

More features are available in your student centre, steps only show those relevant for this guide.

1. Log into MyUofC portal (my.ucalgary.ca)


Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

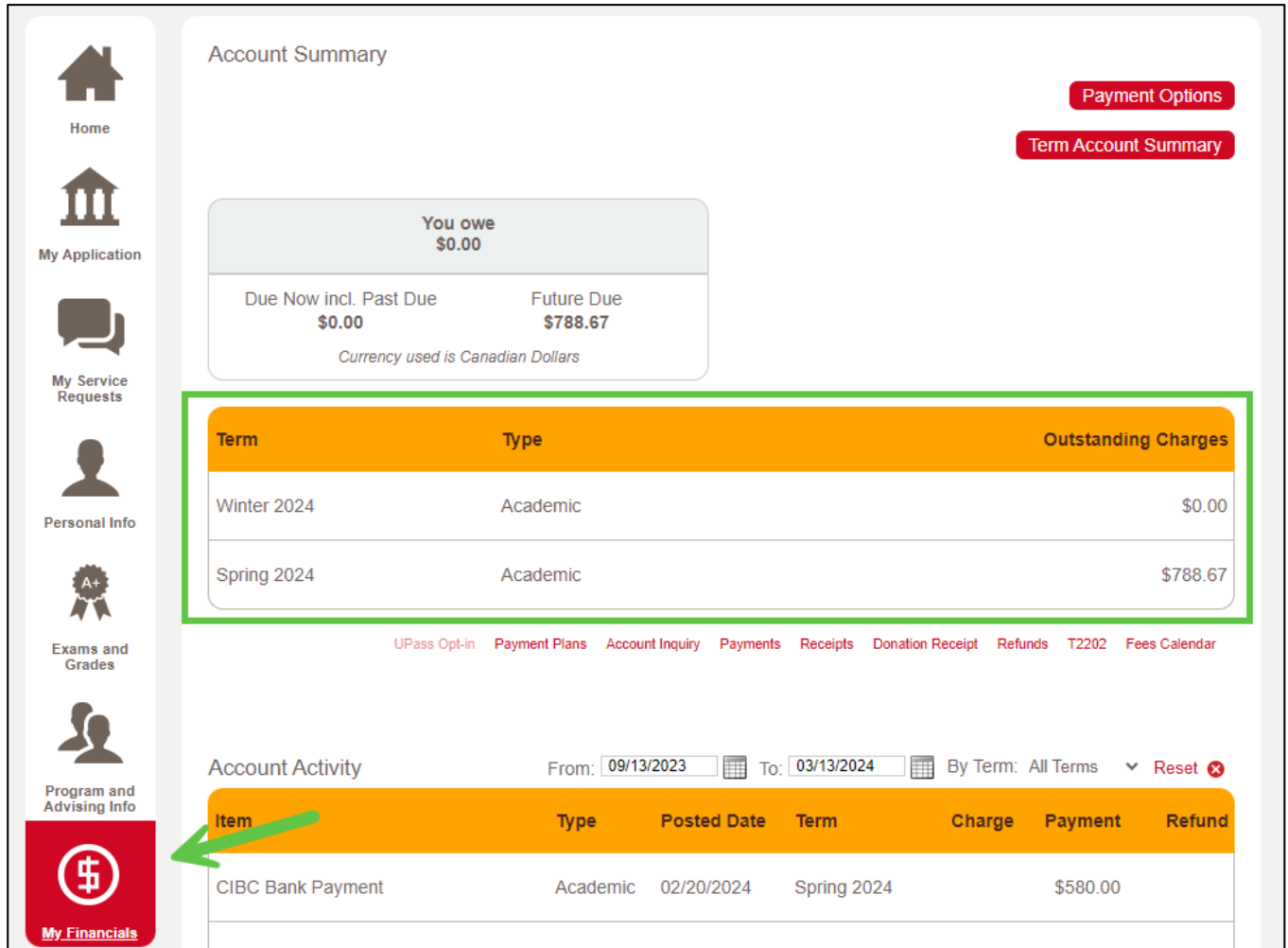
Sign in

[Can't access your account?](#)

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[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

2. Go to the [My Financials](#) page. All charges owed will be listed by term in the **Outstanding Charges Grid** under **Account Summary**.



The screenshot displays the 'My Financials' interface. On the left is a navigation sidebar with icons for Home, My Application, My Service Requests, Personal Info, Exams and Grades, and Program and Advising Info. The 'My Financials' icon at the bottom is highlighted with a red circle and a green arrow.

The main content area is titled 'Account Summary' and includes two buttons: 'Payment Options' and 'Term Account Summary'. A summary box shows 'You owe \$0.00' with a breakdown: 'Due Now incl. Past Due \$0.00' and 'Future Due \$788.67'. A note states 'Currency used is Canadian Dollars'.

The 'Outstanding Charges Grid' is highlighted with a green border and contains the following data:

Term	Type	Outstanding Charges
Winter 2024	Academic	\$0.00
Spring 2024	Academic	\$788.67

Below the grid are links for 'UPass Opt-in', 'Payment Plans', 'Account Inquiry', 'Payments', 'Receipts', 'Donation Receipt', 'Refunds', 'T2202', and 'Fees Calendar'.

The 'Account Activity' section includes filters for 'From: 09/13/2023', 'To: 03/13/2024', and 'By Term: All Terms', with a 'Reset' button. The activity table below shows:

Item	Type	Posted Date	Term	Charge	Payment	Refund
CIBC Bank Payment	Academic	02/20/2024	Spring 2024		\$580.00	

3. In the **You Owe (1)** grid under **Account Summary** the charges are separated into past due and future due. If there are overdue charges, they will be highlighted in red (*compare to picture in page 1, step 2*).

The **Term Account Summary (2)** link allows you to view a breakdown of all your fees by term. Tuition fees are broken down by each course cost as of Spring 2023. GRD thesis students and other programs who are charged per term won't have a breakdown. Follow this [how-to guide](#) on how to access.

Fall 2023 Fees Summary

Summary of your charges and credits organized by due date.

Due Date	Total Amount	Amount Paid	Amount Due
2023/09/22			\$0.00

Total Academic Due **\$0.00**

Academic Charges

List of all your academic charges including your fee assessment for the term. If an Academic Fee has been waived or you have elected to Opt-out of an eligible fee, the waived amount will appear as a negative value below.

Due Date	Fee Type	Fee	Charges
2023/09/22	Gen Fees	Student Services Fee	
2023/09/22	Gen Fees	UG/MD Donation	
2023/09/22	Gen Fees	UG/MD Sldnt Dental Plan Opt-ou	(100.00)
2023/09/22	Gen Fees	UG/MD Sldnt Health Plan Opt-ou	(100.00)
2023/09/22	Gen Fees	UG/MD Student Dental Plan	
2023/09/22	Gen Fees	UG/MD Student Health Plan	
2023/09/22	Gen Fees	UG/MD Students Union Ancillary	
2023/09/22	Gen Fees	UG/MD Students Union General	
2023/09/22	Gen Fees	UG/MD U-PASS	
2023/09/22	Gen Fees	UGRD Athletics	
2023/09/22	Gen Fees	UGRD Campus Recreation	
2023/09/22	Tuition	Can UG/MD Tuition Course Fees	

Total Academic Charges

* indicates an optional fee that students may opt-out of
 ** indicates a fee which students with alternative coverage may opt-out of
 For more information about your fees and how to opt-out of the above fees, refer to [Understanding your fees](#).

Tuition Course Fee Breakdown (Undergrad)

Below is the breakdown of courses included in your Tuition Course Fees.

Course	Status	Units	Fee Group	Fees
ASTR 207 - Introduction to Astronomy I - The Solar System	Enrolled	3	A	
BCEM 528A - Research Project in Biochemistry	Enrolled	3	A	
BCEM 551 - Structural Biology	Enrolled	3	A	
BCEM 561 - Applied Biochemistry and Biotechnology	Enrolled	3	A	
PSYC 203 - Psychology for Everyday Life	Enrolled	3	A	

Total Tuition Course Fees

Academic Payments / Credits

List of all credits or payments applied to pay your Academic Charges.

Processed Date	Credit / Payment	Credit
2023/09/19	Royal Direct Bank Payment	

Total Academic Credits

The **Payment Options (3)** link goes to the [How to Pay Your Fees website](#). Here is all the information on our **accepted payment methods, processing times, and step-by-step instructions on how to pay**.

Account Summary

You owe
\$50.00

You have a past due balance of \$50.00

Due Now incl. Past Due	Future Due
\$50.00	\$788.67

Currency used is Canadian Dollars

1

2

3

Term
Type
Outstanding Charges

Winter 2024	Academic	\$50.00
Spring 2024	Academic	\$788.67

Sponsorship
UPass Opt-in
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4. Other useful tools under **Account Summary** include the **Payments (4)** link which shows all the payments UofC has received for your account. All payments are active links, and once selected, will show how the payment applied to charges on your account.

From
To
go

Posted Payments			Find View All	First	1-3 of 3	Last
Date Paid	Payment Type	Paid Amount				
2024/01/24	Royal Direct Bank Payment	\$50.00				
2023/09/19	Royal Direct Bank Payment	\$788.67				
Total Posted Payments for this view		\$838.67				

Currency used is Canadian Dollars

Pending Payments
 You have no pending payments.

Payment History - Charges Paid by this Payment

2024/01/24 Royal Direct Bank Payment

Payment Breakdown	Term	Applied Payment Amount
UG/MD Donation	Winter 2024	\$50.00
UG/MD Students Union Ancillary	Winter 2024	\$50.00
UG/MD Students Union General	Winter 2024	\$50.00
UGRD Campus Recreation	Winter 2024	\$50.00
UGRD Athletics	Winter 2024	\$50.00
UG/MD U-PASS	Winter 2024	\$50.00
Student Services Fee	Winter 2024	\$50.00
Cdn UG/MD Tuition Course Fees	Winter 2024	\$50.00
Total Payment Amount		\$838.67

[Return to Payment History](#)

The **Receipts (5)** link will allow you to view/download an official receipt for each payment you've made to your account. Official receipts do not show charge detail information and only show the lump sum payment applied to the account.

NOTE: The official payment receipt will open in a new window; please ensure your pop-up blockers are disabled for the browser. Follow this [how-to guide](#) on how to access.

Account Summary

Payment Options
Term Account Summary

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5. Last tool to understand fees under **Account Summary** is the **Account Inquiry (6)** link which shows each charge on the account, its due date and payment status. This is the most detailed place to see when charges are due and what has already been paid off.

Account Summary

*** Past Due: 50.00

Term	Amount Owed	Expected Loans	Total Due for Term
2241 Winter 2024	50.00	0.00	50.00
2243 Spring 2024	788.67	0.00	788.67

Potential Credits

Term	Item	Amount

Charges

Show current charges
 Show by due date
 From 2022/05/19 To 2024/05/14 Refresh
 Show by specific term
 All Terms v

Item	Type	Due Date	Amount	Paid	Balance
Spring 2024 UG/MD Students Union Ancillary	Academic	2024/05/14			
Spring 2024 Cdn UG/MD Tuition Course Fees	Academic	2024/05/14			
Spring 2024 Student Services Fee	Academic	2024/05/14			
*Spring 2024 UG/MD Donation	Academic	2024/05/14			
Spring 2024 UG/MD Students Union General	Academic	2024/05/14			
Winter 2024 UGRD Campus Recreation	Academic	2024/01/26			
Winter 2024 UGRD Athletics	Academic	2024/01/26			
Winter 2024 Cdn UG/MD Tuition Course Fees	Academic	2024/01/26			
*Winter 2024 UG/MD Donation	Academic	2024/01/26			
Winter 2024 UG/MD Students Union Ancillary	Academic	2024/01/26			
Winter 2024 UG/MD Students Union General	Academic	2024/01/26			
Winter 2024 UG/MD U-PASS	Academic	2024/01/26			

Account Summary

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Term Account Summary

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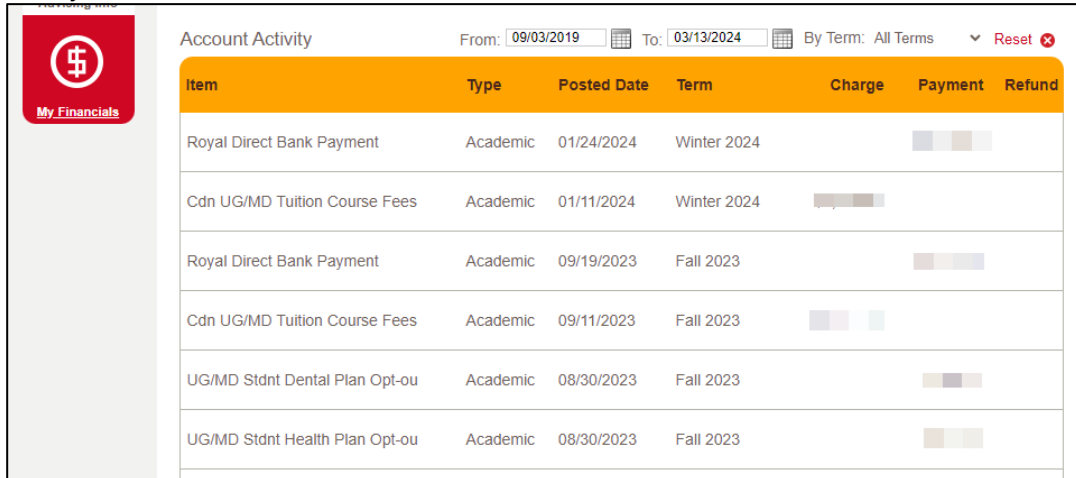
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6

Account Inquiry
Sponsorship
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Donation Receipt
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6. Lastly, scrolling down in the same [My Financials](#) page. The **Account Activity** section will list all the charge, payment, and refund history on your account. Sorted by date, it acts as a running ledger of all adjustments made to the account. The [Term Account Summary](#) will provide you the same information, but organized by term.



Item	Type	Posted Date	Term	Charge	Payment	Refund
Royal Direct Bank Payment	Academic	01/24/2024	Winter 2024			
Cdn UG/MD Tuition Course Fees	Academic	01/11/2024	Winter 2024			
Royal Direct Bank Payment	Academic	09/19/2023	Fall 2023			
Cdn UG/MD Tuition Course Fees	Academic	09/11/2023	Fall 2023			
UG/MD Stdnt Dental Plan Opt-ou	Academic	08/30/2023	Fall 2023			
UG/MD Stdnt Health Plan Opt-ou	Academic	08/30/2023	Fall 2023			

Related how-to guides: [Term Account Summary](#), [Payment Receipts](#),
End of Procedure. For further questions, please contact [Enrolment Services](#).