



ACCOUNTING DIVISION

The Accounting Division accepts payments of Tuition and Miscellaneous Fees of students not covered by the CHED UniFAST grant, QC Youth Development Office grants, or other scholarship grants.

1. PAYMENT FOR TUITION AND MISCELLANEOUS FEES

Office or Division:		Accounting Division		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete Name		Student		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Order of Payment at the accounting Office window 8 & 9 2 nd floor admin. Bldg..	1.1 Verify Students billing	Necessary fees (varies from courses and subjects enrolled. See index of fees)	5 minutes	Accounting Staff
	1.2 Generate order of payment			
2. Direct payment to City Treasurer's Office (CTO) Collecting Officer at the accounting office window 11 2 nd floor admin. Bldg.	2.1 Generate official receipt.	Necessary fees (varies from courses and subjects enrolled. See index of fees)	5 minutes	City Treasurer's Official Collector
	2.2 Issued O.R.by CTO posted at Students Account System		5 minutes	Accounting Staff
		TOTAL	15 minutes	