



# TUITION PAYMENT OPTIONS SUMMARY

First Semester SY 2022 - 2023

Please note that all tuition payments made through online facilities may only be recognized after **1-2 banking days**. It is highly recommended to pay through online facilities to encourage contactless payment and ensure safe transactions for all parties involved. As such, on-campus payments will not be available.

Off-campus payments that are made **after August 9, 2022** will be charged the late registration fee. Therefore, make sure that you paid online **at least one (1) banking day** before the late registration period.

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

- 1) Log in to AISIS
- 2) Click the "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

## AISIS-LINKED TUITION PAYMENT OPTIONS

### A. VISA/MASTERCARD (regardless of issuing bank)

1. On the Ateneo AISIS Online Assessment page, select "Visa/Mastercard Online Payment"
2. You will be redirected to the BPI-Global Payments portal.
3. First page of the BPI payment page allows the user to select between Visa or Mastercard. Choose one.
4. Enter the following data:
  - 4.1 Credit card number.
  - 4.2 Expiry date – month and year.
  - 4.3 Security code – the 3 digits after the card number on the signature panel at the back of the credit card.
  - 4.4 Click "pay" to process payment. Note that the amount is not editable.
  - 4.5 User is informed that the transaction has been approved.
  - 4.6 Transaction is now completed and the user is directed to the AISIS login page.

For inquiries, visit <http://regcom.ateneo.edu> or drop us a line on our Facebook page, **Regcom's Helpdesk**. The Office of the Registrar may also be reached via email or Google Chat using your OBF account at [registrar.gbseald@ateneo.edu](mailto:registrar.gbseald@ateneo.edu), [registrar.soh@ateneo.edu](mailto:registrar.soh@ateneo.edu), [registrar.jgsom@ateneo.edu](mailto:registrar.jgsom@ateneo.edu), [registrar.sose@ateneo.edu](mailto:registrar.sose@ateneo.edu), [registrar.soss@ateneo.edu](mailto:registrar.soss@ateneo.edu), [registrar1.ls@ateneo.edu](mailto:registrar1.ls@ateneo.edu), [registrar2.ls@ateneo.edu](mailto:registrar2.ls@ateneo.edu), or [askregistrar.ls@ateneo.edu](mailto:askregistrar.ls@ateneo.edu). You may also visit <http://ateneo.edu/ls/registrar> or <http://aisisonline.ateneo.edu> for announcements.



## ONLINE PAYMENT PORTAL

Accepts Visa/MasterCard (debit or credit card) of any issuing bank

1. Log in to <https://webpay.ateneo.edu/loyolaschools> using your OBF email account.
2. Input amount to be paid.
3. Select preferred payment method.
4. Enter card details.
  - 4.1 Card number
  - 4.2 Expiry date – month and year
  - 4.3 Security code - the 3 digits after the card number on the signature panel at the back of your card
5. Wait for payment to be processed and confirmation on your OBF email account.

## OFF-CAMPUS TUITION PAYMENT OPTIONS

Please note that all Tuition payments made through online facilities may only be recognized **after 1-2 banking days**.

**Payments that are made after August 9, 2022 will be charged the late registration fee.** Therefore, make sure you have paid online at least one banking day before the late registration period.

Tuition Receipt is downloadable from AISIS **after 1-2 banking days** from the time payment is made following these steps:

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

### 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)

For inquiries, visit <http://regcom.ateneo.edu> or drop us a line on our Facebook page, **Regcom's Helpdesk**. The Office of the Registrar may also be reached via email or Google Chat using your OBF account at [registrar.gbseald@ateneo.edu](mailto:registrar.gbseald@ateneo.edu), [registrar.soh@ateneo.edu](mailto:registrar.soh@ateneo.edu), [registrar.jgsom@ateneo.edu](mailto:registrar.jgsom@ateneo.edu), [registrar.sose@ateneo.edu](mailto:registrar.sose@ateneo.edu), [registrar.soss@ateneo.edu](mailto:registrar.soss@ateneo.edu), [registrar1.ls@ateneo.edu](mailto:registrar1.ls@ateneo.edu), [registrar2.ls@ateneo.edu](mailto:registrar2.ls@ateneo.edu), or [askregistrar.ls@ateneo.edu](mailto:askregistrar.ls@ateneo.edu). You may also visit <http://ateneo.edu/ls/registrar> or <http://aisisonline.ateneo.edu> for announcements.



**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 (889-10000), through branch of account (BOA) or through an online method at <https://www.bpi.com.ph/https://online.bpi.com.ph/portalserved/onlinebanking/sign-in> or go to <https://www.bpi.com.ph>

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 *Metrobankdirect***

You need to be enrolled in *Metrobankdirect* 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.

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