HOLY NAME UNIVERSITY

INTEGRITY • SOCIAL RESPONSIBILITY • EXCELLENCE • EVANGELIZATION • SERVANT LEADERSHIP

Over-the-Counter Payments

PAYMENT CHANNEL	PAYMENT PROCEDURE
PNB BDO UnionBank Metrobank LANDBANK FCB SECURITY BANK	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: a. Student Name and ID number b. Purpose of the payment For example: • *tuition fee*,* • *registration fee**,* • *proposal hearing,* • *comprehensive exam,* • *oral defense,* • *TOR online verification, etc.* * For tuition fee, indicate the academic term and year, i.e.: 2nd Sem AY 2020-2021 **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 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. *For inquiries, please call the **Bursar Department** at* *+63 38 411 2766 Direct Line* *+63 38 427 1542 Local 106* *+63 38 501 7731 Local 106* *+63 38 427 1543 Local 106* *+63 38 411 2283 Local 106*