

ASSESSMENT AND PAYMENT PROCEDURES

1. Please proceed to Prom A for **assessment/payment**.
2. **For payments thru checks.** Please write your name and telephone number at the back of the check.
3. **For payments thru credit cards.** We have BPI and Citibank POS terminals. We also accept Paylite payments using Citibank credit cards. Related bank charges, if any, will not be shouldered by UA&P.
4. Post dated and out-of-town checks are not accepted.
5. An official receipt will be issued after receipt of payment.
6. A student is considered officially enrolled only after he has paid the tuition and other fees.

Note: For Merit Scholars, Financial Assistance and Employee Dependent Benefit grantees, please proceed to Admissions Office first for validation of subjects before proceeding to ACB-lobby Prom A.