



## **DLSU-DASMARIÑAS - SENIOR HIGH SCHOOL DEPARTMENT SCHEDULE OF INSTALLMENT PAYMENTS SECOND SEMESTER, SCHOOL YEAR 2023-2024**

### **For Midterms/Exam Week for Term 3**

**Deadline:**

**On or before March 15, 2024**

Note: At least 70% of the current semester's total tuition and other fees

### **For Finals/Exam Week for Term 4**

**Deadlines:**

**On or before May 22, 2024**

Note: Full payment of the current semester's total tuition and other fees

1. Payments could be done through:

- a. Onsite payment at Counters 14 to 16 at Ayuntamiento de Gonzalez Bldg., Treasury Office.

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 the 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's name, student number and purpose of payment (in the "leave a note" portion) for Treasury Office'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
- 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](mailto: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 **May 27, 2024**. This means that students cannot access their portals unless the total unpaid balances are fully settled.



We wish to remind you that the Accounting Office 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 advised that this lead time does not include posting of payment to the student portal or processing of official receipts. Official receipts are available for pick up at the Treasury Office seven (7) working days after payment.

Surcharge of five percent (5%) will be applied to unpaid balances starting **June 24, 2024**, the first day of the Special Term, until settlement.