**INSTRUCTIONS FOR PAYMENT OF TUITION FEES THROUGH BANKS**

## I. CHECK THE AMOUNT OF TUITION TO PAY

Students log in to the **"Student portal".**

**Step 1:** Students choose *Tuition Fees – Other expenses*



**Step 2:** In the *Tuitions - Charges* tab → Students choose *Semester*



**Step 3:** In the *Tuition* tab

| NỢ KỲ TRƯỚC (Previous Pending Charges) | HỌC PHÍ HỌC KY (Semester Tuition) | MIỄN GIẢM (Reduction) | TỔNG HP PHẢI NỘP (Total tuition unpaid) | TỔNG HỌC PHÍ ĐÃ NỘP (Total tuition paid) | SỐ TIỀN CÒN PHẢI NỘP (Remaining unpaid tuition) | GHI CHÚ (Note) |
|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) = (1) + (2) - (3) | (5) | (6) = (4) - (5) | (7) |
| 0 | 7,960,000 | 0 | 7,960,000 | 7,960,000 | 0 | |

Lưu ý: đây là dữ liệu học phí được cập nhật vào lúc 16:24:50 08/08/2016. Các bạn vui lòng xem thời gian và địa điểm nộp học phí tại "Cổng thông tin" -> Chọn "Thông báo" -> Chọn "Phòng Tài chính".
Note: This is the data on tuition payment updated at 16:24:50 on 08 August 2016. Please view time and place for tuition payment at Student Portal -> Announcement -> Department for Finance

**Notes:**

a. **Previous pending charges (1):** is the tuition balance (*remaining unpaid tuition (6)*) at the end of the previous semester which is transferred to the current semester. In principle:
  ➢ Outstanding balance of semester 1, audition semester 1 will be transferred to semester 2

➢ Outstanding balance of semester 2, audition semester 2 will be transferred to semester 3

➢ Outstanding balance of semester 3 will be transferred to semester 1

b. **Semester tuition (2):** is the total tuition fee of the subjects for the standard program, postgraduate program (master's) or tuition according to the training route for high-quality programs, affiliate programs, universities in English, postgraduate programs (Doctoral program)...

*Note: Table 2 and Table 3*

c. **Reduction (3):** is the amount of tuition fee that students are exempted in the semester.

d. **Total tuition unpaid (4)=(1)+(2)-(3):** is the total tuition fees that students have to pay for the semester.

e. **Total tuition paid (5):** is the total tuition fees that students have paid for the semester.

*Note: Table 1*

f. **Remaining unpaid tuition (6)=(4)-(5):** is the outstanding balance of tuition fees that students have in the semester. In addition, the minus tuition (shown in brackets) is the residual amount of money in the semester, and the positive tuition is the owed amount of money in the semester. At the end of the semester, the remaining unpaid tuition would be transferred to the next semester (Previous pending charges column)

*For example*: the residual amount of money: **(900.000)** vnđ, the owed amount of money: **600.000** vnđ



| Lịch sử thanh toán \| Payment history | | |
| --- | --- | --- |
| Ngày đóng (Date of payment) | Số tiền (Amount) | Hình thức thanh toán (Method of payment) |
| 18/02/2016 | 7,960,000 | CK |

Hình thức thanh toán: TM: tiền mặt. CK: Chuyển khoản | Method of payment: TM - Cash; CK: Transfer

*Table 1 – Payment history*

Table 2 – Courses that have included tuition fees in the semester



Table 3 – Courses that have not included tuition fees in the semester

## II. GET THE BANK TRANSACTION CODE FOR PAYMENT:

Students perform **Steps 1 and 2** as described in section **I**:

**Step 3:** In the **Bank transaction code** tab:



> Note: Each ***Bank transaction code*** will be in proportion to ***one content***, ***one amount*** that students have to pay, and it is only valid in ***the latest updated time***. Students need to provide the precise ***Bank transaction code*** for the bank and make the payment during the exact ***the validity period of the bank transaction code*** when paying the tuition fees.

## III. METHOD OF TUITION PAYMENT:

Students have 03 methods of payment:

**3.1 Tuition payment via VCB Digibank services:** This is the online method of tuition payment of Vietcombank via VCB Digibank app.

-Student pay tuition fees via this app: **Entirely free**

-Fees for registration of VCB Services: **Free charge**

-Fee for maintenance of VCB Digibank Services: **Service charges collected once in a month with the customer who incurred financial transactions in the month, regardless of the number of services generated by VCB Digibank (web / app) or VCBPAY.**

- Details of the charge for electronic banking services at Vietcombank: https://portal.vietcombank.com.vn/Pages/Home.aspx

**a/Method of register for VCB Digibank Services:** Download the form here: https://digibank.vietcombank.com.vn/faq.html

-Print the registration form (should print 2 sides, in case of printing 1 side, "Flashes" for each page)

-The signature similar to the signature signed with Vietcombank ( account opening, student link account opening)

- Submit the form attached Identity Photo Card (Need not to notarize) at the nationwide Vietcombank counter

**b/ Payment instructions via VCB Digibank Services** :

-Payment via Mobile App: https://vietcombankmobilebanking.vn/

-Payment on Website: https://portal.vietcombank.com.vn/Pages/Home.aspx?devicechannel=default

**3.2 Pay tuition fees directly at the bank's transaction counters:**

**Step 1:** Students go to Vietcombank's transaction counters nationwide.

**Step 2:** Students provide **the transaction code** of the collection in item 2 to the bank tellers

**Step 3:** Student compare the information (full name, payable amount) provided by the bank tellers

**Step 4:** Students make the payment of tuition fees according to the instructions of the bank

*Note: only pay tuition when the collated information is authentic.*

**3.3 Payment of tuition fees by transaction methods outside of Vietcombank**

**3.3.1 Some notes:** because the bank needs time to transfer and confirm, so the school ***does not encourage students to use this method***, only use it when other forms of payment via Vietcombank cannot be done, students MUST FOLLOW FULL INSTRUCTIONS BELOW.

- Time to make the transaction: need to make the transfer transaction before 02 days due to the date of the fee payment. Avoid transactions on weekends because of the State Bank Not working on Saturday and Sunday.

**Transfer information of the School**

Account name: **Ton Duc Thang University**

Account number: **0071000758807**

Bank: **Vietcombank Ho Chi Minh branch**

**3.3.2 Implementation steps:**

**Step 1:** Students fill in the correct bank account information of Vietcombank

**Step 2:** Students fill in the correct information in the "Content" line according to the following syntax

**[Transaction code_Full name_Phone number]**

**Example: 11813031165 – Nguyen Van A – 0903040506**

If the information is not entered correctly, the school **will not be able to update the tuition fee paid by the student**

**Step 3:** After conducting the transfer, please see the result on the **"Student Portal"** (if, after the time when the school notices the comparison of tuition fees, it still records as **No submit**, students send proof of payment to the tuition fee group email: tuition@tdtu.edu.vn to be checked and confirmed)