

## How to Make an Online Banking Payment

Important Information before Payment:

- 1. Please ensure you check the <u>Program Fee Calculator</u> to know how much you are paying for the upcoming semester.
  - 2. Tuition fees assess on your account once you register into a timetable.
- Bank payments, once made, take 3 -5 days to be received by the college. Please ensure you give yourself enough time to make an online banking payment before a tuition deadline date. If you did not leave <u>enough time</u>, please email <u>central@durhamcollege.ca</u> with a screenshot of your banking payment and student ID.
- Begin by logging-in to your online banking portal I.e. – CIBC, TD Canada Trust, RBC, etc.
- 2. Once logged-in select "Pay Bill", "Make a Bill Payment", etc. The wording will be different depending on the banking institution
- 3. Your payee is either 'Durham College' or 'Durham College-Tuition'
- 4. The account number is be your nine-digit student number

\*Please note - electronic banking payment take 3 - 5 business days to be received by the college.

If you are paying your fees within close range of the due date, please email a screen capture of your payment to <u>central@durhamcollege.ca</u> and include your name and student number in the email to avoid a late fee\*