

OFFSITE PAYMENT CENTERS and PAYMENT INSTRUCTIONS FOR SCHOOL FEES

1. Local Partners

Posting lead time:

Banks – after one (1) banking day (excluding holidays)

**Other outlets – after one (1) banking day if paid Monday–Thursday,
Tuesday if paid Fri–Sun (excluding holidays)**

BANK/ PAWNSHOP	PAYMENT FACILITY	MODE OF PAYMENT	FEE
1. ASPAC	- Over the counter at any branch	- Cash only	FREE
2. BDO Acct. No. 002428009644	- Over the counter at any branch thru DEPOSIT REFERENCING - Online Banking/Direct Transfer Through SendMoney (Refer to Payment Instructions and click Payment Verification Form)	- Cash/Check	25.00 PESOS
3. BPI	- Over the counter at any branch – until 12/31/2020 only - Online Bills Payment	- Cash/ON-US Check	FREE
4. PNB	- Over the counter at any branch	- Cash/ON-US Check	10.00 PESOS
5. METROBANK	- Over the counter at any branch - Online Bills Payment	- Cash/Check	FREE
6. UCPB	- Over the counter at any branch	- Cash/Check	10.00 PESOS
7. UNIONBANK	- Over the counter at any branch - Online Bills Payment	- Cash/Check	FREE
8. CEBUANA LHUILLIER	- Over the counter at any branch	- Cash	10.00 PESOS
9. BAYAD CENTER	- Over the counter at any branch	- Cash	10.00 PESOS

Please send proof of downpayment to proceed with enrolment. Click <https://ismis.usc.edu.ph> and go to **Send Proof of Downpayment**. Select the **Academic Period** and **Academic Year** and input amount paid. Attach the electronic copy of the downpayment and click the **Submit** button.

Check the posting of your downpayment based on the applicable lead time above. Go to **Student Task** and click **Assessment**. Click **Student Ledger** found at the upper right of Assessment. If payment is still unposted, email offsitecol@usc.edu.ph with the subject **Posting of Enrolment Downpayment**, and attach your proof of payment for follow-up.

2. Online Payment for Visa, MasterCard, JCB Debit/Credit Card. Please click on this <https://ismis.usc.edu.ph/Paymaya>

3. INTERNATIONAL PAYMENTS

For wire transfer or remittances from abroad, kindly email queries to Bank Payment Staff at offsitecol@usc.edu.ph.

4. PAYMENT INSTRUCTIONS

	Bank Payment (except BDO)	BDO	Non-Bank Payment
Use	Bills Payment Facility (no need of USC Bank Account Number)	Deposit Slip - Branch Through: Sendmoney Transfer Message to Receiver: ID number and Name of Student	Transaction Form
Merchant Name/Account Number/Receiver	University of San Carlos	University of San Carlos Acct No. 002428009644 For Online Banking/Direct Transfers without ID number/Student Name , kindly fill-out the Payment Verification Google Form and attach Proof of transaction to https://docs.google.com/forms/d/1A3F_jnx2qc9MI_U0sL8I_vvDAUA_ukEh05PcFsMGTTjA/edit	University of San Carlos

Reference/Subscriber Number	write USC ID number
Reference Name	Student's Name
Check Payment	Payable to UNIVERSITY OF SAN CARLOS
For other payment queries kindly email offsitecol@usc.edu.ph	

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