



The following steps outline the process to follow when printing receipts from the Student Services Centre. Please note: only authorized staff will have department permission to complete this process. Please observe the Freedom of Information and Privacy Policy (FOIP). **Note:** Students can print receipts from their Student Centre as per step 4 of this job aid.

1. Click the **Campus Community** link.  
[▶ Campus Community](#)
2. Click the **Student Services Center** link.  
[Student Services Center](#)
3. Enter any search criteria and press **Enter** or **Search**.

### Student Services Center

Enter any information you have and click Search. Leave fields blank

Find an Existing Value

Maximum number of rows to return (up to 300):

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

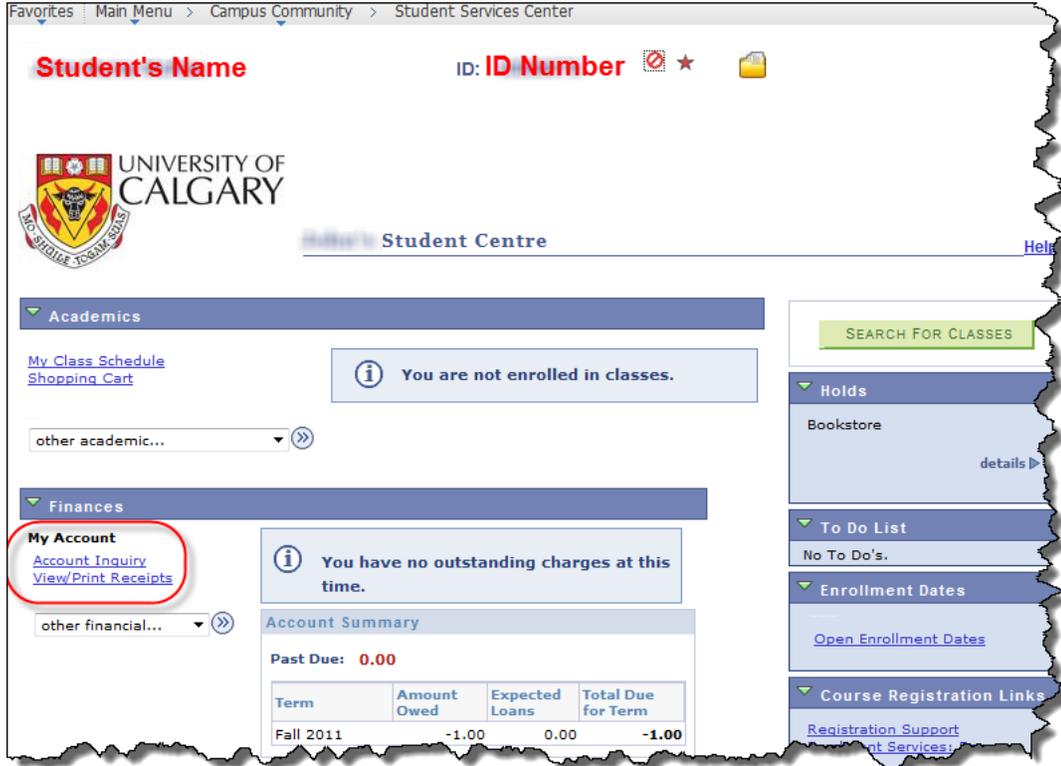
[Basic Search](#)

Click the **Search** button.

4. The Student Service Centre will display. The View/Print link will be listed under My Account.



Students can begin this process at this step after they have logged into their Student Centre.



Student's Name ID: ID Number

UNIVERSITY OF CALGARY

Student Centre

Academics

My Class Schedule  
Shopping Cart

You are not enrolled in classes.

SEARCH FOR CLASSES

Holds

Bookstore details

To Do List

No To Do's.

Enrollment Dates

Open Enrollment Dates

Course Registration Links

Registration Support  
Student Services

Finances

**My Account**  
Account Inquiry  
View/Print Receipts

You have no outstanding charges at this time.

Account Summary

Past Due: 0.00

Term	Amount Owed	Expected Loans	Total Due for Term
Fall 2011	-1.00	0.00	-1.00

Click the **View/Print Receipts** link.

[View/Print Receipts](#)



- 5. The Payment History - View Receipts will display the Receipt Number, Transaction Date and the Total Amount paid. Click on the View link beside the receipt to be printed. *For FOIP reasons some information has been removed.*

Favorites Main Menu > Campus Community > Student Services Center

Home > My Account > My Receipts

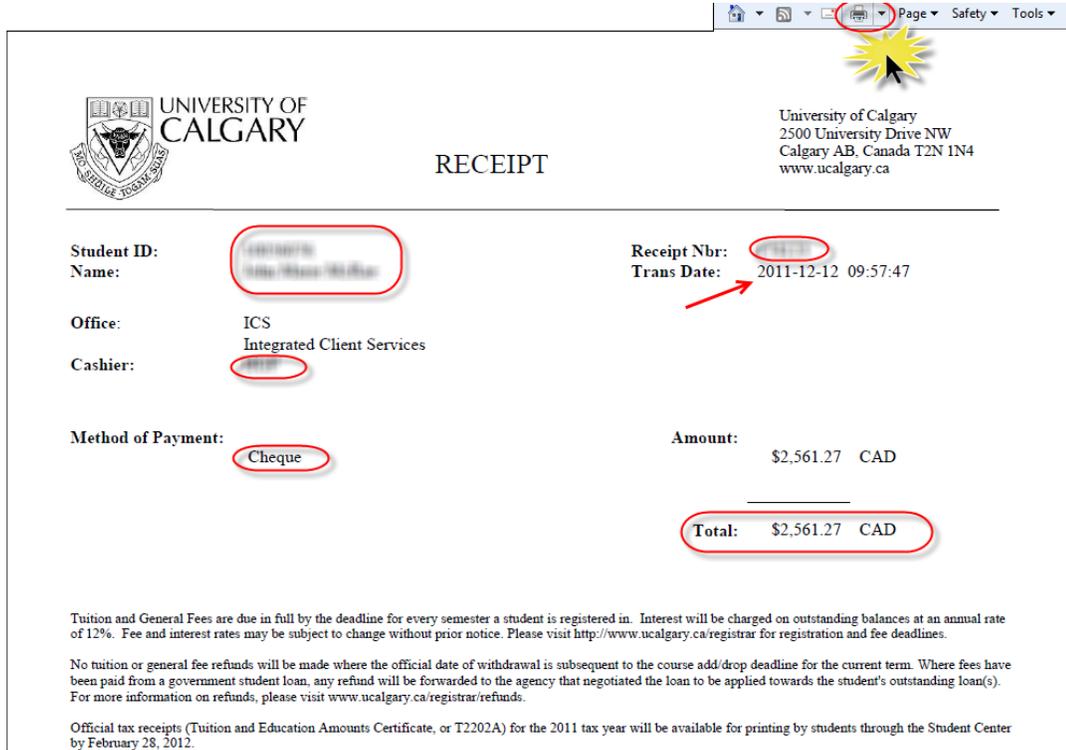
### Payment History - View Receipts

	Receipt Number	Transaction Date	Receipt Status	Total Amount	
1	*****	2011/12/12		2,561.27	<a href="#">View</a>
2	*****	2011/09/28		1,835.01	<a href="#">View</a>
3	*****	2011/07/22		200.00	<a href="#">View</a>
4	*****	2011/04/20		560.00	<a href="#">View</a>
5	*****	2011/01/13		517.67	<a href="#">View</a>
6	*****	2011/01/13		1,000.00	<a href="#">View</a>
7	*****	2010/09/07		2,342.67	<a href="#">View</a>
8	*****	2010/06/25		200.00	<a href="#">View</a>
9	*****	2010/05/18		14.50	<a href="#">View</a>
10	*****	2010/04/20		571.26	<a href="#">View</a>
11	*****	2010/03/18		35.00	<a href="#">View</a>

Click the **View** link.



6. The Receipt will display in .pdf format. Details displayed will include: Student ID and Name, Receipt Number, Transaction Date, Cashier Name, Method of Payment (e.g. Cheque) and the Total. To print the receipt, click on the printer icon in the toolbar.



UNIVERSITY OF CALGARY

RECEIPT

University of Calgary  
2500 University Drive NW  
Calgary AB, Canada T2N 1N4  
www.ucalgary.ca

Student ID: [Redacted]  
Name: [Redacted]

Receipt Nbr: [Redacted]  
Trans Date: 2011-12-12 09:57:47

Office: ICS  
Integrated Client Services

Cashier: [Redacted]

Method of Payment: Cheque

Amount: \$2,561.27 CAD

**Total: \$2,561.27 CAD**

Tuition and General Fees are due in full by the deadline for every semester a student is registered in. Interest will be charged on outstanding balances at an annual rate of 12%. Fee and interest rates may be subject to change without prior notice. Please visit <http://www.ucalgary.ca/registrar> for registration and fee deadlines.

No tuition or general fee refunds will be made where the official date of withdrawal is subsequent to the course add/drop deadline for the current term. Where fees have been paid from a government student loan, any refund will be forwarded to the agency that negotiated the loan to be applied towards the student's outstanding loan(s). For more information on refunds, please visit [www.ucalgary.ca/registrar/refunds](http://www.ucalgary.ca/registrar/refunds).

Official tax receipts (Tuition and Education Amounts Certificate, or T2202A) for the 2011 tax year will be available for printing by students through the Student Center by February 28, 2012.

Click the **Printer Icon** button.



**End of Procedure.**

Consult the online learning at  
[www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining)