

COLLECTION OF PAYMENTS

Schedule of Availability of Service : 8:00 am – 4:00 pm; Monday to Friday

Clients/Customers : Students/ Faculty/ Staff/ Alumni

Requirements: **For tuition / miscellaneous fees:** Assessed Registration form, Official Receipts (for those with unpaid bills)

For Library fees, Tarpaulin printing, Certification of grades etc.: Order of Payment

For seal stamping : Transcript of Record (TOR)

Processing time: 6 minutes during enrolment

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Presents requirements	Verifies requirements submitted for authenticity and correctness	3 minutes	None	Staff	
2	Pays the partial or full payment of the assessed fees or the amount indicated in the Order of Payment	Receives payment Issues OR Posts payment made	3 minutes		Staff	
3	Receives Official Receipt					
END OF TRANSACTION						