



June 5, 2020

**MEMORANDUM TO ALL GRADUATE STUDIES PROGRAM STUDENTS**

**RE: SURVEY ON PAYMENT OPTIONS FOR STUDENTS WITH  
OUTSTANDING FINANCIAL OBLIGATIONS AND PLANNING TO  
ENROLL IN OUR UPCOMING SUMMER 2020**

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The School launches the Survey on Payment Options for Students with Outstanding Financial Obligations and planning to enroll in this upcoming Summer Semester 2020. All GSB students who meet this criterion are required to accomplish the survey. The online survey can be accessed through this survey link: <https://forms.gle/y1gS2w3xHZwXX5v3A>.

**A. Payment Options**

1. The School offers the following payment options:
  - Online bank payment to PSBA account
  - Online bank transfer to PSBA account through GCash
  - Bank deposit to PSBA account
  - Onsite payment with the School Cashier
2. For offsite payment options through online banking or bank deposit, proof of payment (e.g. deposit slip, GCash transaction receipt, bank payment confirmation) should be provided. The instructions are specified within the survey form.
3. The survey includes an appointment scheduler for students who will select onsite payment with the School Cashier.
4. Please take note that onsite payment with the School Cashier will be on a cash basis only; check payment will not be accepted.

**B. Partial Payment**

The School shall accept partial payment of your financial obligations. Below are the terms and conditions to be followed:

- A Promissory Note (PN) will be submitted through email ([psbamanilagsb@psba.edu](mailto:psbamanilagsb@psba.edu) or [tabassamr@psba.edu](mailto:tabassamr@psba.edu)), addressed to the Office of the President. Proof of identification (scanned copy of student ID) or any Government ID with latest registration must be attached to the PN.
- The final settlement of financial obligations will have to be completed on or before the end of each term.
- Clearance and E-grades will not be provided until full payment has been settled.

For your information and proper guidance.

Thank you and may God bless us all!

Kind Regards,

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