

## **Change Admission Deposit Amount and Due Date**

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.

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

Favorites -	Main Menu - > Student Financials - > View Customer Accounts	
	/	
	/	
Customer A	Accounts	
Enter any inform	nation you have and click Search. Leave fields blank for a list of all values.	
-		
Find an Exis	ting Value	
Search Cr	riteria	
Business Unit	t: = V UCALG	
ID:	begins with 🗸 🔍	
National ID:	begins with 🗸	
Campus ID:	begins with 🗸	
Last Name:	begins with 🗸	
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Case Sensi	itive	
Search	Clear Basic Search 🖓 Save Search Criteria	
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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.

Customer A	ccounts				
Business Unit:	UCALG				
		ID:		Academic Information	* 🕋
Total:	125.00	Anticipated Ai	d: 0.00		
				Find   View All	First 🕙 1 of 1 🕑 Last
Account Type	Account Number APPFEE001 - Fall 2016	Balance 125.00 (	Open Date CAD 2015/11/23	Status Active Account D	Details 🔡 🗑 💬
Go to: Detail Ti	rans Item Summarv	Items by Term Items by Da	te Due Charges	a Payment Plans	Admission Deposits
Return to Sea	and En Summary	terns by rennin iterns by Da	te Due Charges	o rayment Fidus	Rumssion Deposits



SA - Admission Deposit

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

dmission E	eposit Du	е										
Applicati Nbr	on 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	91	25.00 ×	0.00	0.00	
								Total	Admission Dep	osits:	0.00	

4. 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.