

FINANCE AND ACCOUNTING OFFICE ADVISORY ON PAYMENT MODES and PAYMENT OPTIONS FOR TERM 3, AY2019-2020

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PAYMENT MODES

- a) **Pay over the counter** at any accredited bank such as **Unionbank, Metrobank and UCPB** and proceed to accomplish Bills Payment Slip. Present this slip together with your EAF (printed or digital copy) to a designated teller of the chosen bank. After payment, please send the scanned copy or photo of duly validated Bills Payment Slip (BPS) to the email account of our chief cashier **Mr. Jose Albania** at jose.albania@dlsu.edu.ph

Bank details are as follows:

Name of Bank	: Unionbank
Branch	: P. Ocampo Branch, Malate, Manila
Savings Account	: 045-03000144-1
Swift Code	: UBPPHMM

Name of Bank	: Metrobank
Branch	: Vito Cruz-Taft Branch
Savings Account	: 742-7742007487
Swift Code	: MBTCPHMM

Name of Bank	: United Coconut Planters Bank (UCPB)
Branch	: P. Ocampo Branch, Malate, Manila
Savings Account	: 00-120197222-2
Swift Code	: UCPBPHMM

- b) **Pay **online** through the following **Unionbank** channels (*to be available once ready*):

- Online payment using **credit card** powered by VISA and Mastercard
- Online payment using **debit card** (savings) powered by VISA and Mastercard

****Note:** A separate announcement on the **online payment facility with Unionbank** will be provided once facility is available for access.

PAYMENT OPTIONS

In our effort to soften the impact of COVID 19 and as a way of assistance, student may choose from any of the following payment schemes:

	Payment Scheme for Previous Terms		Payment Scheme for Term 3 AY2019-2020		
	Full	2-Payment	Full	2-Payment	3-Payment
No. of payments	1	2	1	2	3
Installment Fee	None	P200	None	P200	P300
DP Computation:					
Tuition Fee	100%	50%	100%	50%	33%
Other and Fees	100%	50%	100%	50%	50%
Installment Fee	None	100%	None	100%	100%
Surcharge for Late Installment Payment	None	P100 per week max of P500	None	P50 per week for every late payment per due date (max of P250)	P50 per week for every late payment per due date (max of P250)
Late Registration Fee	P200 Week 1 P300 Week 2 P400 Week 3 P500 to P1500 Week 4 and thereafter (daily increment of P100)		P100 Week 1 P150 Week 2 P200 Week 3 P250 to P750 Week 4 and thereafter (daily increment of P50)		

For two (2) installment payments, 2nd month pay is **due on or before Midterm**.

As for three (3) installment payments, 3rd month pay is **due on or before the final week**.

For further clarification or question, email may be sent to the chief cashier **Mr. Jose Albania** at jose.albania@dlsu.edu.ph

Thank you.