



BANK OF AFRICA

BMCE GROUP



Terms and Conditions

With UrubutoPay, the Future of the Cashless in schools is happening now. The System is linked to Bank of Africa system, MTN Mobile Money and AIRTEL Money to enable the UrubutoPay of the school fees.

Student/parent will use the Student Code to pay the school fees and the system will generate instant recording in the student account in the system at the school with below data details: Student Name, Transaction Code, Transaction date, Amount paid, Payment mode and description.

UrubutoPay send immediate electronic receipt to the parent that the fee has reached the School Account in Bank of Africa. Hence no need of Students Account Reconciliation by the school, nor students/parents taking bank slip to the school.

Payment Process

With their Student Code, Students are enabled to pay through URUBUTOPAY using:

- Digital payment channels available at Bank. (Branches, Internet Banking, Agency & Mobile Application)
- MTN Mobile Money and Airtel Money using USSD short code *775# and www.urubutopay.rw;

Benefits using UrubutoPay

For Students/Parents:

- Real-time payment: No need to present a physical pay slip to the school as the school is notified on the payment on real time basis;
- Students/Parents receive an immediate electronic payment receipt that the fee reached the School Account in Bank of Africa and showing the remaining balance.

For schools:

- Easy payment collection without human handling
- No possible fraud through fake bank slip
- Track and manage all fees payment
- Generate automated SMS reminders for overdue and late payments;
- Generate advanced analytical data reports.
- Receive real time reconciled and detailed reports of all payments collected through Bank Account;
- Ability to send automated SMS reminders to parents with pending balance.
- No need to ask the bank statements or bank slip to validate that a student has paid school fees.

Requirements to use UrubutoPay

- Having opened an account with the Bank.
- Having an internet connection at the school;
- Register on UrubutoPay System.

Charges & Payment terms

- Recurring Quarterly Subscription fee: Free of charge
- On-demand Maintenance fee: on-call support is free of charge.
- A transaction fee applies when the parent/student uses the system to make payment as follows:
 - Through Bank payment channels: A convenience fee per transaction will apply as per the Bank's tariff .
 - Transaction through Mobile Money: A convenience fee Per transaction (tiered) will be applied depending on the amount.
- For UPGRADE to URUBUTO Standard or Premium Packages other commercial terms and conditions apply. For more details visit our websites: www.urubutoschools.ac.rw and www.urubutopay.rw



School Registration Form

DATE OF REGISTRATION

/ /

INSTITUTION INFORMATION

Full Name :

Shortname :

TIN Number :

Email :

Phone Number:

Website URL:

Full Address

Business Type

SCHOOL INFORMATION

Full Name (to be visible to all payment channels) :

School Category

PUBLIC

PRIVATE

Do you need us to ask the payer for term/semester information when paying

YES

NO

SERVICES

Number	Service name	Service Code (in your MIS)	Bank Account	Bank Name
Sample	Transport fees	001	0123456	ABC Bank

USER ACCESS FORM - URUBUTOPAY

Names:

Emal

User Role :
(Viewer, Admin, Settlement, Merchant Support, Director, Accountant)

Phone number :

Names:

Emal

User Role :
(Viewer, Admin, Settlement, Merchant Support, Director, Accountant)

Phone number :

Names:

Emal

User Role :
(Viewer, Admin, Settlement, Merchant Support, Director, Accountant)

Phone number :

Names:

Emal

User Role :
(Viewer, Admin, Settlement, Merchant Support, Director, Accountant)

Phone number :

SCHOOL APPROVALS

By signing this form, the school accept the payments terms available at <https://urubutopay.rw/terms-and-conditions>

Signatory names

Title

Signature , Date & Stamp

BANK KYC AND ACCOUNT VALIDATION

Bank representative names

Title

Signature & Date

THANK YOU FOR YOUR REGISTRATION

Powered by **UrubutoPay**