

# **PAYMENT OF ATENEO DE MANILA JUNIOR HIGH SCHOOL/SENIOR HIGH SCHOOL APPLICATION FEE VIA WEBPAY**

## **Online Payment Portal**

Accepts Visa/MasterCard (debit or credit card) of any issuing bank

1. Log in to <https://webpay.ateneo.edu/peso>

2. Provide the following information:

2.1 Reference Number

**350253000** for Junior High School (Grade 7) applications

**450253000** for Senior High School (Grade 11) applications

2.2 Amount to be paid

P 700 for Junior High School (Grade 7) applications

P 750 for Senior High School (Grade 11) applications

2.3 Payer Name (name to be indicated in the receipt)

2.4 Particulars (purpose of payment):

[applicant's unique payment reference number, last name, first name]

\_application fee

e.g. **450000001 DELA CRUZ, JUAN\_application fee**

2.5 Nominated e-mail address

3. Select preferred payment method.

4. Enter card details.

4.1 Card number

4.2 Expiry date – month and year

4.3 Security code - the 3 digits after the card number on the signature panel at the back of your card

5. Wait for payment to be processed and confirmation to be sent to your nominated e-mail account.

6. Very important: To ensure that the payment can be traced and attributed to the applicant,

(a) upload a scan/picture file of the payment confirmation in the google form that can be accessed through this link: <https://forms.gle/bGmgcHt4BE1oRFFBA>

(b) and *also* upload it in the applicant's account in the Ateneo Edusuite Admission system. (In order to do this, go to the *payables* section of the applicant's admission account and click "upload receipt.")