



## OFFSITE PAYMENT CHANNELS FOR OLD/CONTINUING STUDENTS

### BANK OF THE PHILIPPINE ISLANDS

#### OVER THE COUNTER PAYMENT

Use the bills payment option on their Bea machine

Account Number : **8943 – 0751 -08**

Merchant's Name : **Lyceum of the Philippines University Inc.**

Reference Number: **Student Number**



#### ONLINE PAYMENT

Enroll your account - [www.bpiexpressonline.com](http://www.bpiexpressonline.com)

#### Procedures on how to pay tuition fee thru online

**STEP 1**  
Using any browser, visit [online.bpi.com.ph](http://online.bpi.com.ph)

**STEP 2**  
Log-in using your online banking credential

**STEP 3**  
Click this Icon, then Select **OTHER SERVICES**

**STEP 4**  
Select **MANAGE RECIPIENT**

**STEP 5**  
Click **ADD NEW RECIPIENT**

**STEP 6**  
Select **Biller**

**STEP 7**  
Key In the word **LYCEUM**, the system will display list for your option. Select **LYCEUM OF THE PHILS UNIV-CAV**

**STEP 8**  
Key In your **STUDENT NUMBER** in the Reference Number  
Ex. 2019-2-#####

**STEP 9**  
Click **Next** button and click **confirm**

**STEP 10**  
10. Click **Done**. LPU Cavite is now added to your Biller List where you can easily make an online payment

**Enrollment was successful!**  
Confirmation Date & Time: Monday, May 04 2020; 08:33:53 AM (GMT +8)  
Confirmation Number: 1588552417918

Recipient:  
Billers

Biller:  
LYCEUM OF THE PHILS UNIV-CAV | LPUCAV

Reference Number:  
.....

**Done**



## OFFSITE PAYMENT CHANNELS FOR CONTINUING STUDENTS



### METROPOLITAN BANK AND TRUST CO.

#### OVER THE COUNTER PAYMENT

(fill out green payment slip)

Company Name/Loan Type : LPU - Cavite  
Subscriber/Account Name : Student Name  
Subscriber Number : Student Number

#### ONLINE PAYMENT

Steps on how to pay in Metrobank Direct Online

1. Go to Metrobank website ([www.personal.metrobank.com.ph](http://www.personal.metrobank.com.ph))
2. Enter User ID and Password
3. Select Pay Bills
4. Select "School" in the category drop down list then select "LPU Cavite" biller. For subscriber number field enter your Applicant Number.
5. Select account to debit
6. You will receive a One Time Password (OTP) on your mobile number
7. Select confirm





## OFFSITE PAYMENT CHANNELS FOR CONTINUING STUDENTS



Steps on how to pay using GCash

1. Tap “**Pay Bills**” on the GCash App dashboard
2. Choose Biller’s Categories – “Schools”
3. Tap “Lyceum of the Philippines University”
4. Enter the necessary information
  - For New Student Applicant: Use your applicant number at the student number field, amount due, payable amount, student name, campus (“Cavite”) and email (optional)
  - For **Continuing Students**: Student number (Do not include the dash), amount due, payable amount, student name, campus (“Cavite”) and email (optional)
5. Email a screenshot of your payment confirmation to the Accounting Department email at [lpuc\\_accounting@lpu.edu.ph](mailto:lpuc_accounting@lpu.edu.ph)





## OFFSITE PAYMENT CHANNELS FOR CONTINUING STUDENTS

### SM BILLS PAYMENT OVER THE COUNTER PAYMENT

*(fill out BPS validation slip)*

Bill Company : **Lyceum of the Philippines University Cavite**

Card/Account/Policy No : **Student Number**

Account Name : **Student Name**



### MLHUILLIER OVER THE COUNTER PAYMENT

*(fill out bills payment slip)*

Payment to : **Lyceum of the Philippines University Cavite**

Account Name : **Student Name**

Account Number : **Student Number**



### BAYAD CENTER OVER THE COUNTER PAYMENT

*(fill out transaction form)*

Bill : **Lyceum of the Philippines University Cavite**

Account Number : **Student Number**

Account Name : **Student Name**

