

Use the following to manually calculate the Admission Deposit for a student. Otherwise the deposit will calculate on an hourly basis automatically for students with a Program Action of Admit (ADMT).

1. Click the **Student Admissions** link.

[▶ Student Admissions](#)

2. Click the **Application Maintenance** link.

[Application Maintenance](#)

3. Click the **Maintain Applications** link.

[Maintain Applications](#)

4. Enter the applicable search criteria for the student (ID, etc.) and press Search or Enter. Click the **Search** button.

Maintain Applications

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Application Nbr:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
ID:	begins with ▼	<input type="text"/>		<input type="button" value="🔍"/>
Academic Institution:	= ▼	UCALG		<input type="button" value="🔍"/>
Academic Career:	begins with ▼	UGRD		<input type="button" value="🔍"/>
Application Program Nbr:	= ▼	<input type="text"/>	0	<input type="button" value="🔍"/>
Academic Program:	begins with ▼	<input type="text"/>		<input type="button" value="🔍"/>
Admit Term:	begins with ▼	<input type="text"/>		<input type="button" value="🔍"/>
Application Center:	begins with ▼	<input type="text"/>		<input type="button" value="🔍"/>
Campus ID:	begins with ▼	<input type="text"/>		
National ID:	begins with ▼	<input type="text"/>		
Last Name:	begins with ▼	<input type="text"/>		
First Name:	begins with ▼	<input type="text"/>		

Include History Correct History Case Sensitive

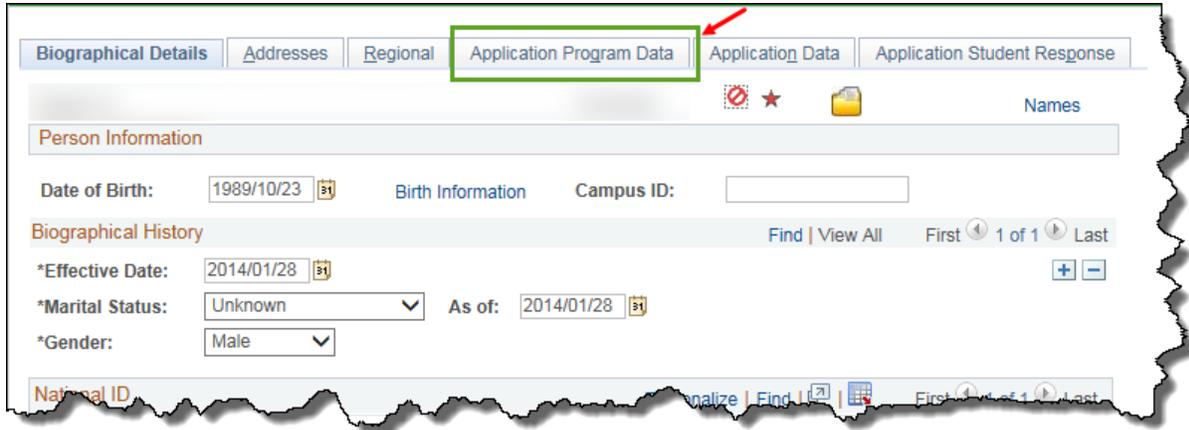
 [Basic Search](#) [Save Search Criteria](#)

Manual Deposit Calculation

SA - Admission Deposit

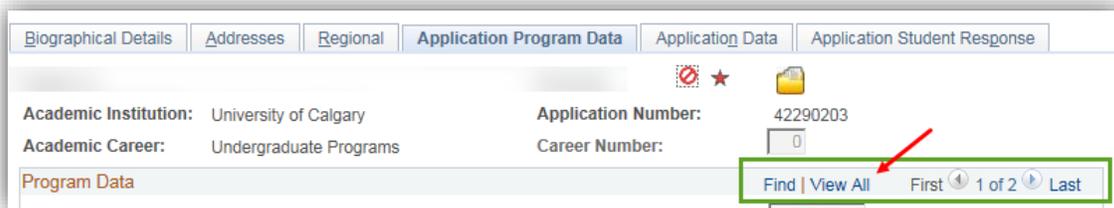
- Click the **Application Program Data** tab.

Application Program Data



- Click the **View All** link.

View All



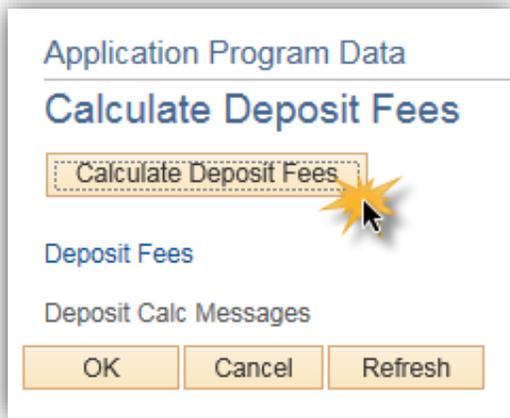
- For the Program Status Admitted, click on the Calculate Deposit Fee to manually calculate the Deposit Fee.
Click the **Calculate Deposit Fees** link.

Calculate Deposit Fees



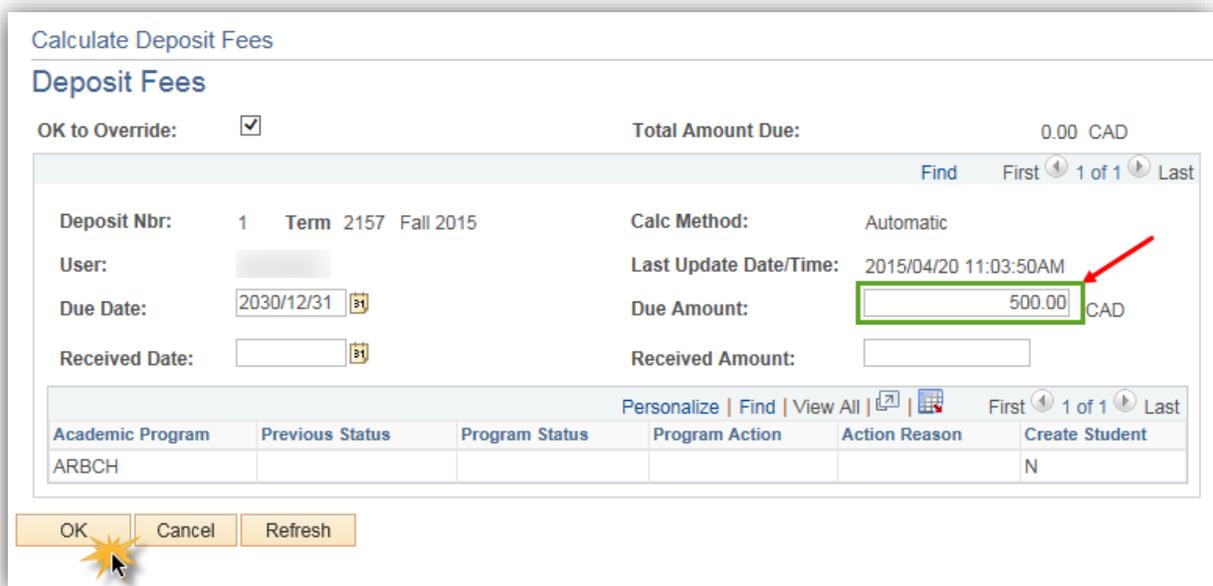
8. Click the **Calculate Deposit Fees** button.

Calculate Deposit Fees



9. The Due Amount displays the amount calculated (e.g. \$500.00). Click the **OK** button.

OK



Calculate Deposit Fees

Deposit Fees

OK to Override: Total Amount Due: 0.00 CAD

Find First 1 of 1 Last

Deposit Nbr:	1	Term	2157	Fall 2015	Calc Method:	Automatic
User:		Last Update Date/Time:	2015/04/20 11:03:50AM		Due Amount:	500.00 CAD
Due Date:	2030/12/31	Received Date:		Received Amount:		

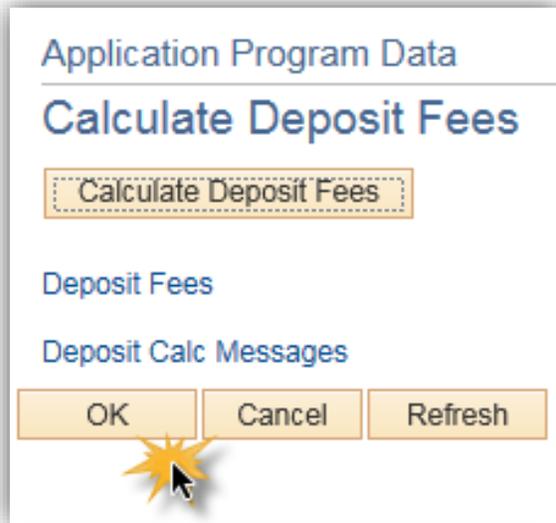
Personalize | Find | View All | First 1 of 1 Last

Academic Program	Previous Status	Program Status	Program Action	Action Reason	Create Student
ARBCH					N

OK Cancel Refresh

10. Click the **OK** button returns to the Application Maintenance page.

OK



End of Procedure.

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