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.

    Search

5.   Click the **Application Program Data** tab.
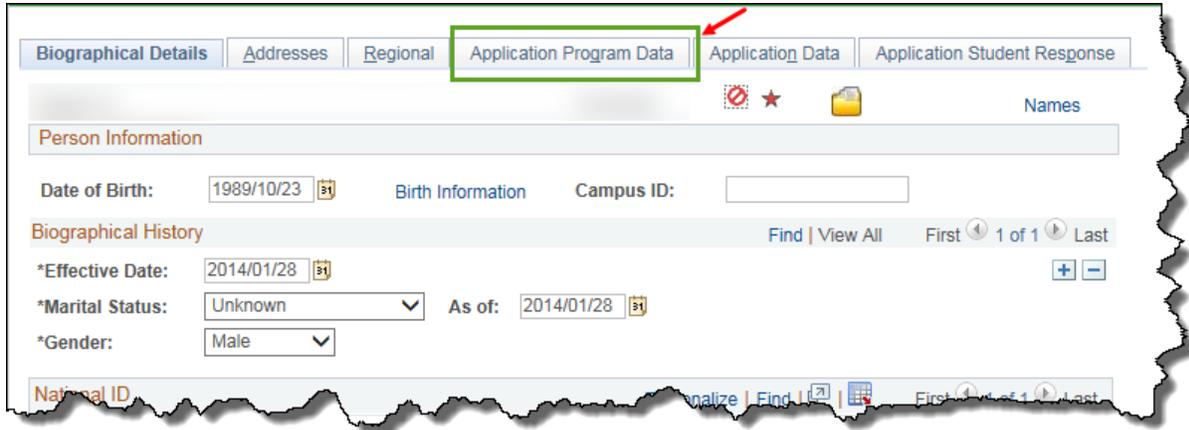
6.   Click the **View All** link.
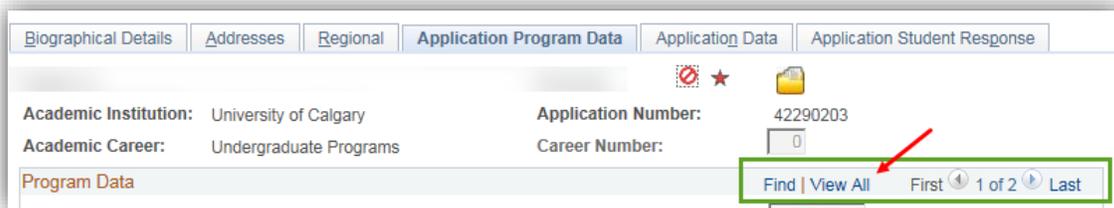
7.   For the Program Status Admitted, click on the Calculate Deposit Fee to manually calculate the Deposit Fee.
Click the **Calculate Deposit Fees** link.

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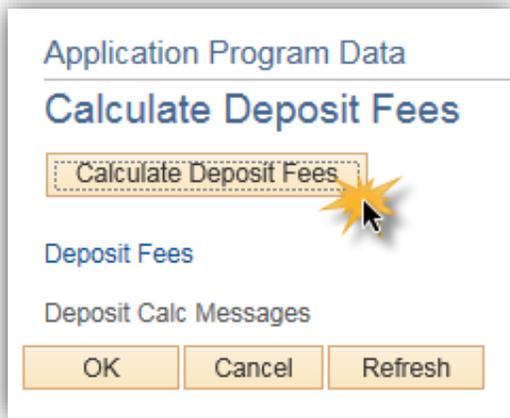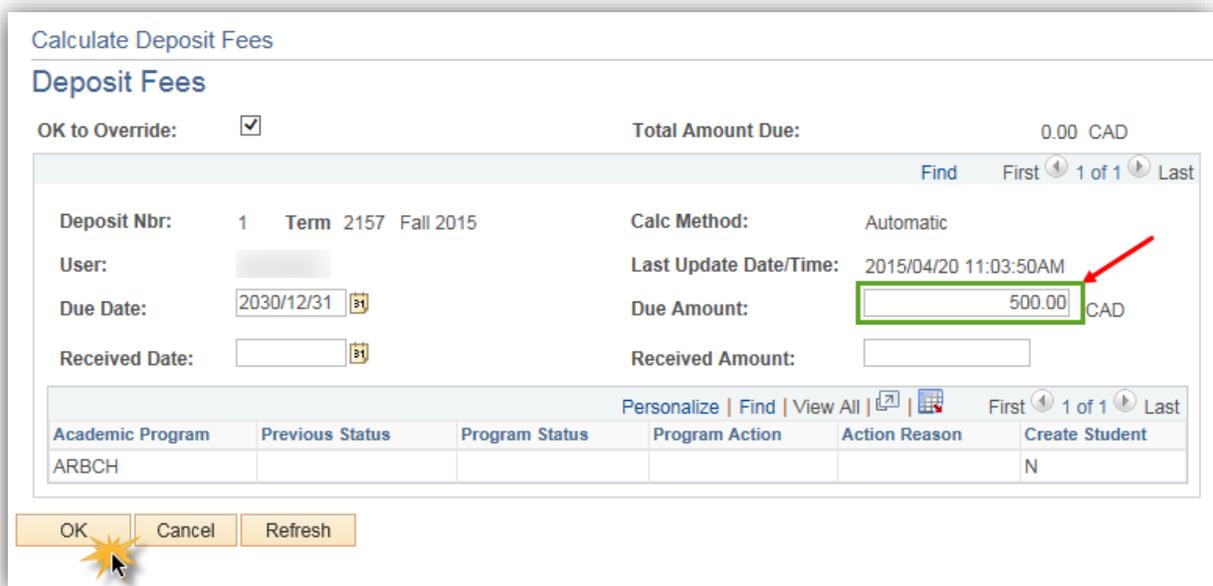
Calculate Deposit Fees

Application Program Data

Calculate Deposit Fees

Calculate Deposit Fees

Deposit Fees

Deposit Calc Messages

| OK | Cancel | Refresh |

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 Date:	2030/12/31 📅	Due Amount:	500.00 CAD
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.
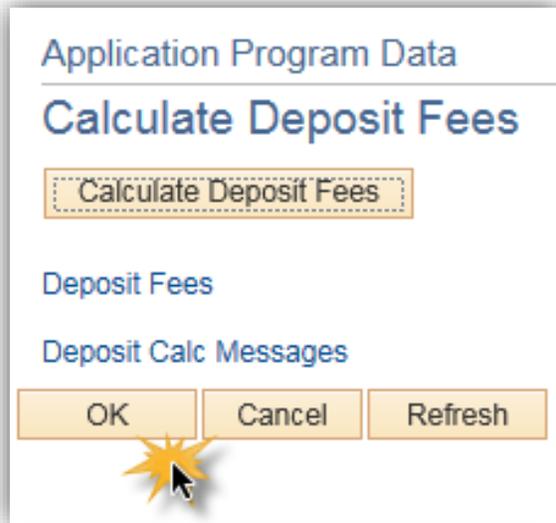
End of Procedure.

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