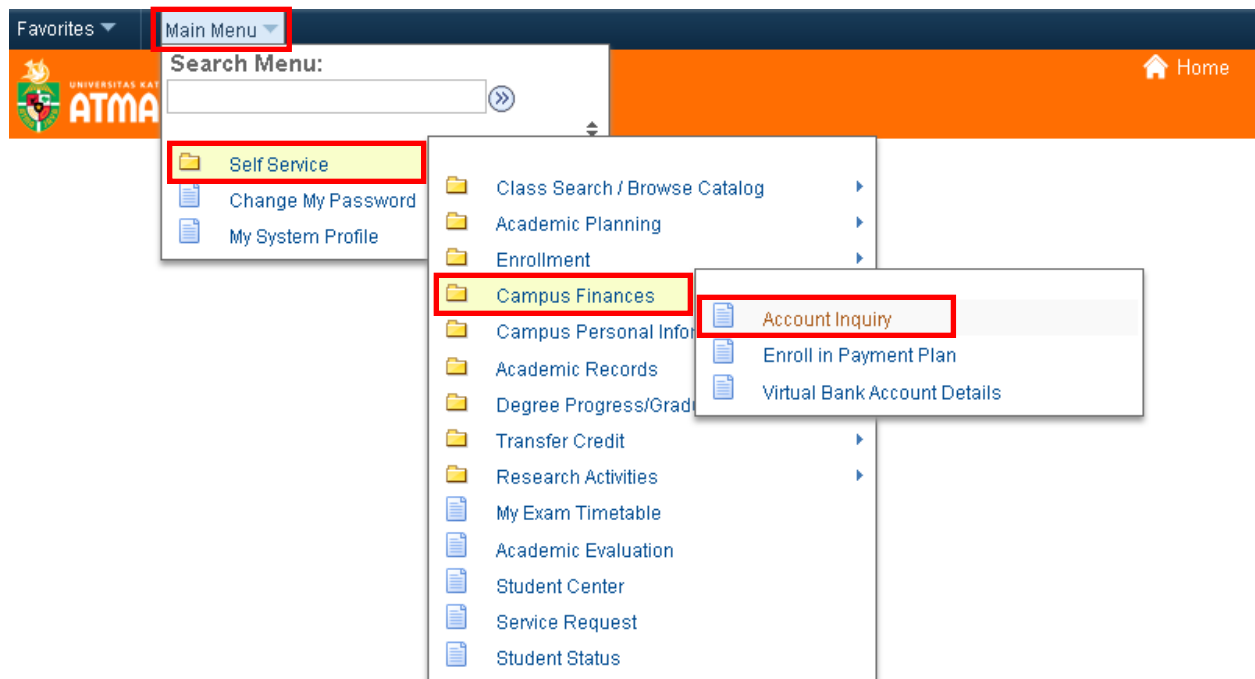


PANDUAN PAYMENT PLAN

1. Paling lambat dua hari kerja setelah Mahasiswa melakukan Online Acceptance, Mahasiswa dapat mengakses Student Self Service dan log in kembali dengan menggunakan **User ID** dan **Password Mahasiswa** melalui <https://myatma.atmajaya.ac.id/>.
2. Untuk melihat Rincian Biaya pilih Account Inquiry. Pilih Main Menu → Self Service → Campus Finance → Account Inquiry, maka akan keluar tampilan seperti ini



3. Pilih Account Inquiry → Summary, maka akan muncul total tagihan Mahasiswa seperti dibawah ini

Navigation: Favorites ▾ Main Menu ▾ > Self Service ▾ > Campus Finances ▾ > Account Inquiry

UNIVERSITAS KATOLIK INDONESIA
ATMA JAYA Home

RAUXXXXXXXXXXXXXXXXX go to ...

Account Inquiry Account Services

Summary Activity | Charges Due | Payments

Account Summary

You owe 6,675,000.00. For the breakdown, [Charges Due](#)
access

- Due Now 0.00
- Future Due 6,675,000.00

What I Owe

| Term | Outstanding Charges & Deposits | Total Due |
|---------------------------|--------------------------------|---------------------|
| Semester Ganjil 2017/2018 | 6,675,000.00 | 6,675,000.00 |
| Total | 6,675,000.00 | 6,675,000.00 |

My Excess Payment

You have no excess payment at this time


Currency used is Rupiah.

▶ **Remittance Addresses**

Financial Aid

4. Pilih Account Inquiry → Activity, maka akan muncul rincian tagihan Mahasiswa seperti dibawah ini

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Campus Finances](#) > [Account Inquiry](#)
[Home](#)


[Print](#)

RAUXXXXXXXXXXXXXXXXX

[Account Inquiry](#) | [Account Services](#)

[Summary](#) | **[Activity](#)** | [Charges Due](#) | [Payments](#)

Account Activity

View by

From To

| Transactions | | | | | |
|--------------|--------------------------------|---------------------------|--------------|--------------|--------|
| Posted Date | Item | Term | Charge | Payment | Refund |
| 10/11/2016 | Initial Payment | Semester Ganjil 2017/2018 | | 2,000,000.00 | |
| 10/11/2016 | Pot. Anak Karyawan SPP - 0304 | Semester Ganjil 2017/2018 | | 2,250,000.00 | |
| 09/11/2016 | Biaya Kuliah Pokok - 0304 | Semester Ganjil 2017/2018 | 2,700,000.00 | | |
| 09/11/2016 | Biaya Kuliah SKS - 0304 | Semester Ganjil 2017/2018 | 3,600,000.00 | | |
| 09/11/2016 | Biaya Pendaftaran Smstr - 0304 | Semester Ganjil 2017/2018 | 400,000.00 | | |
| 09/11/2016 | Biaya Pengenalan Kampus - 0304 | Semester Ganjil 2017/2018 | 1,000,000.00 | | |
| 09/11/2016 | Iuran Kegiatan Mahasiswa 0304 | Semester Ganjil 2017/2018 | 225,000.00 | | |
| 09/11/2016 | SPP - 0304 | Semester Ganjil 2017/2018 | 3,000,000.00 | | |

- Pilih Account Inquiry → Charge Due, maka akan muncul rincian tagihan Mahasiswa seperti dibawah ini

RAUXXXXXXXXXXXXXXXXX

Account Inquiry Account Services

Summary | Activity | **Charge Due** | Payments

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

| Summary of Charges by Due Date | | Personalize | Find | View All | First | 1 of 1 | Last |
|--------------------------------|--------------|-------------|------|----------|-------|--------|---------------|
| Due Date | Due Amount | | | | | | Running Total |
| 05/12/2016 | 6,675,000.00 | | | | | | 6,675,000.00 |

Currency used is Rupiah.

Details by Due Date

Currency used is Rupiah.

View By All Terms go

| Details by Charge | | Personalize | Find | View All | First | 1-5 of 5 | Last |
|--------------------------------|------------|---------------------------|------|----------|-------|----------|---------------------|
| Charge | Due Date | Term | | | | | Amount |
| Biaya Kuliah Pokok - 0304 | 05/12/2016 | Semester Ganjil 2017/2018 | | | | | 2,325,000.00 |
| SPP - 0304 | 05/12/2016 | Semester Ganjil 2017/2018 | | | | | 750,000.00 |
| Biaya Kuliah SKS - 0304 | 05/12/2016 | Semester Ganjil 2017/2018 | | | | | 3,600,000.00 |
| Total due for this view | | | | | | | 6,675,000.00 |
| Total due | | | | | | | 6,675,000.00 |

Currency used is Rupiah.

- Pilih Account Inquiry → Payment, maka akan muncul rincian biaya yang sudah Mahasiswa bayarkan seperti dibawah ini

RAUXXXXXXXXXXXXXXXXX

Account Inquiry Account Services

Summary | Activity | Charges Due | **Payments**

Payment History

From 11/05/2016 To 11/11/2016 go

| Posted Payments | | Personalize | Find | View All | First | 1-3 of 3 | Last |
|--|-------------------------------|-------------|------|----------|-------|----------|---------------------|
| Date Paid | Payment Type | | | | | | Paid Amount |
| 10/11/2016 | Pot. Anak Karyawan SPP - 0304 | | | | | | 2,250,000.00 |
| 10/11/2016 | Initial Payment | | | | | | 2,000,000.00 |
| Total Posted Payments for this view | | | | | | | 4,250,000.00 |

Currency used is Rupiah.

7. Pilih Main Menu → Self Service → Campus Finance → Payment Plan untuk melakukan Installment atau Cicilan, maka akan muncul tampilan seperti dibawah ini. **CATATAN** : Komponen yang dapat dicitil adalah BKP (Biaya Kuliah Pokok), CDC (Contribution Development Campus), SKS (Sistem Kredit Semester) dan SPP (Sumbangan Pengembangan Pendidikan)

RAUXXXXXXXXXXXXXXXXX go to ...

Account Inquiry Account Services

Enroll in Payment Plan

1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

| Payment Plans | Maximum Amount | Number of Installments | First Due Date |
|---|----------------|------------------------|----------------|
| <input type="radio"/> Cicilan BKP 1710 Pilih Cicilan ini untuk Mahasiwa Baru komponen BKP term 1710 Prodi 0304. Lakukan pembayaran dengan menggunakan No. Virtual Account. | 999,999,999.00 | 11 | 05/12/2016 |
| <input type="radio"/> Cicilan CDC 1710 Pilih Cicilan ini untuk Mahasiwa Baru komponen CDC term 1710 Prodi 0304. Lakukan pembayaran dengan menggunakan No. Virtual Account. | 999,999,999.00 | 11 | 05/12/2016 |
| <input type="radio"/> Cicilan SKS 1710 Pilih Cicilan ini untuk Mahasiwa Baru komponen SKS term 1710 Prodi 0304. Lakukan pembayaran dengan menggunakan No. Virtual Account. | 999,999,999.00 | 11 | 05/12/2016 |
| <input type="radio"/> Cicilan SPP 1710 Pilih Cicilan ini untuk Mahasiwa Baru komponen SPP term 1710 Prodi 0304. Lakukan pembayaran dengan menggunakan No. Virtual Account. | 999,999,999.00 | 11 | 05/12/2016 |

8. Pilih komponen yang dapat dicicil (BKP) kemudian klik Next

RAUXXXXXXXXXXXXXXXXX

Enroll in Payment Plan

1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you select to enroll in.

| Payment Plan | Maximum Amount | Number of Installments | First Due Date |
|------------------|----------------|------------------------|----------------|
| Cicilan BKP 1710 | 899.999.999.00 | 11 | 05/12/2016 |
| Cicilan CDC 1710 | 899.999.999.00 | 11 | 05/12/2016 |
| Cicilan SKS 1710 | 899.999.999.00 | 11 | 05/12/2016 |
| Cicilan SPP 1710 | 899.999.999.00 | 11 | 05/12/2016 |

Cancel Next

9. Pilih jumlah cicilan, klik Calculate, maka akan muncul tampilan seperti dibawah ini, kemudian klik Next (NB: Jika Mahasiswa ingin mengubah jumlah cicilan yang telah dipilih, Mahasiswa bisa klik Previous atau Cancel)

Enroll in Payment Plan

2. Review Installments

You have selected Cicilan BKP 1710.

Pilih Cicilan ini untuk Mahasiswa Baru komponen BKP term 1710 Prodi 0304. Lakukan pembayaran dengan menggunakan No. Virtual Account.

Eligible Charges: 2,325,000.00
Plan Amount: 899,999,999.00
Number of Installments: 11

Calculate Installment

| Due Date | Installment |
|--------------|---------------------|
| 05/12/2016 | 211,363.70 |
| 05/01/2017 | 211,363.63 |
| 05/02/2017 | 211,363.63 |
| 05/03/2017 | 211,363.63 |
| 05/04/2017 | 211,363.63 |
| 05/05/2017 | 211,363.63 |
| 05/06/2017 | 211,363.63 |
| 05/07/2017 | 211,363.63 |
| 05/08/2017 | 211,363.63 |
| 05/09/2017 | 211,363.63 |
| 05/10/2017 | 211,363.63 |
| Total | 2,325,000.00 |

10. Setelah itu akan muncul Kontrak Perjanjian Cicilan seperti dibawah, kemudian centang Yes, I Have Read the Agreement, kemudian klik Next

Cicilan BKP 1710

You are about to enroll in Cicilan BKP 1710. [Select a Different Plan](#)

Pilih Cicilan ini untuk Mahasiswa Baru komponen BKP term 1710 Prodi 0304. Lakukan pembayaran dengan menggunakan No. Virtual Account.

Plan Amount 2,325,000.00 [Change Payment Plan Terms](#)

Number of Installments 11

| Due Date | Installment |
|------------|--------------|
| 05/12/2016 | 211,363.70 |
| 05/01/2017 | 211,363.63 |
| 05/02/2017 | 211,363.63 |
| 05/03/2017 | 211,363.63 |
| 05/04/2017 | 211,363.63 |
| 05/05/2017 | 211,363.63 |
| 05/06/2017 | 211,363.63 |
| 05/07/2017 | 211,363.63 |
| 05/08/2017 | 211,363.63 |
| 05/09/2017 | 211,363.63 |
| 05/10/2017 | 211,363.63 |
| Total | 2,325,000.00 |

Currency used is Rupiah.

Important: The Installment Schedule is based on your current eligible charges of 2,325,000.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur single charges in the future, they will be added to this installment schedule automatically, up to the amount of 999,999,999.00.

I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

Yes, I have read the agreement

11. Setelah itu akan muncul Hasil Payment Plan dan Batas Akhir Tanggal Pembayaran seperti dibawah ini, kemudian klik Enroll in Another Payment Plan

RAUXXXXXXXXXXXXXXXXX

[Account Inquiry](#) [Account Services](#)

Enroll in Payment Plan 1 2 3 4

4. Result

✔ Congratulations!

You have successfully enrolled in Cicilan BKP 1710. Please keep the installment schedule for your reference.

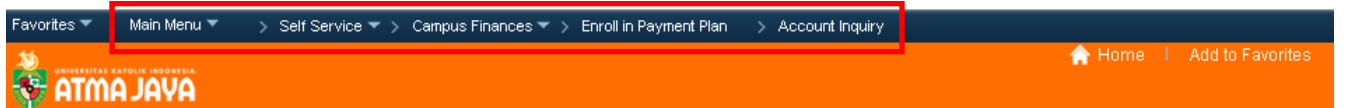
| Due Date | Installment |
|------------|--------------|
| 05/12/2016 | 211,363.70 |
| 05/01/2017 | 211,363.63 |
| 05/02/2017 | 211,363.63 |
| 05/03/2017 | 211,363.63 |
| 05/04/2017 | 211,363.63 |
| 05/05/2017 | 211,363.63 |
| 05/06/2017 | 211,363.63 |
| 05/07/2017 | 211,363.63 |
| 05/08/2017 | 211,363.63 |
| 05/09/2017 | 211,363.63 |
| 05/10/2017 | 211,363.63 |
| Total | 2,325,000.00 |

[Enroll in Another Payment Plan](#) [View my Account](#)

[Enroll in Payment Plan](#)

12. Setelah itu, lanjutkan proses cicilan dengan memilih komponen lain yang dapat dicicil (CDC, SKS dan SPP) dan ikuti proses cicilan sama seperti diatas.

13. Setelah selesai melakukan Payment Plan atau Installment (Cicilan) pilih Main Menu → Self Service → Campus Finance → Enroll in Payment Plan → Account Inquiry maka akan keluar akumulasi dari komponen cicilan yang telah dipilih seperti tampilan dibawah ini



RAUXXXXXXXXXXXXXXXXX

go to ...

Account Inquiry | Account Services
Summary | Activity | **Charges Due** | Payments

Charges Due


Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

| Summary of Charges by Due Date | | Personalize | Find | View All | 1-11 of 11 | First | Last |
|--------------------------------|------------|-------------|------|----------|------------|-------|---------------------|
| Due Date | Due Amount | | | | | | |
| 05/12/2016 | 606,818.10 | | | | | | 606,818.10 |
| 05/01/2017 | 606,818.19 | | | | | | 1,213,636.29 |
| 05/02/2017 | 606,818.19 | | | | | | 1,820,454.48 |
| 05/03/2017 | 606,818.19 | | | | | | 2,427,272.67 |
| 05/04/2017 | 606,818.19 | | | | | | 3,034,090.86 |
| 05/05/2017 | 606,818.19 | | | | | | 3,640,909.05 |
| 05/06/2017 | 606,818.19 | | | | | | 4,247,727.24 |
| 05/07/2017 | 606,818.19 | | | | | | 4,854,545.43 |
| 05/08/2017 | 606,818.19 | | | | | | 5,461,363.62 |
| 05/09/2017 | 606,818.19 | | | | | | 6,068,181.81 |
| 05/10/2017 | 606,818.19 | | | | | | 6,675,000.00 |

Currency used is Rupiah.

14. Untuk melihat rincian keseluruhan cicilan, pilih Main Menu → Self Service → Campus Finance → Enroll in Payment Plan → Account Inquiry → Details by Charge maka akan muncul tampilan seperti dibawah. Proses Payment Plan Mahasiswa selesai.

[Favorites](#) | [Main Menu](#) | [Self Service](#) | [Campus Finance](#) | [Enroll in Payment Plan](#) | [Account Inquiry](#)



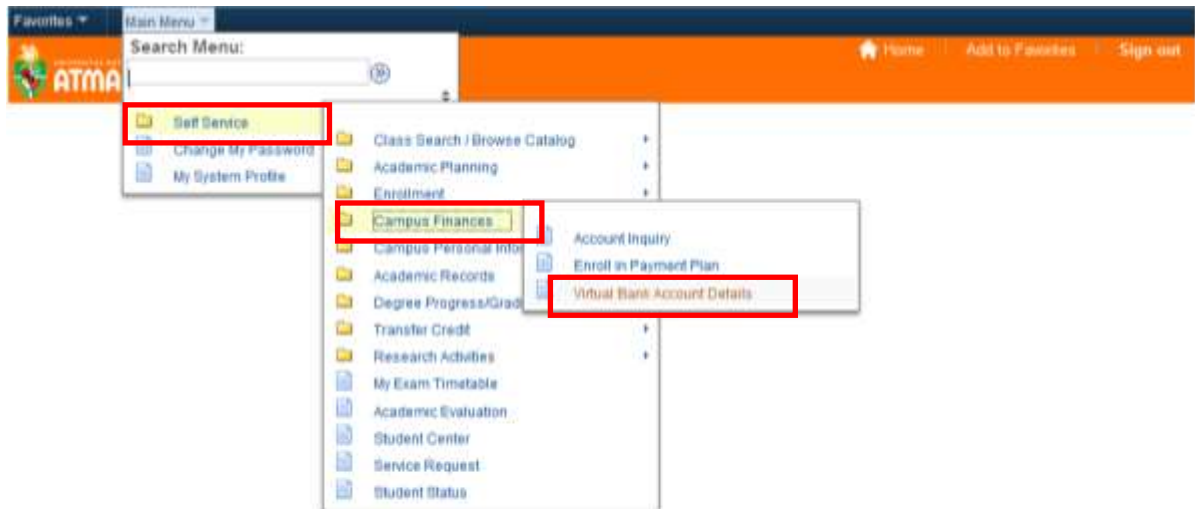
Currency used is Rupiah.

View By:

Details by Charge Personalize | Find | |

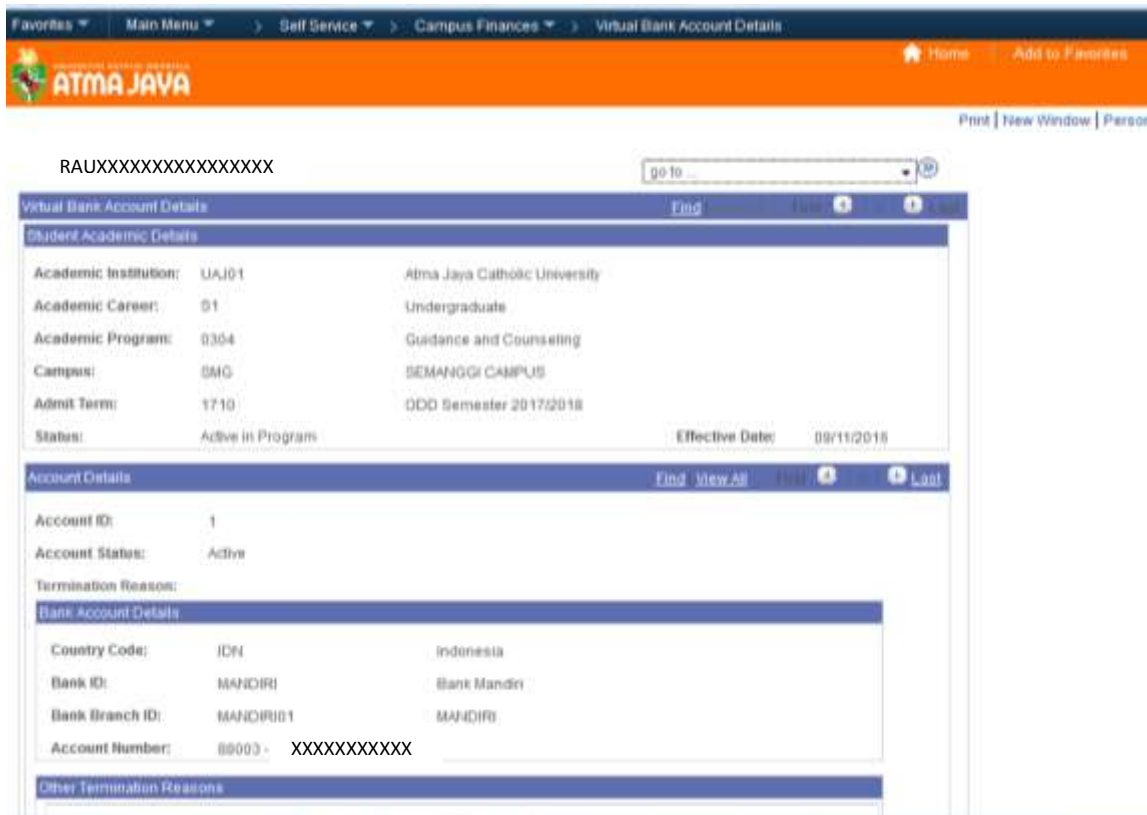
| Charge | Due Date | Term | First | 1-35 of 35 | Last | Amount |
|---|------------|----------------------------|-------|------------|------|--------------|
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/12/2016 | Semester Ganj II 2017/2018 | | | | 211,363.60 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/12/2016 | Semester Ganj II 2017/2018 | | | | 327,272.70 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/12/2016 | Semester Ganj II 2017/2018 | | | | 68,181.80 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/01/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/01/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/01/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/02/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/02/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/02/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/03/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/03/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/03/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/04/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/04/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/04/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/05/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/05/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/05/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/05/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/06/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/06/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/07/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/07/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/07/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/08/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/08/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/08/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/09/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/09/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/09/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Cicilan BKP 17 10 - Biaya Kuliah Pokok - 0304 | 05/10/2017 | Semester Ganj II 2017/2018 | | | | 211,363.64 |
| Cicilan SKS 17 10 - Biaya Kuliah SKS - 0304 | 05/10/2017 | Semester Ganj II 2017/2018 | | | | 327,272.73 |
| Cicilan SPP 17 10 - SPP - 0304 | 05/10/2017 | Semester Ganj II 2017/2018 | | | | 68,181.82 |
| Total due for this view | | | | | | 6,675,000.00 |
| Total due | | | | | | 6,675,000.00 |

15. Lakukan pembayaran Installment atau Cicilan melalui Virtual Account Mahasiswa (Mandiri atau BCA). Pilih Main Menu → Self Service → Campus Finance → Virtual Bank Account Details



Setiap mahasiswa diberikan 2 nomor virtual account yaitu :

1. VA Bank BCA (kode perusahaan : **04325-XXXXXXXXXX** [11 digit Student ID])
2. VA Bank Mandiri (kode perusahaan : **88003-XXXXXXXXXX** [11 digit Student ID])



Catatan tambahan:

1. Apabila memilih pembayaran Lunas, maka akan mendapatkan potongan 3% dan tidak perlu melakukan Payment Plan.
2. Keterlambatan pembayaran akan dikenakan denda sebesar 10% dari total tagihan atau dari cicilan.

Rumus untuk menghitung potongan pembayaran lunas 3% adalah :

Total Tagihan (tidak termasuk tagihan CDC/sukarela) x 0.97 – Initial Payment

Contoh :

| | |
|----------------------------|--|
| Tagihan SPP | Rp. 3.000.000 |
| Tagihan Biaya Kuliah SKS | Rp. 3.600.000 |
| Tagihan Biaya Kuliah Pokok | Rp. 2.700.000 |
| Tagihan Biaya Pendaft. Smt | Rp. 400.000 |
| Tagihan Iuran Kegiatan Mhs | Rp. 225.000 |
| Tagihan Pengenalan Kampus | Rp. <u>1.000.000</u> |
| Total Tagihan | Rp.10.925.000 (Tanpa Tagihan CDC/Sukarela) |
| Tagihan CDC/Sukarela | Rp. 500.000 |

Perhitungan potongan 3% = Rp. 10.925.000 x 0.97
= Rp. 10.597.250

Kewajiban setelah potongan = Rp. 10.597.250 – Rp. 2.000.000 (Initial Payment)
= Rp. 8.597.250

Jika ada tagihan CDC/Sukarela maka tinggal menambahkan yaitu :

Rp. 8.597.250 + Rp. 500.000 = Rp. 9.097.250

Maka kewajiban pembayarannya adalah sebesar Rp. 9.097.250