

The term account summary is a breakdown of all assessed fees for a particular semester. This summary will also show if a student has past due fees, late interest, refunds, retained tuition group, and as of Spring 2023 the academic tuition charges will be delineated by course.

1. Log into MyUofC portal.



2. After logging into the MyUofC portal, go to the **My Financials** page and click on the top right button "**Term Account Summary**".

♠			2	CIBC Student Pay
y Application	You owe			
	Due Now incl. Past D	Due Future Due	_	
My Service Requests	Currency used is Canadian Dollars			
1	Term	Туре		Outstanding Charges
ersonal Info	Fall 2023	Academic		
**	Fall 2023	Residence		
Exams and Grades	Winter 2024	Academic		
	Winter 2024	Residence		
dvising Info	1 UP	ass Opt-in Payment Plans Account In	quiry Payments Receipts Donation R	Receipt Refunds T2202 Fees Calendar



3. A pop-up window will appear asking for which term it should generate the summary. **Click on the magnifying glass to select a term.**



This will open another pop-up window where the term can be selected. Past terms may be selected, but future terms will only be available once there are fees associated with those terms.

report becomption miles	summary will include all Academic a	nary nd Residence charges and payments made for the sele	ected term.
Futur Sprin Fall/V	e terms will not be available until cha g/Summer: Late March Vinter: Late April	arges are posted for that term.	
Report Output PDF		Look Un Specify the Term	
Generate Summary			Help
	৯ ৪,৩74.85	Search by: Term begins with	
•	Currency	Look Up Cancel Advanced Lookup	
		Search Results	
Personal Info	Term	View 100 First 🕢 1-7 of 7 🕑 Last	
		Term Description	
A+	Summer 2023	22241 Winter 2024	
	ounner 2020	2237 Fair 2023	
		2233 Spring 2023	
Exams and	Fall 2023	2231 Winter 2023	
Exams and Grades		2227 Fall 2022	
Exams and Grades		2225 Summer 2022	
Exams and Grades		ZZZJ JUIIIIIEI ZUZZ	
Exams and Grades	Winter 2024	2223 Juniner 2022	



4. Once the term is selected, click on **generate summary**. A new window will appear with a PDF copy of the Term Account Summary for the selected term.

pecify the Report Type ALL	Term Account Summary			
Report Description This sur	mary will include all Academic and Residence char	ges and payments made for the selected t	erm.	
Future t	rms will not be available until charges are posted f	or that term.		
Spring/S	ummer: Late March			
Fdivyyii	a. Late April			
Report Output PDF				
Specify the Term 2241	Winter 2024			



End of Procedure.

Related Guides: Fees & Financials – Understanding Your Fees