



DLSU-DASMARIÑAS - SENIOR HIGH SCHOOL DEPARTMENT SCHEDULE OF INSTALLMENT PAYMENTS SECOND SEMESTER, SCHOOL YEAR 2021-2022

SCHEDULE OF INSTALLMENT PAYMENTS

March 21 – 26, 2022: Midterms/Integration Week (Term 3)

May 30 – Jun 4, 2022: Finals/Integration Week (Term 4)

Notes:

1. Payments will be entertained at Counters 14 -16 Ayuntamiento Bldg. (Please do not forget to go to Counter 12 for posting of payment.), through Student Portal via Credit Card (tuition fee only) and at any of the following payment centers.

Payment Centers:

Metrobank Bills Payment
Union bank Bills Payment
BPI Bills Payment
SM/Savemore payment outlets (Cavite Area Only)

Please use your permanent **STUDENT ID number** as the reference number and **De La Salle University - 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.

Notify immediately our Finance and Accounting Office (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**)"

2. We wish to remind you that the FAO observes the three (3) to five (5) working days as lead time before payments are posted. This lead time does not cover Saturdays, Sundays, and holidays. Once payment is posted, only then that "UNHOLDING" of your account is undertaken.
3. Full payment upon enrollment is entitled to 4% rebate on tuition fee only to be credited to the next semester's enrollment.
4. For installment basis, outstanding balances should be paid before the final exam/integration week (Term 2) to avoid penalties.
5. Penalties will be applied to the total unpaid balance after day one (1) of the finals period.
6. Payment scheme
 - a. Full payment upon enrollment
 - b. Installment

40% Due upon enrollment
30% Due on or before Midterm/Integration Week (Term 3)
30% Due on or before Finals/Integration Week (Term 4)