



TUITION PAYMENT OPTIONS

Intersession SY 2020 – 2021

Please note that all tuition payments made through online facilities and may only be recognized after one (1) banking day. 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 not recognized on or before July 4, 2020 will be subject to the late registration fee. Therefore, make sure that you paid online at least one 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 "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 pagamount is not editable.
4. User is informed that the transaction has been approved.
5. Transaction is now completed and the user is directed to the AISIS login page.e of the BPI payment page allows the user to select between Visa or Mastercard. Choose one.
6. Enter the following data:
 - 6.1 Credit card number.
 - 6.2 Expiry date – month and year.
 - 6.3 Security code – the 3 digits after the card number on the signature panel at the back of the credit card.
 - 6.4 Click "pay" to process payment. Note that the



ONLINE PAYMENT PORTAL (NEW FACILITY)

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

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.
2. Mouse over My Profile/Merchant and click the Enroll Merchants.
3. Select "ATENELO" 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 the 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 the 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.
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 the same payment details as submitted. This payment slip serves as proof of payment.



Sample BDO Payment Slip and Procedure



The form is a BDO Payment Slip with various fields. Annotations A through G are placed on the form to indicate where specific information should be entered. A is on the Company Name field, B is on the Institution Code field, C is on the Product Code field, D is on the Subscriber's Account No. field, E is on the Subscriber's Name field, F is on the CASH PAYMENT BREAKDOWN table, and G is on the TOTAL CASH PAYMENT field.

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	901 - ATENEO LOYOLA SCHOOL
9003	Ateneo	902 - ATENEO BUSINESS SCHOOL
9003	Ateneo	903 - ATENEO GRADE SCHOOLS
9003	Ateneo	904 - ATENEO HIGH SCHOOL
9003	Ateneo	905 - ATENEO SCHOOL OF MEDICINE AND PUBLIC HEALTH
9003	Ateneo	906 - 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:

- It's important to indicate the product code in the bills payment slip to identify specific Ateneo School the payer wants to pay.
- The student/payor 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. 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.
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.
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

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 the same payment details as submitted. This payment slip serves as proof of payment.



Sample Metrobank Bills Payment Slip and Procedure

Metrobank PAYMENT SLIP

Payment FOR: PERO BILLING DOLLAR BILLING DATE: 1/1/2014

COMPANY NAME/CLIENT TYPE/SERVICE FEE: ATENEO LOYOLA SCHOOL

AMOUNT: 10,000.00

Mode of Payment: CASH CHECK DEBIT MY ACCOUNT NO.

AMOUNT IN WORDS: Ten Thousand Pesos

CASH DENOMINATION BREAKDOWN		
DENOMINATION	PESOS	AMOUNT
1000	10	10,000.00
TOTAL CASH PAYMENT		10,000.00

PLEASE LIST EACH CHECK AND ENDORSE PROPERLY		
BANK BRANCH	CHECK NO.	AMOUNT
TOTAL CHECK PAYMENT		

THIS IS YOUR RECEIPT WHEN MACHINE INDICATES

THE PAYMENT IS SUBJECT TO THE TERMS AND CONDITIONS GOVERNING THIS ACCOUNT

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

1. Go to the nearest / most convenient Metropolitan Bank and Trust Co.(MBTC) Branch.
2. 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
3. Present payment slip to MBTC tellers together with cash/check.
4. Once validated, MBTC Teller will give Ateneo's client/client representative a validated copy.
5. 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.

1. Go to the nearest/most convenient Unionbank Branch.
2. 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
3. Present the Payment Slip to the Unionbank teller together with the cash/check payment.
4. Once validated, Unionbank staff will give a validated copy of the payment slip.
5. Before leaving, make sure the copy received is validated, with the same payment details as submitted. This payment slip serves as proof of payment.



Sample Unionbank Bills Payment Slip and Procedure

UNIONBANK **BILLS PAYMENT SLIP**

PLEASE WRITE HEAVILY TO MAKE CARBON COPY CLEAR

PAYMENT FOR (COMPANY/INSTITUTION) (A)

CLIENT NAME (B)

REFERENCE NUMBER (e.g. ACCOUNT NO./CARD NO./POLICY NO.) (D)

MODE OF PAYMENT

CASH CHECK

DEBIT TO ACC (C)

IF DEBIT ACCOUNT, PROVIDE ACCOUNT NUMBER

CLIENT'S SIGNATURE (E)

DATE (F)

DETAILS

IF CASH, DENOMINATION	IF CASH, DENOMINATION	AMOUNT
IF CHECK, DRAWEE BANK / BRANCH	CHECK NUMBER	
		(G)
TOTAL PAYMENT		

PAYMENT RECEIVED BY: _____ **PROCESSED / DEPOSITED BY:** _____

THANK YOU FOR BANKING WITH US.

MEMBER SINCE 1961 *AdvantAge*

www.unionbankph.com

FMDA-0214-08

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
Name of Student (ex.: Juan Dela Cruz)

(C) Mode of Payment
Segregate CHECK from CASH payments. For CHECK payments, indicate the Drawee Bank / Branch and the check number; For CASH payments, indicate the denomination and number of bills. If DEBIT TO ACCOUNT please indicate your 12-digit UnionBank Account Number.

(D) Reference Number
Indicate your Department and Student ID/Student Code. ex.: Ateneo School of Medicine / MD-123456790

(E) Client's Signature

(F) Date of Payment

(G) Amount Details

Once the transaction has successfully been posted, our teller will give you a validated copy of the bills payment slip. This copy validated copy serves as your proof of payment.

If you have any questions or clarifications, please call Union3c through 667 2 668 or email them at union3c@unionbankph.com

List of Departments:

ATENEO GRADE SCHOOL	ATENEO BUSINESS SCHOOL
ATENEO LOYOLA SCHOOL	ATENEO HIGH SCHOOL
ATENEO SCHOOL OF MEDICINE	ATENEO LAW SCHOOL



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 billers may be viewed or encode the Biller Name.
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.