



DLSU-DASMARIÑAS - SENIOR HIGH SCHOOL DEPARTMENT SCHEDULE OF INSTALLMENT PAYMENTS FIRST SEMESTER, SCHOOL YEAR 2025-2026

For Finals Exam Week for Term 2

Deadline:

On or before October 24, 2025

Note: Remaining balance of the current semester's total tuition and other fees

1. Payments could be done through:

a. Payment portal.

<https://www.dlsud.edu.ph/announcement/college/2025/PayMayaPaymentInstructions.pdf>

Scan QR Code for Payment Portal Instructions



<https://bit.ly/3UVqGDX>

b. Online and Over-the-Counters Bills Payments with the following:

- Unionbank
- Metrobank
- BPI
- BDO

For these payments, please use your **permanent STUDENT ID number** as the reference number and “**DLSU-D**”, “**DLSU-Dasmariñas**” or “**Dasmariñas - De La Salle Univ**” as the merchant's name.



Use **BILLS PAYMENT FORM** when settling payments physically at the bank. **DO NOT USE THE CASH/CHECK DEPOSIT FORM**. When using **ONLINE APPLICATION** on your device (mobile, desktop, or laptop), you **MUST USE** the "PAY BILLS" feature and **NOT THE NORMAL BANK TRANSFER**. Always ensure accuracy and completeness of details. Always double check your receipt before leaving the counter to immediately notice if there are errors either on your reference number or merchant's name.

Notify immediately the Treasury Office should you **MISTAKENLY USED** the Cash/Check Deposit Form in settling payments. EMAIL a photo of your deposit slip/receipt to tas@dlsud.edu.ph. In the **SUBJECT** line, key in "PAYMENT THROUGH BANK DEPOSIT (Please supply STUDENT NAME and STUDENT NUMBER)." This transaction requires fifteen (15) working days of processing.

2. Full payment upon enrollment is entitled to a 4% rebate on tuition fee only to be credited to the next semester's enrollment.

Holding of portals of students with outstanding balances is scheduled on **October 27, 2025**. This means that students cannot access their portals unless the total balances are fully settled.

We wish to remind you that the Accounting Office observes three (3) to five (5) working days as lead time after payments are verified. This lead time covers the following:

- Unholding of portal
- Posting of enrollment

Please be advised that payments through payment portal reflects real time posting of payment and payments through bills payments may take three (3) to five (5) working days to be posted. In addition, collection receipts can be viewed through the payment portal.

Surcharge of five percent (5%) will be applied to unpaid balances starting Nov. 24, 2025, until settlement.

*If you have concerns/questions about your invoices, please send an email to assessment@dlsud.edu.ph or visit Accounting Office at Ayuntamiento De Gonzalez Bldg., Counters 12 or 13. You may also call 481-1900 loc. 3038.