



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-ME15
AY 2020-2021

TO: ACADEMIC UNITS
OFFICE OF THE VICE-RECTOR FOR FINANCE
OFFICE OF THE REGISTRAR
STEPS

FROM: OFFICE OF THE SECRETARY-GENERAL

RE: PAYMENT SCHEME FOR THE SECOND TERM, AY 2020-2021

DATE: 11 MARCH 2021

The University, through the Office of the Vice-Rector for Finance, implements the following payment scheme for the Second Term, AY 2020-2021:

- Apart from the down payment paid upon enrollment, the succeeding payments are scheduled on or before the end of the month of February, March, April, and May.
- The balance reflected on the tab labelled Billing/Fees in the MyUSTe Student Portal serve as the basis for the computation of the four equal installment payments per month. Refer to the sample computation below:

For a balance of Php 50,000.00 as of February 2021				
Due date	On or before 26 February 2021	On or before 31 March 2021	On or before 30 April 2021	On or before 31 May 2021
Total Amount Due	Php 12,500.00	Php 12,500.00	Php 12,500.00	Php 12,500.00

- If no amount was settled for the month of February 2021, then a re-adjustment in the amount to be paid in the succeeding months is necessary. Refer to the sample computation below:


Due date	On or before 31 March 2021	On or before 30 April 2021	On or before 31 May 2021
Total Amount Due	Php 16,666.66	Php 16,666.66	Php 16,666.66

- A payment of more than the computed monthly payment is allowed.



In view of the aforementioned, the academic units are enjoined to disseminate the aforementioned payment scheme to the students.

Thank you.


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