

	Notice on the Unholding of Student Portal for Unsettled Old Tuition Fee Balances	
	Document Reference: EOMS-FIN-MEMO-003	Revision Number 000
	Confidentiality Level: Internal use	Approval Date:
	Review Cycle: N/A	Effectivity Date: July 17, 2026

July 17, 2026

Good day!

This is to remind all students and parents regarding the unholding process for student portals with unsettled tuition fee balances for the **2nd Semester and Special Term of SY 2025–2026**.

The payment options, posting of payments and the corresponding unholding of student portals will be processed based on the following guidelines:

Payment Options

1. Student Payment Portal (Recommended ★)

2. Bank Payments (Online or Over-the-Counter)

Available banks and merchant names:

- **BPI** – DLSU-D
- **UnionBank** – DLSU-Dasmarinas
- **Metrobank** – DLSU-Dasmarinas
- **BDO** – DASMARINAS - DE LA SALLE UNIV

Reference Number: *Student Number*

3. On-Campus Payment

- **Cashier (Windows 15 & 16), Ayuntamiento Building**

Accepted payment methods:

- E-wallets
- Debit/Credit Cards
- Check

- **Payment Kiosks**

Available at the following locations:

- Ayuntamiento Building
- Basic Education Complex
- MLH Building

Note: The **Invoice Number** is required when paying tuition fees through the payment kiosks.

Important: Cash payments for tuition and enrollment-related transactions are **not accepted** since **September 15, 2025**.

Payment Posting and Unholding Lead Time

- **Student Payment Portal**
 - Payments are posted immediately.
 - An official payment confirmation receipt is generated and made available on the student portal in real time.
 - The student portal will be **unheld within two (2) working days** after successful payment.
- **Bills Payment Channels**
 - Payments made through bank bills payment facilities will be confirmed and posted within **two (2) to three (3) working days**.
 - Once the payment has been posted, the student portal will be **unheld within two (2) working days**.

Students are strongly encouraged to **settle all outstanding balances reflected in the student portal before their scheduled enrollment date** to avoid delays in the enrollment process.

Please use only the University's approved payment channels and ensure that all payment details are entered accurately to facilitate the timely posting of payments.

For inquiries or assistance, please contact the Assessment Section at local nos. 3038,3245 and 3253 or via email at assessment@dlsud.edu.ph, or the Cashier Section at local no. 3287 or via email at tas@dlsud.edu.ph, during official working hours.

Thank you for your cooperation.

Prepared by: (SGD)MAIDA LENN G. PAGESUYUIN, CPA OIC Director Accounting Office Director, Treasury Office	Approved by: (SGD)ALYSSA LOU P. ANTENEO, CPA Vice President for Finance
---	---