



TUITION PAYMENT OPTIONS SUMMARY

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 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, registrar.soh@ateneo.edu, registrar.jgsom@ateneo.edu, registrar.sose@ateneo.edu, registrar.soss@ateneo.edu, registrar1.ls@ateneo.edu, registrar2.ls@ateneo.edu, or 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 January 13, 2023 (Friday) 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 '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.

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)

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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 Metrobank*direct*

You need to be enrolled in Metrobank*direct* 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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