









Over-the-Counter Payments

PAYMENT CHANNEL	PAYMENT PROCEDURE						
  Metrobank  LANDBANK   SECURITY BANK  UnionBank	<ol style="list-style-type: none">1. Go to any of our partner banks, fill out a Payment Slip, and pay at the Bank Teller.2. Legibly write the following information on your validated copy of the Payment Slip:<ol style="list-style-type: none">a. Student Name and ID numberb. Purpose of the paymentFor example:<ul style="list-style-type: none">• <i>tuition fee*</i>,• <i>registration fee**</i>,• <i>proposal hearing</i>,• <i>comprehensive exam</i>,• <i>oral defense</i>,• <i>TOR online verification, etc.</i><p>*For tuition fee, indicate the academic term and year, i.e.: 2nd Sem AY 2020-2021</p><p>**For registration fee, indicate course/year, academic term and/or academic year, i.e.: BSA-2 Summer AY 2020-2021 Grade 4 AY 2020-2021</p>3. Email a photo of the validated Payment Slip with the details indicated in the previous step to: payments@hnu.edu.ph.4. Allow 1-2 days to receive a confirmation email of your posted payment. <p><i>For inquiries, please call the Bursar Department at</i></p> <table><tr><td><i>+63 38 411 2766 Direct Line</i></td><td></td></tr><tr><td><i>+63 38 427 1542 Local 106</i></td><td><i>+63 38 501 7731 Local 106</i></td></tr><tr><td><i>+63 38 427 1543 Local 106</i></td><td><i>+63 38 411 2283 Local 106</i></td></tr></table>	<i>+63 38 411 2766 Direct Line</i>		<i>+63 38 427 1542 Local 106</i>	<i>+63 38 501 7731 Local 106</i>	<i>+63 38 427 1543 Local 106</i>	<i>+63 38 411 2283 Local 106</i>
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