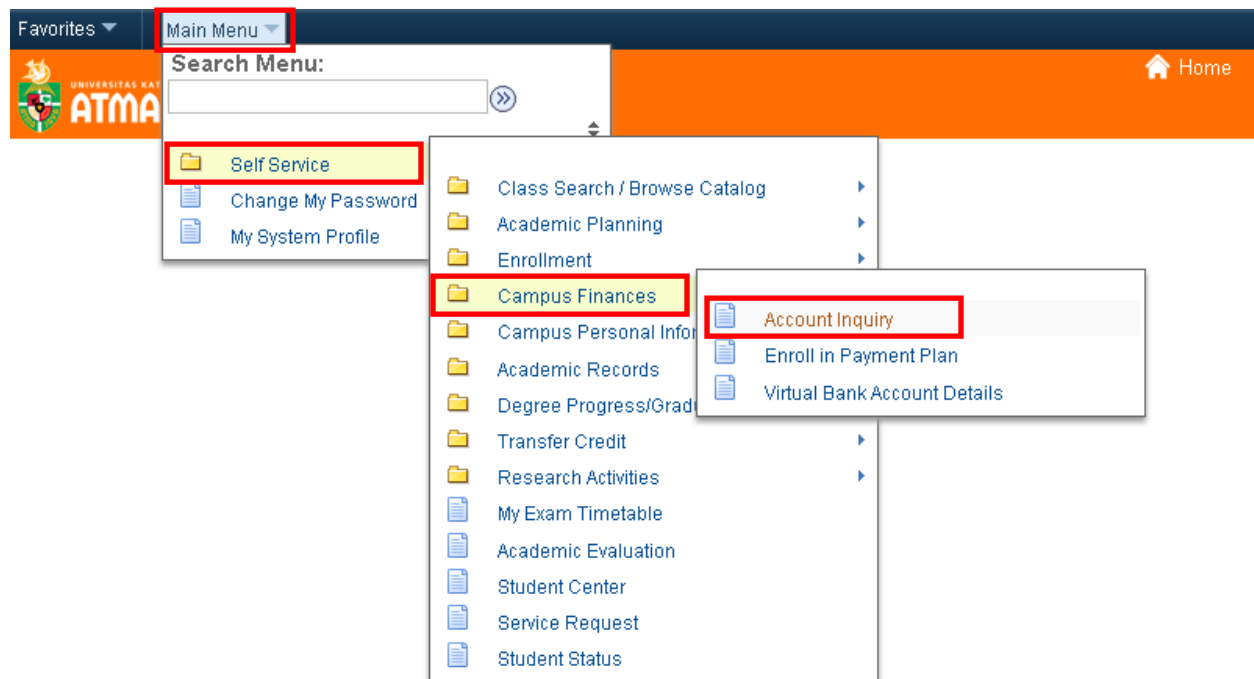


Panduan *Payment Plan (Installment)* dan Pembayaran Lunas

1. Paling lambat dua hari kerja setelah Anda melakukan *Online Acceptance*, Anda dapat mengakses *Student Self Service* dan log in kembali dengan menggunakan **User ID** dan **Password Anda**. CATATAN: Gunakan *internet browser* Anda untuk log in 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 Anda seperti dibawah ini

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 Anda seperti dibawah ini

RAUXXXXXXXXXXXXXXXXX

Account Inquiry | Account Services

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

Account Activity

View by

From 11/05/2016 To 11/11/2016 All Terms go

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		

5. Pilih *Account Inquiry* → *Charge Due*, maka akan muncul rincian tagihan Anda seperti dibawah ini

RAUXXXXXXXXXXXXXXXXX

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.

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

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.

6. Pilih *Account Inquiry* → *Payment*, maka akan muncul rincian biaya yang sudah Anda 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 dicicil adalah BKP (Biaya Kuliah Pokok), CDC (Contribution Development Campus), SKS dan SPP (Sumbangan Pengembangan Pendidikan).

RAUXXXXXXXXXXXXXXXXX

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

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 checked="" type="radio"/> Cicilan BKP 1710 Pilih Cicilan ini untuk Mahasiswa Baru komponen BKP term 1710 Prodi 0102. 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 Mahasiswa Baru komponen CDC term 1710 Prodi 0102. 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 Mahasiswa Baru komponen SKS term 1710 Prodi 0102. 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 Mahasiswa Baru komponen SPP term 1710 Prodi 0102. Lakukan pembayaran dengan menggunakan No. Virtual Account.	999,999,999.00	11	05/12/2016

Currency used is Rupiah.

Cancel Next

9. Pilih jumlah cicilan, klik *Calculate*, maka akan muncul tampilan seperti dibawah ini, kemudian klik *Next* (NB: Jika Anda ingin mengubah jumlah cicilan yang telah dipilih, Anda 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	999,999,999.00
Number of Installments	11

Calculate Installment

Installment Schedule

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 eligible 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 [go to ...](#)

[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


The screenshot shows the ATMA JAYA web portal interface. The breadcrumb navigation path is: **Main Menu** > **Self Service** > **Campus Finances** > **Enroll in Payment Plan** > **Account Inquiry**. The user ID is RAUXXXXXXXXXXXXXXXXX. The page title is "Charges Due". Below the title, there is a "Summary of Charges by Due Date" table. The table shows a running total of charges due from 05/12/2016 to 05/10/2017, with a final total of 6,675,000.00. The currency used is Rupiah.

Due Date	Due Amount	Running Total
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* Anda selesai.

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



Currency used is Rp/Idr.

View By:

▼ Details by Charge


 Personalize | Find | |

 First 1-35 of 35 Last

Charge	Due Date	Term	Amount
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/12/2016	Semester Ganjil 2017/2018	211,363.60
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/12/2016	Semester Ganjil 2017/2018	327,272.70
Cicilan SPP 1710 - SPP - 0304	05/12/2016	Semester Ganjil 2017/2018	68,181.80
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/01/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/01/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan SPP 1710 - SPP - 0304	05/01/2017	Semester Ganjil 2017/2018	68,181.82
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/02/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/02/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan SPP 1710 - SPP - 0304	05/02/2017	Semester Ganjil 2017/2018	68,181.82
Cicilan SPP 1710 - SPP - 0304	05/03/2017	Semester Ganjil 2017/2018	68,181.82
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/03/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/03/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/04/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/04/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan SPP 1710 - SPP - 0304	05/04/2017	Semester Ganjil 2017/2018	68,181.82
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/05/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/05/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan SPP 1710 - SPP - 0304	05/05/2017	Semester Ganjil 2017/2018	68,181.82
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/05/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/05/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan SPP 1710 - SPP - 0304	05/05/2017	Semester Ganjil 2017/2018	68,181.82
Cicilan SPP 1710 - SPP - 0304	05/07/2017	Semester Ganjil 2017/2018	68,181.82
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/07/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/07/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/08/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/08/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan SPP 1710 - SPP - 0304	05/08/2017	Semester Ganjil 2017/2018	68,181.82
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/09/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/09/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan SPP 1710 - SPP - 0304	05/09/2017	Semester Ganjil 2017/2018	68,181.82
Cicilan BKP 1710 - Biaya Kuliah Pokok - 0304	05/10/2017	Semester Ganjil 2017/2018	211,363.64
Cicilan SKS 1710 - Biaya Kuliah SKS - 0304	05/10/2017	Semester Ganjil 2017/2018	327,272.73
Cicilan SPP 1710 - SPP - 0304	05/10/2017	Semester Ganjil 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 Anda (Mandiri atau BCA). Pilih *Main Menu* → *Self Service* → *Campus Finance* → *Virtual Bank Account Details*

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Campus Finances](#) > [Virtual Bank Account Details](#)



RAUXXXXXXXXXXXXXXXXX

Virtual Bank Account Details [Find](#) [View All](#) First 1 of 1 Last

Student Academic Details

Academic Institution:	UAJ01	Atma Jaya Catholic University
Academic Career:	S1	Undergraduate
Academic Program:	0304	Guidance and Counseling
Campus:	SMG	SEMANGGI CAMPUS
Admit Term:	1710	ODD Semester 2017/2018
Status:	Active in Program	Effective Date: 09/11/2016

Account Details [Find](#) [View 1](#) First 1-2 of 2 Last

Account ID: 1
Account Status: Active
Termination Reason:

Bank Account Details

Country Code:	IDN	Indonesia
Bank ID:	MANDIRI	Bank Mandiri
Bank Branch ID:	MANDIRI01	MANDIRI
Account Number:	88003 - XXXXXXXXXXXXXXX	

Other Termination Reasons

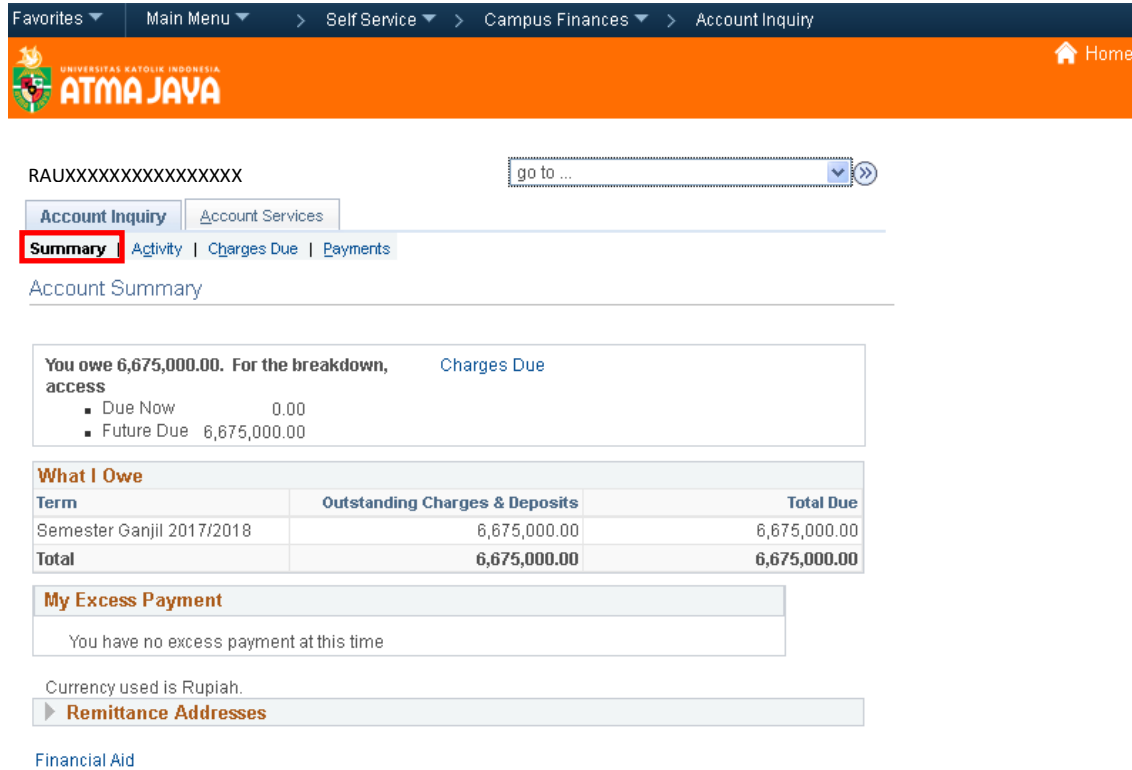
Account ID: 2
Account Status: Active
Termination Reason:

Bank Account Details

Country Code:	IDN	Indonesia
Bank ID:	BCA	BCA
Bank Branch ID:	BCA01	BCA
Account Number:	04325 - XXXXXXXXXXXXXXX	

Pembayaran Lunas

Apabila memilih pembayaran Lunas, **tidak perlu** melakukan *Payment Plan*. Pilih *Account Inquiry* → *Summary*, akan muncul rincian seperti dibawah dan lakukan pembayaran secara lunas melalui Virtual Account.



RAUXXXXXXXXXXXXXXXXX

[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

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](#)

CATATAN: Keterlambatan pembayaran akan dikenakan denda sebesar 10% dari total tagihan atau dari cicilan.