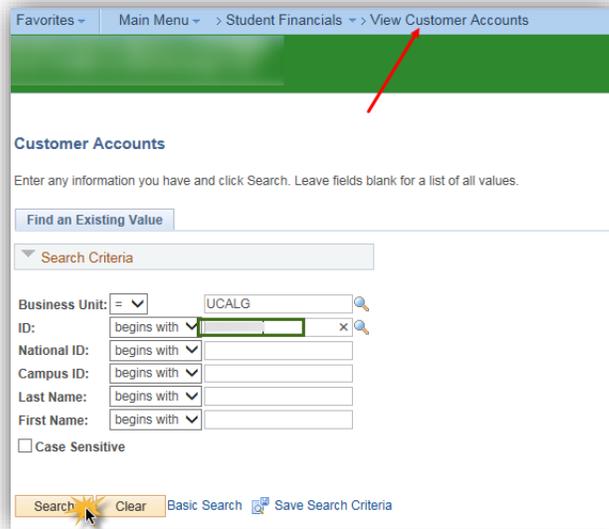


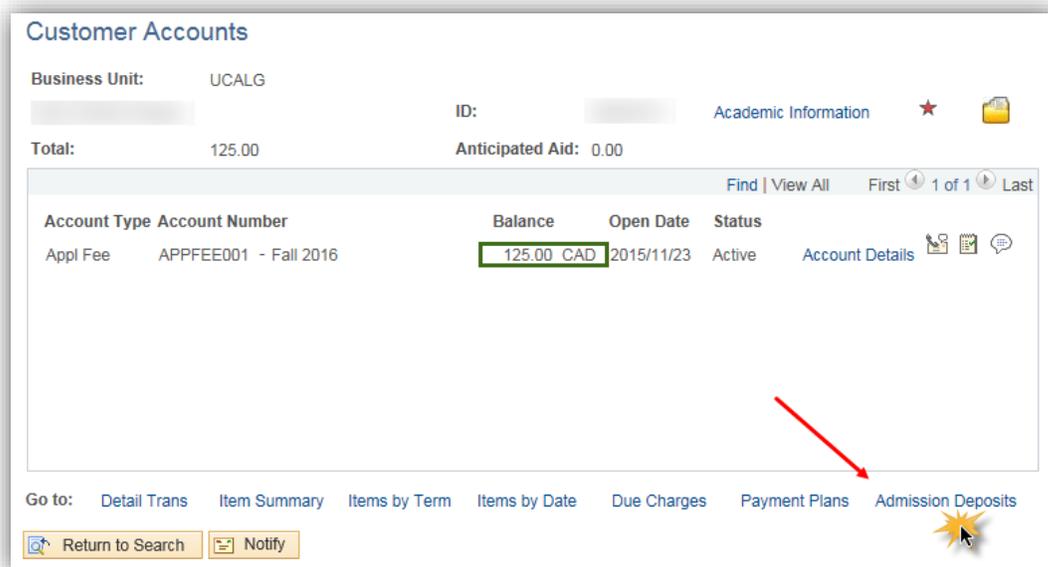
Occasionally a student may request, and have approved, an Admission Deposit amount other than the amount normally generated for their application. Additionally the Due Date of the Admission deposit may have to be changed. The following steps outline the process to complete this.

1. Navigate to Student Financials > View Customer Accounts, enter the student id and press **Search** or **Enter**.



2. On Customer Accounts view the balance (e.g. 125.00). **Note:** if there is no balance the message will indicate *"There is no Deposit Summary for this student."*

On the bottom right of the form click the **Admission Deposit** link to open the Admission Deposit Summary Page.



Account Type	Account Number	Balance	Open Date	Status
Appl Fee	APPFEE001 - Fall 2016	125.00 CAD	2015/11/23	Active

Change Admission Deposit Amount and Due Date

SA - Admission Deposit



- The Deposit Summary amount due field can be modified as required (e.g. 25.00).

Deposit Summary

ID: [REDACTED]

Admission Deposit Due

Application Nbr	Career	Acad Prog	Degree Plan	Primary Plan	Joint Program	Term	Due Date	Due	Received	Balance	Exempt
1	UGRD	KNBCH	BSC-DEG	KNES-MAJ	N	2167	2016/03/03	25.00	0.00	0.00	<input type="checkbox"/>

Total Admission Deposits: 0.00

Save Return to Search

- Click **Save** to save the changes and verify the Admission Deposit amount on the Admission Deposit form is updated.

End of Procedure.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.