

## Tuition Payment Options

Second 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, and contact number**. Checks with erasure or 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, and Expressnet Debit Cards may be used in place of check or cash. Point of Sale (POS) terminals are available. There is 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 one (1) banking day. **Off-campus payments that are not recognized on or before January 21, 2020 will be subject to the late registration fee.** Therefore, make sure that you paid online at least one banking day before late registration period, and before you apply for your ID.

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 "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.

The Cashier will only print the Tuition Receipt for on-campus payments.

Online payments are applicable during online and manual registration only. **Online payments made once late registration period 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 the 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](http://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

### **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)

1. Log on to [www.bdo.com.ph](http://www.bdo.com.ph).
2. Mouse over My Financial Services/Bills Payment and click on **Pay Merchants**.
3. Select from dropdown list preferred enrolled source account (Savings or Current).
4. Within the **Pay Merchants** page, select from dropdown list enrolled merchant (i.e. previously enrolled merchant should be visible already in the list).
5. Select **"Ateneo Loyola Schools"**.
6. Enter amount.
7. Select mode of payment: Immediate, Postdated or Recurring.
8. Click "Next" button.
9. Click "Confirm" button.
10. 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.

1. Go to the nearest/most convenient BDO Branch.
2. Fill out a "Payment Slip" (see sample below) with the following required details:
  - 2.1 Company Name: Ateneo de Manila University
  - 2.2 Institution Code: 9003
  - 2.3 Product Code: 901 – Ateneo Loyola Schools
  - 2.4 Subscriber's Account No.: Student Number
  - 2.5 Subscriber's Name: Student's Complete Name
  - 2.6 Payment Details: Cash or Check Payment Breakdown
  - 2.7 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.



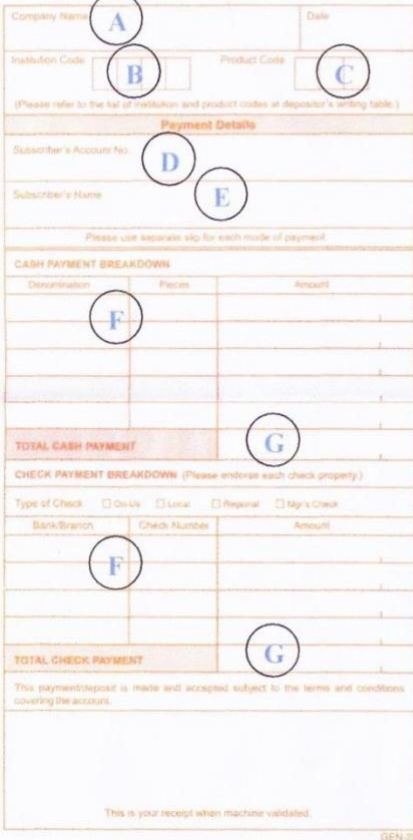
**Sample BDO Payment Slip and Procedure**



**Payment Slip**  
For Companies with  
Collection Arrangements

**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	<b>901</b> - ATENEO LOYOLA SCHOOL
9003	Ateneo	<b>902</b> - ATENEO BUSINESS SCHOOL
9003	Ateneo	<b>903</b> - ATENEO GRADE SCHOOLS
9003	Ateneo	<b>904</b> - ATENEO HIGH SCHOOL
9003	Ateneo	<b>905</b> - ATENEO SCHOOL OF MEDICINE AND PUBLIC HEALTH
9003	Ateneo	<b>906</b> - 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/payer 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](http://www.bpiexpressonline.com). You need to be enrolled in BPI Express Online 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.

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.



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](http://www.bpiexpressonline.com).
2. Enter your user ID and password.
3. Once login 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)**

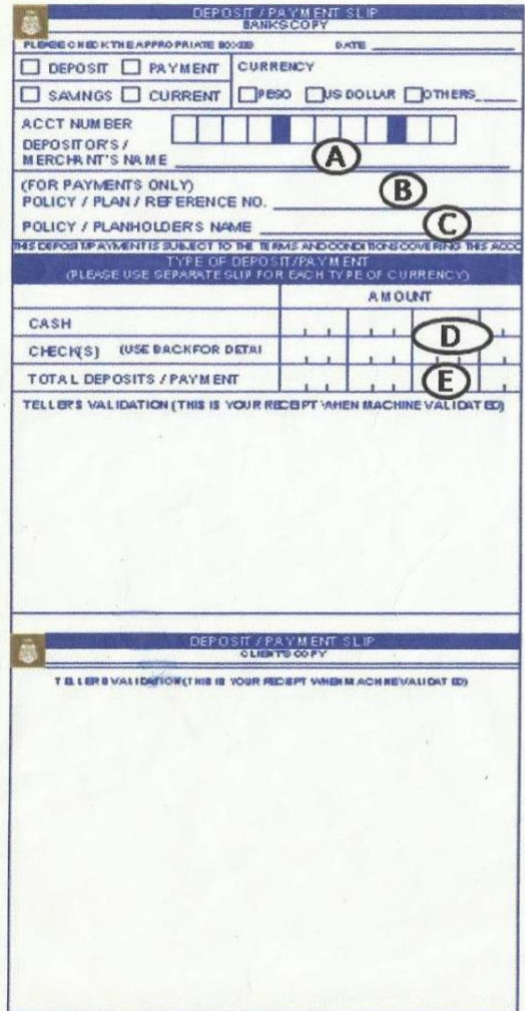
Payment of tuition may be made in any Bank of the Philippine Islands branch via the OTC Facility. BPI account holders or not can pay via this facility.

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.

**Sample BPI Deposit/Payment Slip and Procedure**



The image shows a BPI Deposit/Payment Slip form. It is divided into two sections: 'BANK'S COPY' at the top and 'CLIENT'S COPY' at the bottom. The form includes fields for 'PLEASE CHECK THE APPROPRIATE BOXES' (Deposit, Payment, Savings, Current), 'CURRENCY' (P890, US Dollar, Others), 'ACCT NUMBER', 'DEPOSITOR'S / MERCHANT'S NAME', 'POLICY / PLAN / REFERENCE NO.', 'POLICY / PLANHOLDER'S NAME', and a table for 'AMOUNT' with rows for 'CASH', 'CHECK(S)', and 'TOTAL DEPOSITS / PAYMENT'. There is also a section for 'TELLER'S VALIDATION'. Annotations A through E are placed on the form: A is on the Merchant's Name field, B is on the Policy/Plan/Reference No. field, C is on the Policy/Planholder's Name field, D is on the CASH amount field, and E is on the TOTAL DEPOSITS / PAYMENT field.

### Bills Payment Procedure

## ATENEO LOYOLA SCHOOLS

### For CASH and CHECK payments Over the Counter through BPI Branches

1. Go to the nearest/most convenient Bank of the Philippine Islands (BPI) Branch.
2. Get a Deposit/Payment slip (see attached) and write down the required details:
  - A. Depositor/Merchant's Name: **Ateneo Loyola Schools**
  - B. Policy/Plan/Reference No:  
**Student ID No. followed by student's name**  
*(example: 091079 DIZON, EMMANUEL)*
  - C. Policy/Planholder's Name: **student's complete name**
  - D. Payment Details: **Amount of Cash or BPI Check payment**
  - E. **Total Amount Paid**
3. Present the Deposit/Payment slip to the BPI teller together with the cash/BPI check payment.
4. Once validated, BPI staff will give you a validated copy.
5. Before leaving, make sure the copy received is validated, with same payments details as what you wrote down.  
**(Payment slip serves as proof of payment)**

## **METROBANK**

### **A. 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.

1. Login to Metrobankdirect (<https://personal.metrobankdirect.com>).
2. Enter your Customer ID and Password.
3. Click on “Pay Bills”.
4. On the drop down list of billers, choose “Ateneo Loyola Schools”.
5. Enter Student Number.
6. Choose an account where the payment will be sourced from.
7. Enter the amount to be paid.
8. Select payment type:
  - Immediate Payment
  - Future Dated Payment
9. Click “Continue”.
10. A confirmation page will appear. Click “Confirm”.
11. Print the Transaction Acknowledgement page as proof of a successful payment.

### **B. 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.

1. Go to the nearest/most convenient Metrobank Branch.
2. Fill out a “Payment Slip” with the following required details.
  - 2.1 Company Name: Ateneo Loyola Schools
  - 2.2 Subscriber Name: Student Name
  - 2.3 Reference No./Subscriber No.: Student Number
  - 2.4 Mode of Payment: Check whether Payment is in Cash/Check or Debit to Account
  - 2.5 Amount of Payment
  - 2.6 Payment Details: Cash Payment Breakdown and/or Check Payment Details
3. Present the Payment Slip to Metrobank teller together with the cash/check payment.
4. Once validated, teller 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 Metrobank Bills Payment Slip and Procedure**

**BILLS PAYMENT PROCEDURE FOR  
ATENEO DE MANILA UNIVERSITY  
OVER THE COUNTER PAYMENT (CASH PAYMENT)**

- Go to the nearest / most convenient Metropolitan Bank and Trust Co.(MBTC) Branch.
- Get a copy of Metrobank's "Payment Slip" (please find attached SAMPLE copy) and accomplish the required information/details:
  - A. Company Name: **Ateneo Loyola School**
  - B. Subscriber Name: **Student's Name**
  - C. Reference No./Subscriber No: **Student No.**
  - D. Mode of Payment: **Cash/Check/Debit Account**
  - E. Amount of Payment: **Amount paid**
  - F. Payment details (Cash or Check Payment Breakdown)
  - G. Other details

Note: Slips are to be accomplished in duplicate copies.  
1st Copy – Bank copy  
2nd Copy – Client's copy
- Present payment slip to MBTC tellers together with cash/check.
- Once validated, MBTC Teller will give Ateneo's client/client representative a validated copy.
- Before leaving. Check & verify the copy received (Payment slip serves as proof of payment);
  - a. If validated.
  - b. And, if the copy was the one accomplished and presented to the Bank teller.

**UNIONBANK**

**A. UNIONBANK OVER-THE-COUNTER (OTC)**

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

- Go to the nearest/most convenient Unionbank Branch.
- Fill out a "Bills Payment Slip" with the following requirements:
  - 2.1 Company/Institution: Ateneo de Manila University
  - 2.2 Client Name: Student's Complete Name
  - 2.3 Mode of Payment: Segregate CHECK from CASH payments. For check payments, indicate 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
- Present the Payment Slip to the Unionbank teller together with the cash/check payment.
- Once validated, Unionbank staff will give a validated copy of the payment slip.
- 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 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





## **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.
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.