



De La Salle University
D A S M A R I Ñ A S
CAVITE 4115 PHILIPPINES

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www.dlsud.edu.ph

Date : **14 July 2025**

To : **DLSU-D Community**

From : **(Sgd.) MAIDA LENN G. PAGSUYUIN, CPA**
Director, Treasury Office

: **(Sgd.) ALYSSA LOU P. ANTENEO, CPA**
Director, Accounting Office

**Subject: Payment of Tuition Fees and Other Enrollment Assessment Fees for
1st Semester AY 2025-2026**

Greetings in St. La Salle!

Please be informed that the deadline for payment of tuition and other enrollment assessment fees for **upperclassmen** is **August 13, 2025**, especially for those who will proceed with **Transaction 2**. This deadline ensures that the Treasury Office has sufficient time to post your payments before you continue with Transaction 2.

Payment Guidelines:

- Students are strongly encouraged to access their **payment portal via the Student Portal** to view and settle their invoices.
- For students with **rebates**, please proceed to **Window 12**, Ayuntamiento de Gonzales Building. You may also contact us at the following local numbers: **3253, 3245, or 3038**, or email **assessment@dlsud.edu.ph** for invoice adjustments prior to payment.

Important Reminders:

- Students with **outstanding balances from previous semesters**, including **surcharges**, must settle them **before enrollment for the current semester**.
- Students who are already in possession of their **Certificate of Registration (COR)** are considered **officially enrolled**.

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Payment Channels:

- **Maya via Payment Portal (debit/credit card, e-wallets and online banking apps)**
- **Bills Payment via BDO, BPI, Metrobank, UnionBank (through banking apps or over-the-counter)**

☒ **Good news!** Tuition payments via **MAYA** incur **no bank charges** and will be **automatically posted** to your student portal account.

⚠ **Please note:** Payments made via **Bank Bills Payment** may take **3–5 working days** to be reflected in your account.

For your guidance, a **step-by-step payment guide via student portal** is attached.

Thank you for your attention and compliance.

Endorsed:

(Sgd.) **BELINDA C. NARVAEZ, CPA**
VP for Finance

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