

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 PNB branch, and get a deposit slip.
- b. Fill out three copies of the deposit slip completely and legibly with the following information: Write **UPOU Revolving Fund** as the account name, and **246410028531** as the account number. Indicate PNB-UP Los Baños Branch as the depository office.
- c. Print your name and purpose of payment at the bottom part of the slip.
- d. Make the deposit and get two copies of the bank validated slip. This will serve as your proof of payment.

OR

- 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 at the bottom part of the slip.
- d. Make the deposit and get two copies of the validated slip. 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 **246410028531** as the account number.
 - For dollar deposits, write **UPOU Revolving Fundas** the account name, and **246460028525** 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 **246410028531** as the account number.
 - For dollar deposits, use **UPOU Revolving Fundas** the account name, and **246460028525** 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 pnbmphpmm as the swift 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, 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 as convenience fees as per DTI-DOT JAO HO 10-01 series of 2010. 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. The office is open 8:00-11:30 AM and 1:30-5:00 PM from Monday to Friday except on official holidays.

(revised February 2018)