

# PAYMENT OPTIONS AND PROCEDURES

**You may choose the option that is most convenient to you.**



## A. PAYMENT THROUGH A PNB BRANCH, BANK TRANSFER, OR REMITTANCE CENTER

### 1. If you are living in the Philippines

- a. Go to the nearest Philippine National Bank (PNB) branch, and ask for a Bills Payment Slip.
- b. Fill out three copies of the slip completely and legibly with the following information:
  - Account name: UP Open University
  - Reference number: your student number (if you are a former UP student) or YEAR-83000 (example: 2012-83000, if you have no UP student number yet)
  - Subscriber name: your complete name
- c. Print your name (again), the purpose of payment (e.g. application fee), and the program you are applying for at the bottom part of the slip.
- d. Make the deposit and get two copies of the validated slip.
- e. Attach one copy of the validated slip to your documents. This will serve as your proof of payment.

### 2. If you are living outside the Philippines

#### *Payment through a PNB Branch (FOR OFFSHORE-BASED STUDENTS ONLY)*

- a. Go to the nearest PNB branch, and get a deposit slip.
- b. Fill out three copies of the deposit slip completely and legibly with the following information:
  - For peso deposits, write **UPOU Revolving Fund** as the account name, and **399693100012** as the account number.
  - For dollar deposits, write **UPOU Revolving Fund** as the account name, and **399692900011** as the account number.
  - Indicate PNB-UP Los Baños Branch as the depository office.
- c. Print your name, purpose of payment (e.g. application fee), and the program you are applying for at the bottom part of the slip.
- d. Make the deposit and get two copies of the bank validated slip.
- e. Attach one copy of the validated slip to your documents. This will serve as your proof of payment.

*Payment through Bank Transfer or Remittance Center (FOR OFFSHORE-BASED STUDENTS ONLY)*

- a. Go to any bank that accepts a bank transfer, or go to a nearby remittance center.
- b. Fill out three copies of the deposit/remittance slip completely and legibly with the following account information:
  - For peso deposits, write **UPOU Revolving Fund** as the account name, and **399693100012** as the account number.
  - For dollar deposits, use **UPOU Revolving Fund** as the account name, and **399692900011** as the account number.
  - Indicate PNB-UP Los Baños Branch as the depository office.
  - For banks/remittance centers that require a bank swift code, indicate pnbmphmm as the code, and NY026003007 as the routing number.
- c. Print your name, purpose of payment (e.g. application fee), and the program you are applying for at the bottom part of the slip.
- d. Make the deposit and get two copies of the bank validated slip.
- e. Attach one copy of the validated slip to your documents. This will serve as your proof of payment.

## **B. PAYMENT BY CREDIT CARD**

### ***Through UPOU Cash Office (POS Terminal)***

Visit the UPOU Cash Office, UPOU Headquarters, Los Baños, Laguna, Philippines and make the transaction there.

### ***Through online payment (linked to OAS, ORS, ORDS, Online Application for LOA/Dropping, Online Bookstore, etc)***

Login to these online systems and pay online.

*If the student opts to pay through credit card or ecommerce/payment gateway, he/she shall be charged an additional fee (4.5%) for the use of bank facilities and as administrative cost. The additional fee shall be a percentage of the total fees due and shall be indicated in the admission pack given to the student upon enrollment and also posted in the UPOU website.*

## **C. CASH PAYMENT AT THE CASHIER'S OFFICE, UPOU HEADQUARTERS, LOS BAÑOS, LAGUNA**

Pay at the Cashier's Office located at the second floor of the UPOU Headquarters in Los Baños, Laguna, Philippines. The office is open 8:00-11:30 AM and 1:30-5:00 PM from Monday to Friday except on official holidays.

(revised July 2016)