Tuition Fee Payment in Installments

1. Students will declare their intention to pay in installments by clicking on "Payment in Installments" submenu under RDS "Payment" menu starting from **19 July 2023**.
2. Students will be prompted to choose a method of receiving OTP: SMS or Email.
3. Students will be presented with the details of the first and second installments and the corresponding payment dates at this stage.
4. Students will click on "Proceed" button to confirm paying tuition fees in installments.
5. Student must see a **"Successful"** message to be confirmed on the installment processes.
6. Advising slip will have reflection of two installments & payment deadlines at this point.
7. Students is now ready for payment with bank or with RDS payment gateway as usual.
8. Students need to print the advising slip from RDS before heading towards the bank.
9. Students must preserve the deposit slip of the installment payment for future references.
10. No course can be dropped until the entire tuition fee is paid in full.
11. All late fees are applicable as per the academic calendar.
12. Students can make payments with these banks:
    a. Online Banking: South East Bank, UCBL, MTB, One Bank, NCC Bank
    b. Internet Banking: City Touch
    c. RDS Online Payment: VISA/MASTER Card and Rocket.

Some important Dates

1. Start date of the first installment payment: 19 July 2023
2. Last date of the first installment without late fee: 30 August   2023
3. Start date of the second installment payment: 31 August   2023
4. Last date of the second installment without late fee: 11 October 2023

Note: Student must register first as explained above to be eligible for paying in installments.