

## PAYING TUITION FEES VIA BNS ONLINE SERVICES

- 1) Login to Scotia Jamaica
- 2) Click on Personal Banking
- 3) Enter your Scotiacard #
- 4) Enter your password
- 5) Access Accounts
- 6) Click on Payments
- 7) Select Payees from drop down box
- 8) Click search for Standard Payees
- 9) Search for St. Hugh's
- 10) Account number appears on voucher - top right hand
- 11) Follow next step for payment
- 12) On completion of transaction write verification number on voucher immediately below Bank Copy (Pink) and School's Copy (yellow)
- 13) Date and return Bank and School's Copy to the Bursar
- 14) Retain Student's Copy for your records

For assistance (*Points 1-11*) please contact BNS Contact Centre at 960-2990 option 2, then option 3. For *Points 12-13* please contact The Bursar at 920-4746 or 754-2519-9 or 926-8289