

## **ABSTRACT**

*Palembang Methodist 3 High School (SMA) was founded on May 4, 1979 by Yusup Iskandar. Palembang Methodist 3 High School has several parts of duties and authority, one of which is administration. The administrative division is responsible for compiling and developing work and administrative programs at the Palembang Methodist 3 High School. Previously to run the work program in the student administration there were still problems that made this part unable to work properly such as recording SPP payments that sometimes made an error or even forgot to be recorded in the ledger that made the SPP paid to be unrecorded and SPP to be not recorded. paid as well as archiving and operating costs for using paper to record SPP payers. One way to overcome this problem is to build an application for student tuition payments. This application is made with the aim to keep records of payments of students who have paid tuition fees and are equipped with making reports that can be printed on a computerized basis. Making this application uses the waterfall methodology. This application is based offline by using visual basic programming language. As a result of the usefulness of this application, the student administration section can reduce data loss, save paper and make reporting easy.*

**Keywords:** *Palembang Methodist 3 High School, Student Administration, Visual Basic, Visual Studio 2015*