PAYMENT FACILITIES AVAILABLE for TUITION FEE, PRE-ENsdROLMENT FEE, REGISTRATION FEE AND TESTING FEE

A. **CEBUANA LHUILLER** (any branch)
B. **LANDBANK**
C. **UNION BANK**
D. **University of Saint Louis Accounting Office**

Note: If payment is not posted three (3) days after it has been made to any of the above facilities, kindly fill out the google form thru this link: https://bit.ly/USLPayment. Please do not forget to attach a clear copy of your proof of payment.

A. CEBUANA LHUILLER

Payment is posted in the afternoon of the following day
Proceed to any branch of Cebuana Lhuiller near you
Fill-out the bills payment form by providing the following details:

✔ ID Number of the student
✔ Name of the Student
✔ Amount to be paid
✔ Merchant Name (Name of School): University of Saint Louis

B. LANDBANK's LinkBizPortal

www.lbp-eservices.com/egps/portal/index.jsp

WHO CAN PAY THRU THIS FACILITY:

✔ Those with existing Land Bank ATM account
✔ Those with ATM of Participating Bancnet-member banks (see list of member-banks below)

Those with access to the following partner collection agents of Land Bank:

- Pay & Go
- Posible
- Robinson's Business Center
- RuralNet
- RD Pawnshop
- SM Business Center
- Bayad Center
- DA5 Outlets
- LBC
- M. Lhuiller
- Bayad Express
- 7 Eleven (2,279 outlets nationwide) - with CLiQQ Kiosks
- EC Pay (4,185 outlets nationwide)

NOTE: Over-the-counter payment is not allowed.

HOW TO PAY YOUR TUITION FEE VIA THE INTERNET

Thru BANK TRANSFER PAYMENT (payment is posted within the day)
As an added security, a One-Time-Password (OTP) will be sent to your registered mobile number or e-mail address in paying via the Link.Biz Portal. Registration via LANDBANK iAccess or BancNet Online facility is needed. **Be sure to enroll your account before making payments or fund transfer thru the following link:**

✔ Land Bank ATM account: https://lbpiaccess.com/

- ✔ Bancnet ATM account: https://www.bancnetonline.com/BancnetWeb/view/goToUserRegistrationPage.do

STEPS:

1) Go to www.landbank.com and click Link.Biz.Portal.
2) Click **Pay Now**
3) Select **UNIVERSITY OF SAINT LOUIS TUGUEGARAO** from the list of merchants then click **Continue**
4) Select the transaction type, **TUITION FEE** or **OTHER FEE,** then click Continue
5) Key in all required details, including the one-time pin (OTP sent thru your registered mobile number and ATM PIN). Under the remarks portion, kindly specify the following:
   - The purpose of payment, especially if you are paying for other fees, and
   - The examination term like Prelim, Midterm, Finals for the College or the grading period for the Basic Education
   - The semester and school year, if paying for previous balances.
6) Select the preferred Gateway Option:
   - Landbank ATM and Debit accounts
   - Participating Bancnet Member Banks:
     - ✔ Asia United Bank via Bancnet
     - ✔ BPI Direct Banko via Bancnet
     - ✔ CTBC Bank via Bancnet
     - ✔ City State Savings Bank via Bancnet
     - ✔ DBP via Bancnet
     - ✔ Enterprise Bank via Bancnet
     - ✔ Entrepreneur Bank via Bancnet
     - ✔ Equicom Savings Bank via Bancnet
     - ✔ Luzon Development Bank via Bancnet
     - ✔ MASS SPECC via Bancnet
     - ✔ Malayan Bank via Bancnet
     - ✔ PBCom via Bancnet
     - ✔ Philippine Business Bank via Bancnet
     - ✔ PhilTrust Bank via Bancnet
     - ✔ Sterling Bank of Asia via Bancnet
     - ✔ Sun Savings Bank via Bancnet
7) Review all payment details before clicking Continue
8) Capture a screenshot or print your payment confirmation receipt
9) View your student's portal and check if your payment was posted in your student's ledger/assessment one day after your payment.

CASH PAYMENT TRANSACTION THROUGH THE FOLLOWING PARTNER COLLECTION AGENTS OF LAND BANK *(payment is posted within 2 days after payment is made)*

- ✔ Pay & Go
- ✔ Posible
- ✔ Robinson's Business Center
- ✔ RuralNet
- ✔ RD Pawnshop
- ✔ SM Business Center
- ✔ Bayad Center
- ✔ DA5 Outlets
- ✔ LBC
- ✔ M. Lhuiller
- ✔ Bayad Express
- ✔ 7 Eleven (2,279 outlets nationwide) - with CLiQQ Kiosks
- ✔ EC Pay (4,185 outlets nationwide)

STEPS:

1) **No account enrolment is required**
2) Go to www.landbank.com and click **Link.Biz.Portal**.
3) Click on **Pay Now**
4) Select **UNIVERSITY OF SAINT LOUIS TUGUEGARAO** from the list of merchants, then click **Continue**
5) Select the transaction type, **TUITION FEE,** or **OTHER FEE,** then click **Continue**
6) Key in all required details. Under the remarks portion, kindly specify the following:
   The purpose of payment, especially if you are paying for other fees, and
   - The examination term like Prelim, Midterm, Finals for the College or the grading period for the Basic Education
   - The semester and school year, if paying for previous balances.
7) Select the Cash Payment options under the payment mode and choose the Partner Collection Agent where you want to pay (see lists of partner collection agents above}
8) Capture a screenshot or print the transaction receipt where the reference number is found
9) Bring and present a copy of the transaction receipt to the chosen partner collection agent. Make sure that the reference number is captured.
10) Pay the amount as written in the transaction receipt to the chosen partner collection agent.
11) Get the receipt of your payment from the partner collection agent and keep it until it is posted to your student assessment.
12) Payment is posted to the student's assessment one working day after amount was
13) made to the Partner Collection Agent
14) View your student's portal and check if your payment was posted in your student's ledger/assessment one day after your payment.

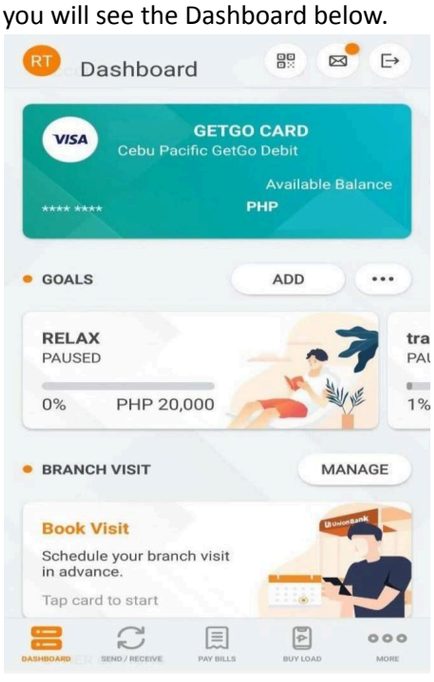
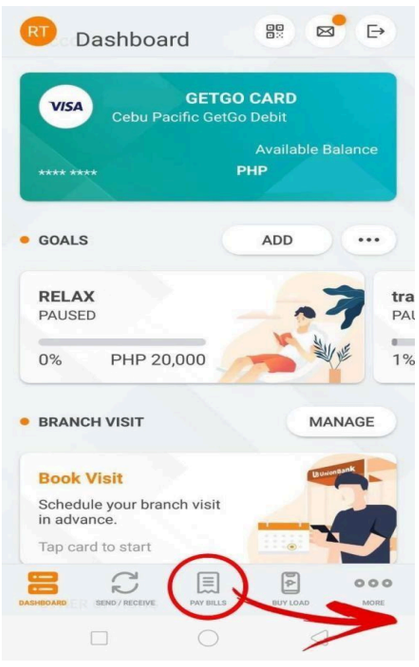
C. THRU UNION BANK BILLS PAYMENT

WHO CAN PAY THRU THIS FACILITY:

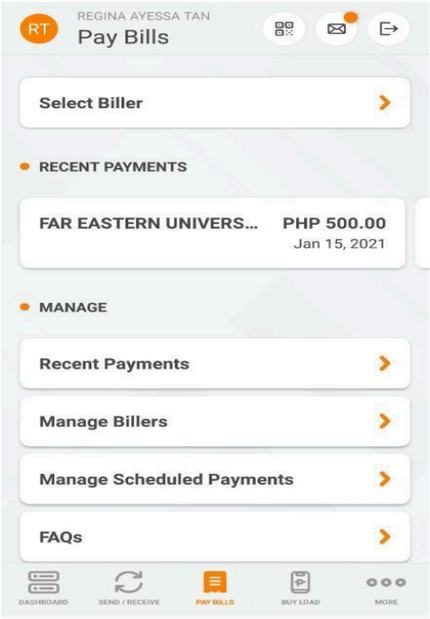
- ✔ Those with existing Union Bank ATM account
- ✔ Those with access to any Union Bank Branch in the Philippines

BANK TRANSFER *(payment is posted within the day after payment was made)*

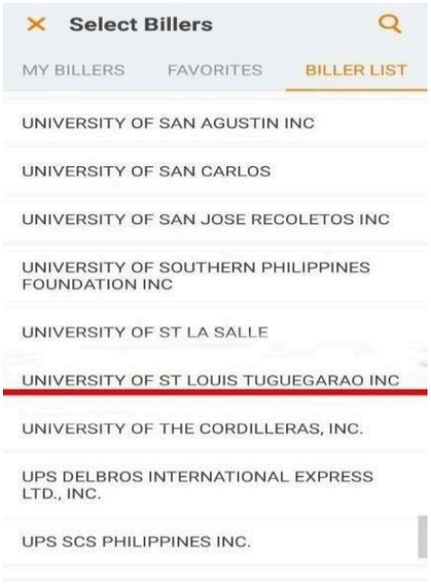
(*All students and parents who have bank account with Union Bank can use this facility)*

STEP 1: Go to Union Bank Online Banking app and you will see the Dashboard below. 	**STEP 2:** Click Pay Bills 

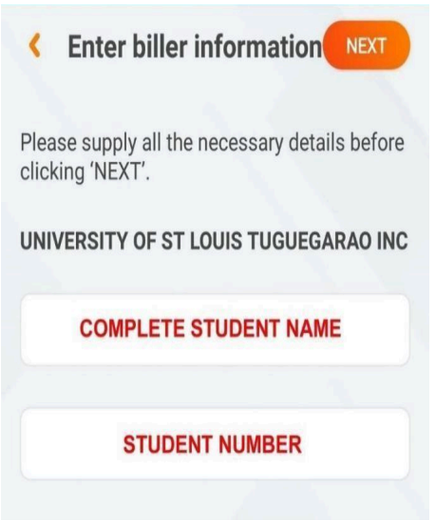
STEP 3: Select Biller



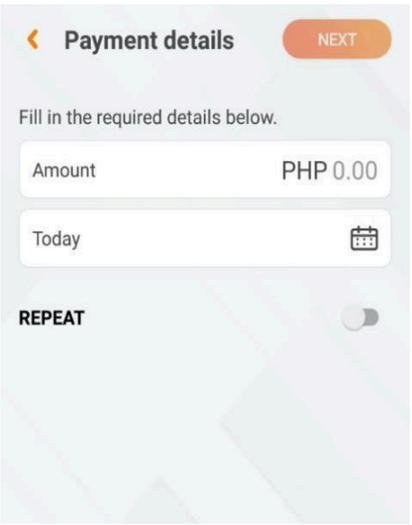
STEP 4: Search for University of St. Louis Tuguegarao Inc.



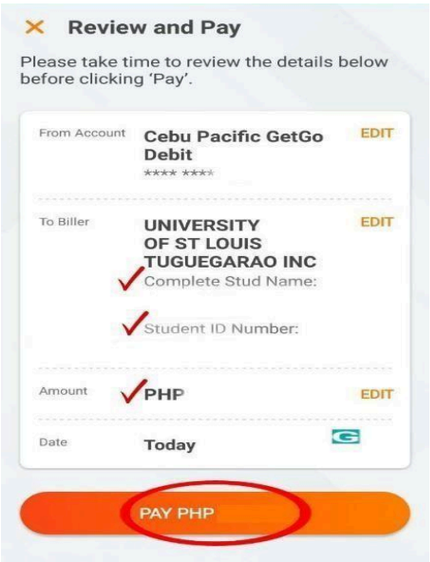
STEP 5: Provide the needed details



STEP 6: Enter Amount



STEP 7: Review correctness of entries, then Click PAY



STEP 8: A confirmation receipt of SUCCESSFUL transaction will be received by the Payor.

OVER-THE-COUNTER PAYMENT

(*For students and parents who do not have bank account with Union Bank)*

Those who wish to pay thru the over-the-counter mode of Union Bank may go to any Union bank branch and fill out the Bills payment form. Please keep your validated deposit slip.

Please note the following when making payments with Land Bank of the Philippines and Union Bank:

All payments or bank transfer payments using the bills payment facility of Land Bank of the Philippines (except payment to Partner Collection Agent of Land Bank) and Union Bank, made after 3:00 in the afternoon shall be posted to the student's ledger the following working day. If your payment cannot be viewed from your student's assessment within THREE (3) working days after bank transfer or payment was made, please email cashier@usl.edu.ph or call 0956-307-8603 during the working day and office hours for follow-up.

D. UNIVERSITY OF SAINT LOUIS TUGUEGARAO

CASHIER'S WINDOW

STEPS:

1) Fill out the payment form from the Cashier's window
2) If payment is for the following, proceed first to the Office in-charge and present the payment form. The staff in charge shall write the amount to be paid.

PURPOSE OF PAYMENT	OFFICE
Request for Transcript of Record, Diploma, or any transfer credentials	Registrar's Office
Request for CAV	Registrar's Office
Request for copy of grades	Registrar's Office
Request for certificate of good moral	DSAS for College Principal's Office for Elementary and HS
Purchase of school supplies/uniforms/books	Supplies Office
Other payments not listed above	Cashier

3) Present the properly filled-out form and give the money to the Cashier
4) Wait for your receipt to be given by the Cashier.
5) Check your change and the details encoded in your receipt
6) In case of any error in the receipt, please notify the Cashier for immediate correction