

OFFSITE PAYMENT POLICIES AND PROCEDURES

POLICIES:

1. It is the policy of the University to recognize payments from accredited offsite facilities.
2. It is the policy of the University to issue Official Receipts for offsite transactions as soon as verification of the payment is made on the next banking day.
3. Offsite payments made from accredited Banks, Automated Teller Machines (ATM) and Electronic or On-line Channels (E-Channels) are credited directly to the assigned bank account of the University. The Treasury Director shall secure a list of payments made through the afore stated channels everyday showing the student number, amount of payment made and the date payment was made, as minimum information therein.
4. The list is printed out and given to the assigned Teller/Cashier to issue a printed Official Receipt (OR) from the University to the student. Thus crediting the payment to the Statement of Account of the student.
5. Students who utilize offsite payment modes may pick up their OR at the Treasury Office (TO) three (3) working days from date the payment was made.
6. Offsite payments can be utilized for either full or installment payments for tuition and miscellaneous fees.
7. Offsite payment may be done during enrolment or anytime thereafter.

PROCEDURES:

1. Using Offsite Payment During Enrolment
 - a. After receiving the Enrolment Permit (EP) students should proceed to the Student Accounts Office (SAO) to verify their school fees.
 - b. After proper verification of their school fees, they can proceed to any accredited offsite payment facility to make their payments.
 - c. After payment is made at the chosen facility, students should submit the following to the SAO:
 - i. Original Registrar's Copy of the EP and all attached documents
 - ii. Photocopy of the payment transaction slipFailure to submit these documents within 24 hours shall render the student's enrolment invalid.
 - d. Upon receipt of the EP by the SAO, the original Registrar's Copy of the EP shall be stamped "Paid Offsite" by the SAO before it is transmitted to the Electronic Data Processing (EDP) Office.
 - e. An OR from the University will be issued three (3) working days from date of payment from any chosen offsite facility. The student may pick up their ORs from the TO.
2. Using Offsite Payment During Regular Payment Schedules

- a. Students may use offsite payment facilities at any time after enrolment.
 - b. After payment is made, a photocopy of the offsite transaction slip should be submitted to the TO or a copy may also be submitted via fax at (632) 531-6094 or email a PDF file at accounting@jru.edu .
 - c. An OR from the University will be issued three (3) working days from date of payment from any chosen offsite facility. The student may pick up their ORs from the TO.
3. To avoid inconvenience in securing permits during examination periods, students opting to pay thru offsite facilities are encouraged to make their payments at least three (3) days prior to the date of the exams.
 4. All original offsite transaction slips may be requested by the SAO for verification purpose as needed.

BANK PAYMENT PROCEDURES:

A. OVER-THE-COUNTER PAYMENT at any BANCO DE ORO branch

STEP 1:

After verifying your assessment from the Student Accounts office, proceed to the any Banco De Oro branch nearest you to pay your fees.

STEP 2:

Fill up the bank’s Bills Payment Slip with the following information and present it to the bank teller with your payment.

Company Name:	JOSE RIZAL UNIVERSITY
Subscriber’s Account No:	Student ID No.
Subscriber’s Name:	Student Name
Amount:	Amount Due

STEP 3:

Keep the bank’s Transaction Slip as proof of payment. Check your bank Transaction Slip to ensure all details are correct before leaving the bank.

AT THIS TIME, THE ONLY OFFSITE FACILITY AVAILABLE IS OVER-THE COUNTER PAYMENTS AT ANY BANCO DE ORO BRANCH.

FRESHMEN AND TRANSFEREES ARE ONLY ALLOWED TO PAY ON CAMPUS.