



# TUITION PAYMENT OPTIONS

## Second 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 **January 13, 2023 (Friday)** will be subject to 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 “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

### 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.

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## 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

### 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 [www.bdo.com.ph](http://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 the Merchant Name dropdown list.
4. Select “**Ateneo Loyola Schools**” from the Product Type dropdown list.
5. Input Subscriber Number (Student ID Number).
6. Input Subscriber Name (Student Name).
7. Click the “Submit” button.
8. Click the “OK” button.
9. An online acknowledgment receipt will appear showing your Bills Payment Reference Number.

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### **Via ATM**

1. Go to a BDO ATM.
2. Enter your PIN.
3. Select the “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 the 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 Accounts enrolled by the 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 the amount to be paid.
14. Transaction Summary
  - IVRS will provide a summary of the client’s transactions (Source Account, Merchant/Biller, and Amount to be paid).
15. Confirm Transaction Summary.
  - IVRS will then process transactions.
  - After a successful transaction, IVRS will give the client a Transaction Reference Number (TRN).
  - Client will be prompted to:

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- 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 the 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 the “Next” button.
9. Click the “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 ID 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.

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\*\*\*Please check the validation of the deposit slip before leaving the Branch; **Ateneo de Manila Loyola School** should reflect on the validated deposit slip and if there's none, have it error correct to the Branch to avoid misposting to the other Merchant.

**Sample BDO Payment Slip and Procedure**

**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)

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## 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 889-10000  
Call 889-10000 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 BPI Online  
Go to <https://www.bpi.com.ph> and click login or go directly to <https://online.bpi.com.ph/portalservice/onlinebanking/sign-in>. You need to be enrolled in BPI Online before you can access this facility. After logging in, go to “Other Services” then select “Manage Recipients”. Click on “Add Recipient” and select Biller **Ateneo de Manila Loyola Schools (ADMULS)** as the type of recipient. Confirm the details of your enrollment and click on “Confirm”. Enter the One time Pin (OTP) then select “Submit”. Remember to never share your OTP with anyone.

**REFERENCE NO.:** Student’s ID No.

### HOW TO PAY YOUR BILLS :

#### Via ATM

1. Insert your Express Teller ATM card and select the 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.

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### **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 (+632)889-10000 for Metro Manila and 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 BPI Online**

1. Login to BPI Online or BPI Mobile App and go to “Payments/Load”
2. Select “Pay Bills”
3. Fill in the details and select an enrolled biller. **Ateneo de Manila Loyola Schools (ADMULS)**
4. Confirm the details of your transaction. Click on “Confirm”.
5. Enter your Mobile Key or One Time Pin (OTP) then select “Submit”. **Never share your OTP with anyone.**

### **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.

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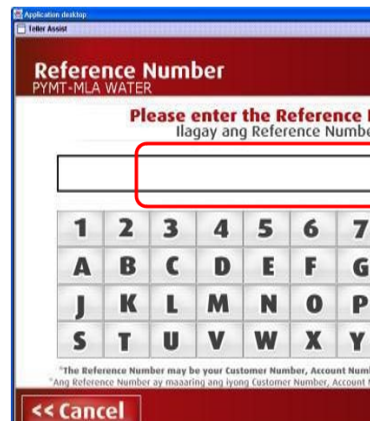
- 2.8 Queue Number will be displayed and printed and wait for your number to be flashed on the board.
- 3. Once a teller is available, approach the designated counter that will be flashed on the board next to your Queue Number.
- 4. Teller will ask for the name of the Merchant you wish to pay. Simply state Ateneo de Manila Loyola Schools.
- 5. Hand over the payment to the teller and get your copy of the validated deposit slip as proof of payment.

**BPI Express Assist (BEA) Bills Payment Procedure**

1. Select Bills Payment



3. Enter the 6-digit reference number (The Student's ID No.)



2. Select "Other Merchants" to pay for Ateneo de Manila University

4. Choose mode of payment

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5. Enter AMOUNT to be paid



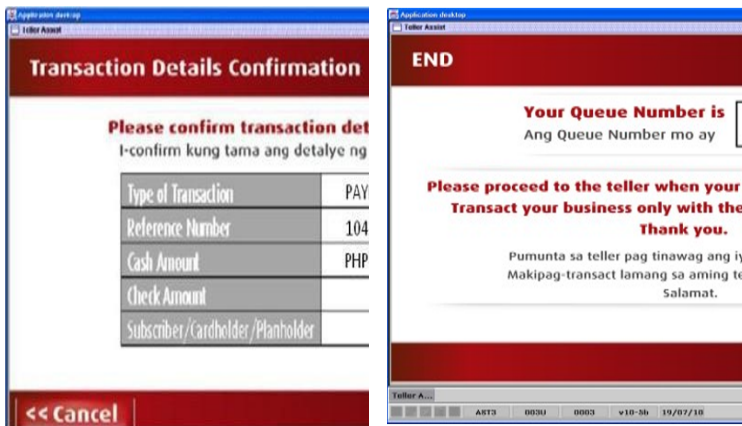
7. If single transaction, select NO. For multiple transactions, select YES



6. Encoded transaction details will be displayed. If correct, tap NEXT. If not, click CANCEL

8. Queue Number will be displayed and printed

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9. Once a teller is available, approach the designated counter that will be flashed on the board next to your Queue Number.
10. Teller will ask for the name of the Merchant you wish to pay. Simply state **Ateneo de Manila Loyola Schools (ALSOTC)** and the Payor name to which the receipt will be issued to proceed with the payment.
11. Hand over the payment to the teller and receive the validated deposit slip as proof of payment.
12. Present the validated copy of the payment slip as you claim the Official Receipt from Ateneo de Manila University authorized representative or Cashier.

## METROBANK

### A. METROBANK BILLS PAYMENT via *Metrobankdirect*

You need to be enrolled in *MBOonline* or *MBMobile* before you can access this facility. To enroll, please visit your Metrobank depository branch or via online at <https://onlinebanking.metrobank.com.ph/signin>

1. Login to Metrobank Online Banking (<https://onlinebanking.metrobank.com.ph/signin>)
2. Enter your User Name and Password (access to the Metrobank Mobile app which can be downloaded via Apple Store or Android Play Store will be the same)
3. Click on “Pay Bills”
4. On the drop down list of billers, please type or choose

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Ateneo de Manila Loyola Schools

5. Choose an account where the payment will be sourced from
6. Enter the amount to be paid
7. Select payment type:
  - o NOW - Immediate Payment
  - o LATER - Future Dated Payment
8. Click “Next”
9. Review and Confirm the click “Continue”
10. 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” ( green form) with the following required details.
  - 2.1 Company Name: Ateneo De Manila Loyola School
  - 2.2 Subscriber Name: Student Name
  - 2.3 Reference No./Subscriber No.: Student ID 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 the Metrobank teller together with the cash/check payment.
4. Once validated, the 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.

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.





### 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 De Manila 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.

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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 the “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 the dropdown
  - Student ID Number
9. Click the “Pay” button.
10. Enter transaction password provided online enrollment of account.
11. Click “Confirm”.
12. The system will confirm your successful payment transaction.

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