

---

## How to Make an Online Banking Payment

1. 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 [central@durhamcollege.ca](mailto:central@durhamcollege.ca) and include your name and student number in the email to avoid a late fee\***