

## Payment Guidelines:

1. The 9-digit Student Number will be the reference number for bank payment transactions. There is no need to indicate the bank account# of Adamson University.
2. The student may settle school fees via:
  - a. GCash
  - b. Internet or mobile banking (BDO, BPI, PNB, UnionBank or MetroBank)
  - c. Over-the-counter **Bills Payment** at ANY branch of BDO, BPI, PNB, UnionBank or MetroBank, or
  - d. Bayad Center
  - e. Credit card online payment

### 2a. Payment via GCash

1. Tap **Pay Bills** on the GCash dashboard.
2. Choose **Schools** and select **Adamson**.
3. Fill out the required details. The Account # is the 9-digit Student Number.
4. Click the **Confirm** button.
5. Wait for the GCash Transaction Receipt for the transaction.

### 2b. Payment via Internet or mobile banking:

1. Log-in to your banking account.
2. Click on the **Pay Bills** or **Bills Payment** icon.
3. Fill out the payment details.
4. In the **Pay From** field, choose the bank account to be used for settling payment.
5. Choose **Adamson University** in the **Pay this Company/Biller** field.
6. Type the amount to be settled.
7. Check if the Subscriber Name and Number are correct.

The Biller online enrollment process is generally as follows:

1. Click on the Add Company/Biller icon
2. Fill out the enrollment details
3. Select **Adamson University** as Company Name/Biller
4. Put the 9-digit Student Number in the Subscriber's/Reference Number field
5. Type the student's name in the Subscriber's Name field
6. Click OK when the confirmation box appears. An acknowledgment page will follow.

Payment via internet banking:

1. Log-in to your internet banking account.
2. Click on the **Pay Bills** or **Bills Payment** icon.
3. Fill out the payment details.
4. In the **Pay From** field, choose the bank account to be used for settling payment.
5. Choose **Adamson University** in the **Pay this Company/Biller** field.
6. Type the amount to be settled.
7. Check if the Subscriber Name and Number are correct.
8. Click Submit. Click OK when the confirmation box appears. The Transaction Reference Number will appear on the acknowledgement page. Keep it for future reference as it serves as the tuition fee proof of payment. Take a screenshot of the acknowledgement page. Your bank will also send a confirmation email for the successful bank payment.

Detailed guide for online payment through respective banks may be viewed through their webpages:

BDO:	<a href="https://www.bdo.com.ph/personal/digitalbanking/online-banking">https://www.bdo.com.ph/personal/digitalbanking/online-banking</a>
BPI:	<a href="https://www.bpi.com.ph/digital-banking/pay-bills">https://www.bpi.com.ph/digital-banking/pay-bills</a>
Metrobank:	<a href="https://metrobank.com.ph/help#FAQ-Metrobank">https://metrobank.com.ph/help#FAQ-Metrobank</a> Online
Unionbank:	<a href="https://www.unionbankph.com/unionbankonline/pay-bills">https://www.unionbankph.com/unionbankonline/pay-bills</a>
PNB:	<a href="https://www.pnb.com.ph/index.php/bills-payment?tpl=1">https://www.pnb.com.ph/index.php/bills-payment?tpl=1</a>

2c. Over-the-counter payment

1. Fill out the **Bills Payment** form of the bank indicating:  
**Adamson University** under Company Name;  
**Student Name** under Subscriber's Name;  
The **9-digit Student Number** under Subscriber's Account No.; and  
The amount to be settled under Amount
2. Settle the amount at the teller who will give you a validated transaction slip. Make sure the teller has printed your Student Number correctly on the bank validation.

2d. Pay via Bayad Center

1. Go to any Bayad Center Branch or Authorized Partner (LBC, Western Union, Truemoney) and ask for a "Bayad Center Transaction Form" (BCTF).
2. Under Account Name, write the **Student Name**, then add your **Contact Number** and **Date of Payment**.
3. Put a check (✓) mark beside **Bills Payment**.
4. Write **Adamson University** as your Biller.
5. Under **Amount Due**, indicate the amount to be settled. Under **Account Number**,

- put your "**Student Number**".
6. Settle the amount through the cashier and keep your copy of the validated BCTF as reference.

#### **2e. Credit Card Payment (Visa or MasterCard)**

1. Send an email to [cashier@adamson.edu.ph](mailto:cashier@adamson.edu.ph) with the subject ***Request for Credit Card payment link***, indicating his/her student name, student number, and the amount to be paid.
2. The cashier replies with the email-link to the student's email address.
3. The student clicks on the link, indicates his credit card information and amount to pay, reviews correctness of details, and confirms to proceed with the payment.
4. Global Pay processes the request.
5. Student shall receive a confirmation email from Global Pay for a successful payment.

#### **ADDITIONAL INFORMATION:**

- a. There is no need to indicate any bank account# of AdU
- b. There is no need to email proof of payment to the Cashier as the bank itself will report the payment to the AdU Cashier on the succeeding working day, . .
- c. For information on how to pay using Paymaya or with online banking of LandBank, UCPB and other banks that are not mentioed on earlier intructions, please contact the University Controller at [controller-office@adamson.edu.ph](mailto:controller-office@adamson.edu.ph).