



## **How to pay tuition and other fees**

There are several ways to pay your school fees. When paying online or through bank, it is important that you send an email or message to Golden Link to inform us the exact amount you have deposited, the name of the child and grade level.

### **A. Physical Bank Deposit**

- 1) Go to any branch of Bank of the Philippine Islands
- 2) Fill up the needed information in the transaction slip or kiosk  
**Account Name: Golden Link College Foundation Inc.**  
**Account Number: 1941-0001-49**  
Amount: -----  
Contact Number: 8961-5836/ 0943-829-6933  
Email Address: [goldenlink2002@gmail.com](mailto:goldenlink2002@gmail.com)
- 3) Pay to the cashier and secure a copy of bank deposit receipt
- 4) Scan or take photo of bank deposit receipt and send it to [goldenlink2002@gmail.com](mailto:goldenlink2002@gmail.com)
- 5) Present the original bank deposit receipt when you visit GLC main campus for signing of enrollment agreement and other documents.

### **B. Online Bank Transfer**

- 1) Open your bank application or website.
- 2) Go to bank transfer.
- 3) Fill up needed information in the transaction slip or kiosk
  - a. **Account Name: Golden Link College Foundation Inc.**
  - b. **Account Number: 1941-0001-49**
  - c. Swift Code: BOIPHMM
  - d. Contact Number: 8961-5836/ 0943-829-6933
  - e. Email Address: [goldenlink2002@gmail.com](mailto:goldenlink2002@gmail.com)
- 4) Confirm transaction or money transfer

- 5) Scan or screenshot the confirmation of money transfer and send it to [goldenlink2002@gmail.com](mailto:goldenlink2002@gmail.com)
- 6) Present the screenshot of the confirmation of money transfer upon your visit to the GLC main campus for signing of enrollment agreement and other documents.

### **C. GCash to Bank**

- 1) Open GCash application. Ensure that GCash account has enough balance.
- 2) Go to 'Bank Transfer'
- 3) Select bank partner: Bank of the Philippine Islands (BPI)
- 4) Fill up information needed
  - a. Amount: -----
  - b. Account Name: Golden Link College Foundation Inc.
  - c. Account Number: 1941-0001-49
  - d. Send receipt to: [goldenlink2002@gmail.com](mailto:goldenlink2002@gmail.com)
- 5) Click 'Send Money' to confirm transaction or money transfer
- 6) Scan or screenshot the confirmation of money transfer and send it to [goldenlink2002@gmail.com](mailto:goldenlink2002@gmail.com)
- 7) Present the screenshot of the confirmation of money transfer upon your visit to the GLC main campus for signing of enrollment agreement and other documents.

### **D. Smart Padala**

- 1) Go to any Smart Padala center or agent
- 2) Fill up information in the transaction slip
  - a. Account Number: 5577-5194-8495-6108
  - b. Name of receiver: Regie Duhaylungsod
  - c. Contact Number: 0929 7174225
- 3) Confirm transaction slip and pay for the amount, including the service fee. Secure a copy of the transaction receipt.
- 4) Scan or take photo of the transaction receipt and send to [goldenlink2002@gmail.com](mailto:goldenlink2002@gmail.com)
- 5) Present the original transaction receipt when you visit GLC main campus for signing of enrollment agreement and other documents.

### **E. Physical Visit to GLC Main Campus**

Office is open every Monday, Wednesday and Friday, 9:00am-12noon and 1:00pm to 5:00pm.

Secure appointment date and time by sending email to [goldenlink2002@gmail.com](mailto:goldenlink2002@gmail.com) to maintain public health measure and physical distancing.