, search for:

“UNIVERSITY OF THE EAST” for UE Manila and Caloocan students (If you cannot find UE in the list, try the Online Fund Transfer option)

4. Type the amount you want to pay.

5. In the Account/Reference number section, type the 11-digit student number.

6. After a successful transaction, make sure the selected Biller is UNIVERSITY OF THE EAST.

7. For Miscellaneous Fees payments, please email your proof of payment to finance@ue.edu.ph and specify the purpose of the payment. For Tuition Fee

payments, no need to send your proof of payment to the Finance email.

B. THROUGH ANY PNB BRANCH NATIONWIDE:

1. Ask for a Payment Slip Form.

2. Fill out as follows:

Biller Name: UNIVERSITY OF THE EAST – RECTO /UNIVERSITY OF THE EAST – CALOOCAN

Reference No.: The Student’s 11-digit Student Number + “TF” or “MF”

example:

20230123456TF – for Tuition Fee payments

20231234567MF – for Miscellaneous Fee payments

“TF” is for the Total Tuition and Other Fees as stated on your Pre-Enrollment Form or Registration Form.

“MF” is for Miscellaneous Fees such as: Defense Fees, Dropping Fees, Transfer Credential Documents, etc.

Payor’s Name: The Student’s Name

3. Select your Mode of Payment.

4. Write the amount you want to pay and sign the payment slip.

5. Present the slip to the bank teller and wait for your copy.

6. When you receive your validated slip sure the selected Biller is UNIVERSITY OF THE EAST/ UNIVERSITY OF THE EAST – CALOOCAN.

7. For Miscellaneous Fees payments, please email your proof of payment to finance@ue.edu.ph and specify the purpose of the payment. For Tuition Fee payments, no need to send your proof of payment to the Finance email.

IMPORTANT REMINDER!

PNB Bills Payments are validated after 1 banking day upon receiving the summarized report from PNB.

On-campus and other PNB payment options

Online Credit Card /Debit Card PaymentPNB Over-the-Counter DepositForeign RemittancesCampus Cash Office (Over-the-Counter)

OPTION 2

Bills Payment through Mobile Banking Applications (PNB, Landbank, UCPB, EastWest, RCBC, PSBank, ChinaBank, Security Bank, UnionBank, etc.)

1. Log-in to your Bank mobile application or online website.

2. Select Bills Payment.

3. Search for “UNIVERSITY OF THE EAST” in the Billers list.

(If you cannot find UE in the list, try the Fund Transfer option)

4. Type the amount you want to pay.

5. In the Account/Reference number section, type the 11-digit student number.

6. If they ask for an e-mail address, type your active e-mail address. They will be sending a copy of the proof of successful transaction to this e-mail. Save it just in case you need it.

7. Send a copy of your proof of payment to finance@ue.edu.ph. Please send this template:

Subject: \*Please specify the Purpose of your Payment\*

(ex: Enrollment Payment, Payment for Dropping, etc.)

Email Body:

Student’s Name:

Student’s Number:

Amount Paid:

Date Paid:

Contact Number:

IMPORTANT REMINDER!

Do not forget step #7 to avoid any inconveniences. Online payments are validated after 1 banking day upon receiving your proper proof of payment.

OPTION 3

G-Cash Bills Payment

1. Log-in to your GCash mobile application.

2. Select the Bills icon.

3. Select the Schools icon.

4. Search for “UNIVERSITY OF THE EAST”.

5. Type the amount you want to pay.

6. In the Account Number section, type the 11-digit student number.

7. In the e-mail address, type your active e-mail address. GCash will be sending a copy of the proof of successful transaction to this e-mail. Save it just in case you need it.

8. Send a copy of your proof of payment to finance@ue.edu.ph.

Please send this template:

Subject: \*Please specify the Purpose of your Payment\*

(ex: Enrollment Payment, Payment for Dropping, etc.)

Email Body:

Student’s Name:

Student’s Number:

Amount Paid:

Date Paid:

Contact Number:

IMPORTANT REMINDER!

Do not forget step #8 to avoid any inconveniences. Online payments are validated after 1 banking day upon receiving your proper proof of payment.

OPTION 4

Payment through Mobile Banking Applications (Metrobank, BPI and BDO)

1. Log-in to your Bank mobile application or online website.

2. Select Fund Transfer via Instapay.

3. Type in our Bank details below as the receiver account:

Bank : Philippine National Bank

Account Name : UNIVERSITY OF THE EAST

Account Number : 1653-1005-9956

4. Type the amount you want to pay.

5. If they ask for a Remark, type in the Student’s Name and Student Number.

6. If they ask for an e-mail address, type your active e-mail address. They will be sending a copy of the proof of successful transaction to this e-mail. Save it just in case you need it.

7. Send a copy of your proof of payment to finance@ue.edu.ph.

Please send this template:

Subject: \*Please specify the Purpose of your Payment\*

(ex: Enrollment Payment, Payment for Dropping, etc.)

Email Body:

Student’s Name:

Student’s Number:

Amount Paid:

Date Paid:

Contact Number:

IMPORTANT REMINDER!

Do not forget step #7 to avoid any inconveniences. Online payments are validated after 1 banking day upon receiving your proper proof of payment.