



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME06  
AY 2020-2021

**TO:** ALL ACADEMIC UNITS  
OFFICE OF THE VICE-RECTOR FOR FINANCE  
OFFICE OF THE VICE-RECTOR FOR ACADEMIC AFFAIRS  
OFFICE OF THE STUDENT AFFAIRS  
OFFICE OF THE REGISTRAR

**FROM:** OFFICE OF THE SECRETARY-GENERAL

**RE:** PAYMENT SCHEME FOR THE FIRST TERM AY 2020-2021

**DATE:** 21 SEPTEMBER 2020

The University, through the Office of the Vice Rector for Finance, in its exercise of compassion in time of financial crisis brought about by the COVID-19 pandemic has adopted and implemented new payment scheme for the First Term AY 2020-2021 prior to enrollment.

As reflected on the table of fees found in the MyUSTe Student Portal, apart from the down payment paid upon enrollment, the **succeeding payments are scheduled on or before the end of the month of September, October, November, and December.**

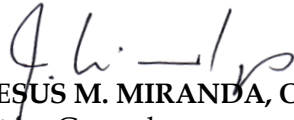
The balance that is reflected on the tab labeled Billing/Fees of the MyUSTe Student Portal serves as the basis for the computation of the four equal installment payments per month, as follows:

<i>Example:</i> <b>Balance as of September 2020 is Php 50,000.00</b>				
<b>Due date</b>	on or before 30 September 2020	on or before 30 October 2020	on or before 27 November 2020	on or before 18 December 2020
<b>Amount due</b>	Php12,500.00	Php12,500.00	Php12,500.00	Php12,500.00

Further, payment of more than the computed monthly payment is allowed.

In view of the aforementioned, the academic units are enjoined to remind the students about their respective monthly dues, effective September 2020.

Thank you.

  
**FR. JESUS M. MIRANDA, O.P., JR.**  
Secretary-General