



DLSU-DASMARIÑAS - SENIOR HIGH SCHOOL DEPARTMENT SCHEDULE OF INSTALLMENT PAYMENTS FIRST SEMESTER, SCHOOL YEAR 2022-2023

SCHEDULE OF INSTALLMENT PAYMENTS

- October 5, 2022:** At Least 70% of the current semester's total tuition and other fees
- December 5, 2022:** Remaining balance of the current semester's total tuition and other fees

Notes:

1. Payments could be done through:
 - a. Onsite payment at Counters 14 to 16 at Ayuntamiento de Gonzalez Bldg., Finance and Accounting office (FAO).

For card payments, kindly note that our cashiers will not transact payments if the one presenting the card is not the cardholder. Please note that depending on the amount, the transaction receipts require signature of the cardholder. **Any form of authorization from the cardholder will not be honored.**

For debit cards, we advise our students and parents who are not the cardholders to withdraw first before transacting at our counters. For credit cards, only the cardholders will be allowed to use them for payment.

- b. Bux Checkout Page ("Bux") accessible at DLSU-D's website

When paying through Bux, please ensure to completely fill out the required information especially the student name, student number and purpose of payment (in the "leave a note" portion) for FAO's reference. Supplying incorrect and incomplete information may lead to delays in processing your payments.

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

- SM Branches (within Cavite Area only)
- Unionbank
- Metrobank
- BPI

For these payments, please use your **permanent STUDENT ID number** as the reference number and "**DLSU-D**" or "**DLSU-Dasmariñas**" 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 our FAO 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 4% rebate on tuition fee only to be credited to the next semester's enrollment.
3. Portals of students with outstanding balances starting **December 6, 2022** until the end of semester or the next semester's enrollment are already subject to holding. This means that students cannot access their portals unless outstanding balances are fully settled.

We wish to remind you that the FAO observes three (3) to five (5) working days as lead time before payments are processed. This lead time covers the following:

- Unholding of portal
- Posting of enrollment

Please be informed that this lead time does not include posting of payment to the student portal or processing of official receipts.

Please also be reminded that payments via bank transfers to any of the University's bank accounts require fifteen (15) working days of processing. EMAIL a photo of your online transaction slip/receipt to tas@dlsud.edu.ph. In the SUBJECT line, key in "PAYMENT THROUGH BANK TRANSFERS (Please supply STUDENT NAME and STUDENT NUMBER)".

4. Surcharge of 5% will be applied to students with outstanding balances on **January 23, 2023**, the first day of the next semester until settlement.