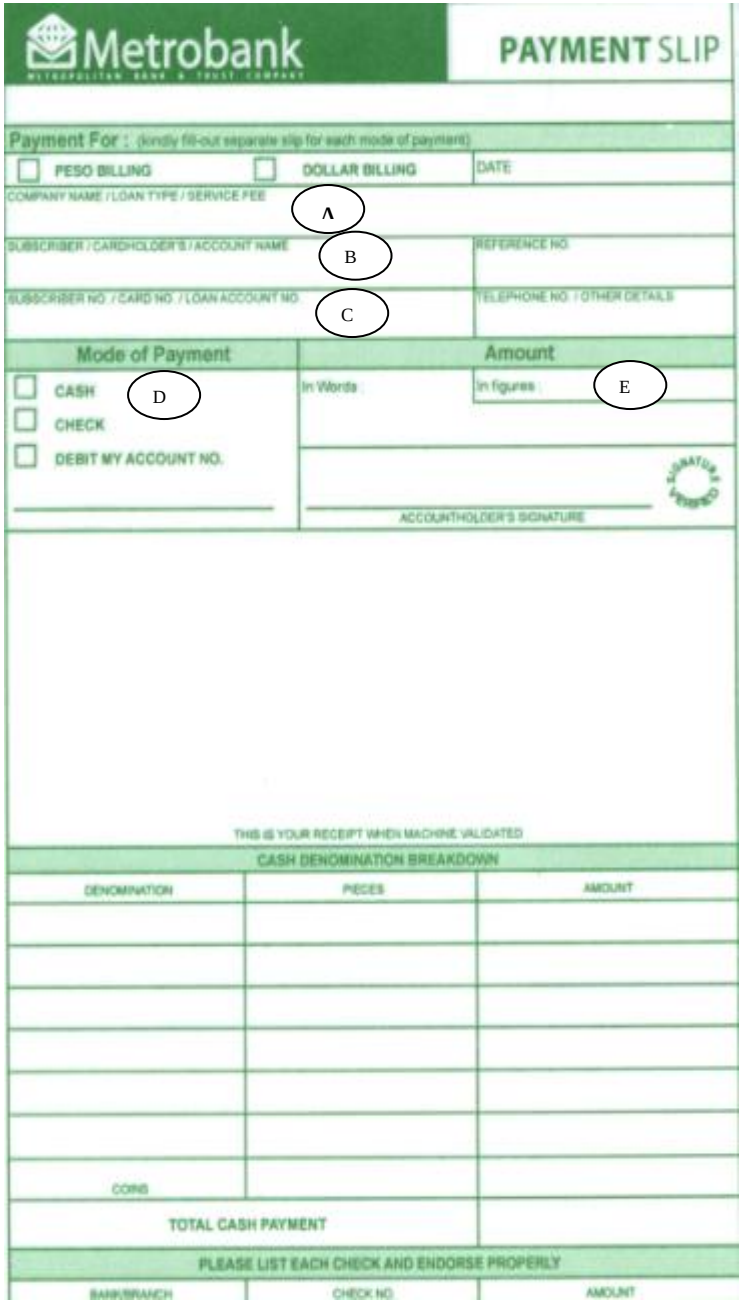

BILLS PAYMENT PROCEDURE FOR **Ateneo De Manila University**
OVER THE COUNTER Payments ***(Client module)***

1. Go to the nearest / most convenient Metrobank Trust Co. (MBTC) Branch.
2. Get a copy of Metrobank's "Payment Slip" and accomplish the required information/details;

   A. Company Name: ***Ateneo De Manila University***
   B. Subscriber Name: ***<Applicant's Payment Number> <Last Name> <First Name>***
   *(Example: **450000001 DELA CRUZ JUAN**)*
   Note: It is very important that you enter both the applicant's number and name (last name first) in this field as shown in the example above, otherwise, the number and name will not appear when the teller validates the applicant's payment slip.

   C. Subscriber No.: **350-253-000** for applications to Junior HS
   or **450-253-000 for applications to Senior HS**
   (This is the **9-digit account number of Ateneo or the ADMU** GL Account Number)

   D. Mode of Payment: *Cash / Check / Debit account*

   E. Amount of payment: *PhP 700.00 for Junior HS or*
   PhP 750.00 for Senior HS

   NOTE: Slips are to be accomplished in duplicate copies.
   1st copy- Bank copy, 2nd copy- Client's copy
3. Present payment slip to MBTC tellers together with cash/check.
4. Once payment slip is validated, MBTC Teller will give ***Ateneo De Manila University*** client/client representative a validated copy.
5. Important: Before leaving, **check the copy received if the payment number and name of the applicant** (example: 450000001 DELA CRUZ JUAN) **are printed on the validated payment slip**.

   *If the payee's (applicant's) unique payment number and name are not printed on the validated payment slip *in the same manner as shown in the example*, the payment will not be attributed to the applicant. Please ask the teller to make sure to reflect both the applicant's number and name in the machine validation. If the teller is unable to do this, please call the Office of Admission and Scholarships (4266001 local 6292)
6. Log into your application-for-admission account two to three working days after you made the over-the-counter payment to check if payment has been reflected.
7. If you wish to claim your Official Receipt, please go to the Office of Admission and Scholarships in the Ateneo de Manila Junior High School Administration building and present the validated copy of the payment slip.