



Bear Tracks Quick Reference Guide: Student Financials

Purpose of this Document

This document shows you how to view your account details, make payments, as well as generate tax forms.

If you have reviewed this document and have additional questions regarding your amounts owing, payments, or financial account information contact the [Student Service Centre](#).

How do I...

View my Account Balance Information

[Click here](#)

- Determine how much I owe
- Check when my payment(s) are due
- View a breakdown of amounts owing

Process Payment

[Click here](#)

- Make a payment
- Generate a payment receipt
- View my payment history

Generate Tax Forms

[Click here](#)


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View my Account Balance Information

There are various places to view your financial information in Bear Tracks. Click on the green text under the Navigation column for more details.

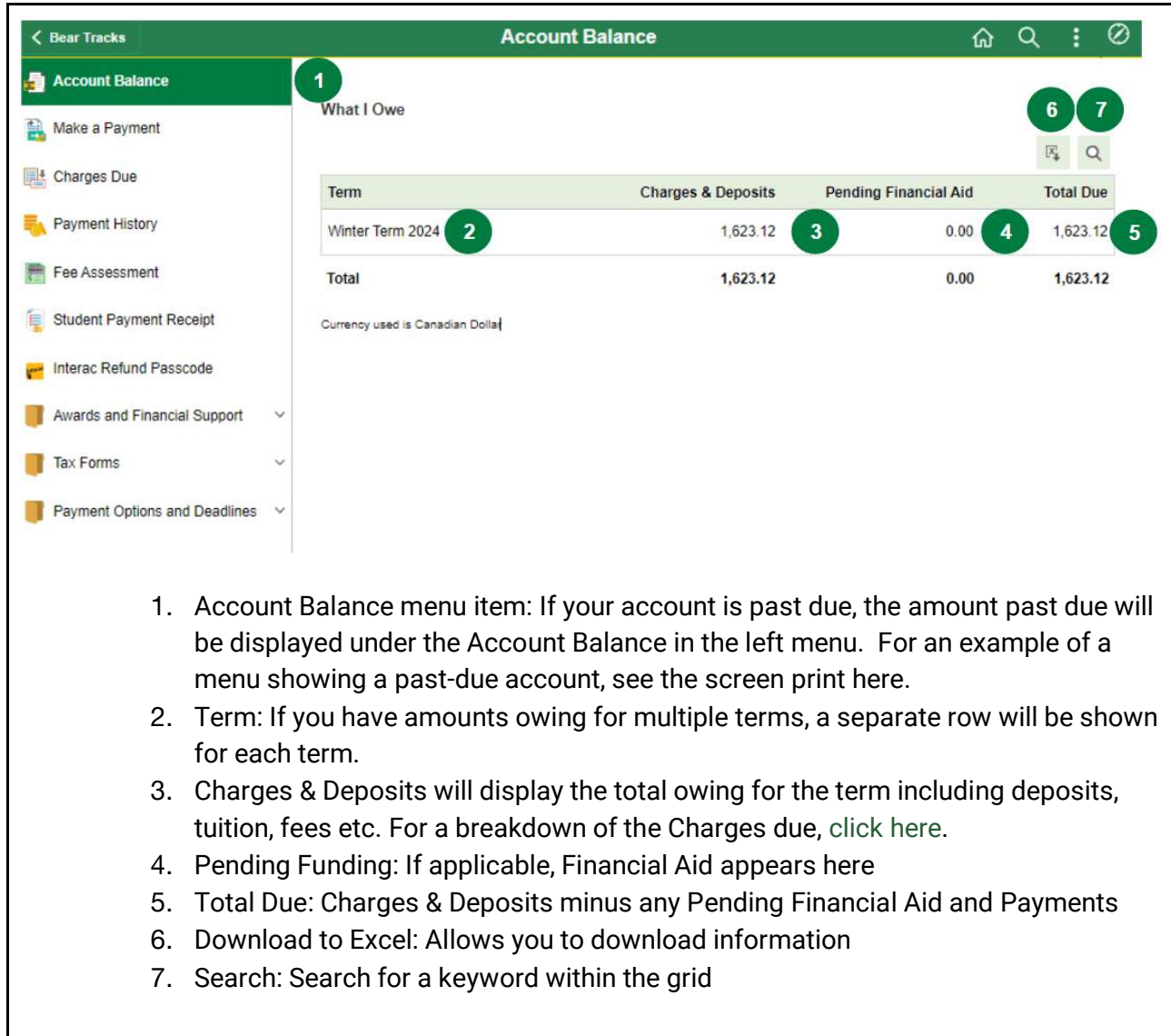
| How do I... | Details | Navigation (under the 'Financial Account' tile) | Applicable to |
|--|--|--|--------------------------------------|
| View at a glance if I am past due on amounts owing | <p>If you have past due amounts owing, your Financial Account tile will show the message: "! Payment Due".</p>  | <p>The Amount Past Due will be in bold red font in the menu.</p> <p>Account Balance</p> | Students with an outstanding balance |
| View at a glance of fees not paid | Charges owing for current and future terms which have not yet had a payment applied | Account Balance | All Students |
| View of the summary of the total amount owing by due dates | Amounts owing on your account with the due dates they are owed by. This includes past unpaid items, current and future fees (pending registration) | Charges Due > Summary by Due Date tab | All Students |



| | | | |
|--------------------------|---|---|--------------|
| | Complete breakdown of all charges on your student account that do not have a payment applied to them | Charges Due > Detail of Charges Due tab | All Students |
| Review my Fee Assessment | Details of instructional and non-instructional fees by linked terms (For example, Fall/Winter, Spring/Summer) | Fee Assessment | All Students |
| View Total Amount Due | Broken down by <ul style="list-style-type: none"> ● Tuition and Fees ● Residence and Meals ● Deposits ● Financial Aid ● Anticipated Aid ● Payments applied ● Remaining balance owing | Make a Payment (top chart) | All Students |

View your Account Balance Currently Owing

Click on the “Financial Account” tile from the Bear Tracks home page and select “Account Balance.” The Account Balance shows the amounts currently owing and is adjusted to reflect payments and financial aid/awards that have been applied or are anticipated to be applied.



Account Balance

What I Owe

| Term | Charges & Deposits | Pending Financial Aid | Total Due |
|------------------|--------------------|-----------------------|-----------------|
| Winter Term 2024 | 1,623.12 | 0.00 | 1,623.12 |
| Total | 1,623.12 | 0.00 | 1,623.12 |

Currency used is Canadian Dollar

- Account Balance menu item: If your account is past due, the amount past due will be displayed under the Account Balance in the left menu. For an example of a menu showing a past-due account, see the screen print here.
- Term: If you have amounts owing for multiple terms, a separate row will be shown for each term.
- Charges & Deposits will display the total owing for the term including deposits, tuition, fees etc. For a breakdown of the Charges due, [click here](#).
- Pending Funding: If applicable, Financial Aid appears here
- Total Due: Charges & Deposits minus any Pending Financial Aid and Payments
- Download to Excel: Allows you to download information
- Search: Search for a keyword within the grid



Check the due date and details of the amounts owing

Access the "Charges Due" page to view your outstanding amount(s) owing and the date(s) payments are due. There are two tabs on this page: "Summary by Due Date" and "Detail of Charges Due."

Summary by Due Date

The "Summary by Due Date" tab shows your account balance broken down by the date due. This will include any past, current, or future terms that contain unpaid charges on your student account. Outstanding amounts will be reflected in the Account Balance Past Due menu item and are subject to interest fees.

1. Due date: the date the amount is due. Amounts due will be listed from the earliest due date to the latest.
2. Amount Due: the total amount outstanding. To get a breakdown of the amount due, click the "Detail of Charges Due" tab
3. Total Amount Due: the total account balance, made up of amounts past due, currently due and due in the future.
4. Pending Financial Aid: any pending financial aid will be shown here



Details of Charges Due

The "Detail of Charges Due" tab shows charges that do not yet have payments applied to them.

What I Owe

Summary By Due Date | Detail Of Charges Due

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------------------------|--------------------|------------------|--------------|---------------|---------------|-------------------|
| Due Date | Description | Term | Account Type | Charge Posted | Amount Posted | Amount Due |
| 01/31/2024 | Tuition - Graduate | Winter Term 2024 | Tuition Fees | 01/19/2024 | 806.40 | 806.40 |
| 01/31/2024 | Bus(MBA) Fee | Winter Term 2024 | Tuition Fees | 01/19/2024 | 816.72 | 816.72 |
| Total Charges Due | | | | | | 8 1,623.12 |

Currency used is: Canadian Dollar

1. Due date: displays the date the amount is due. Amounts due will be listed from the earliest due date to the latest.
2. Description: a description of the charge owing.
3. Term: the term in which the charge was incurred.
4. Account Type: the category for the charge e.g. tuition fees, non-instructional fees, etc.
5. Charge Posted: the date the charge was posted to your account.
6. Amount Posted: the charge amount that was posted to your account.
7. Amount Due: the amount owing on the charge. This may differ from the amount posted if a payment partially pays off a charge.
8. Total Amount: the total amount owing on your student account.
9. Download to Excel: allows you to download the information for further review
10. Search: allows you to search for a keyword within the grid



Fee Assessment

The Fee Assessment is a breakdown of your fees. It includes program & course fees as well as non-instructional fees.

The following charges will not appear on your fee assessment, but will be included in your "Charges Due" and in your amount owing on the "Make a Payment" page:

- Deposits
- Interest Charges - applicable if amounts are past due
- Residence and Housing Fees

| Winter Term 2021 | | | | |
|--|-----|--|---------------------------------|---------------------|
| Undergraduate Faculty of Arts, Bachelor of Arts Psychology-Maj, Sociology-Min, Probation | | University of Alberta 2nd Year Full-Time, On Campus Anonymous ID# [REDACTED] Excltd | | |
| Instructional Fees | | | | |
| ▼ Program Fees 1 | | | | |
| ▼ Course Fees 2 | | | | |
| ENGL | 125 | LEC B1 | ABORIGINAL WRITING | \$569.28 |
| PSYCO | 223 | LEC B1 | LIFESPAN DEVELOPMNTL PSYCHOLOGY | \$569.28 |
| PSYCO | 241 | LEC B1 | SOCIAL PSYCHOLOGY | \$569.28 |
| SOC | 224 | LEC B1 | SOC OF DEVIANCE AND CONFORMITY | \$569.28 |
| Instructional Fees Term Total | | | | \$2,277.12 |
| Non-Instructional Fees 3 | | | | |
| SU Dedicated Fees | | | | \$73.45 |
| SU Membership Fees | | | | \$52.99 |
| Non-Instructional Fees Term Total | | | | \$126.44 |
| Tuition Fees Term Total: 4 | | | | \$2,403.56 |
| Fall Term 2020/Winter Term 2021 Total: | | | | \$4,931.84 5 |
| Fall Term 2020 fee payment deadline is 30-Sep-2020 | | | | |
| Winter Term 2021 fee payment deadline is 29-Jan-2021 | | | | |
| SU Health/Dental Plan information can be found at www.studentcare.ca , or SU Health and Dental Plan Office (6-14 SUB), or by calling 1-866-795-4430. | | | | |

1. Program Fee(s): If applicable
2. Course Fees: Breakdown of costs per course

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3. Non-Instruction fees: Approved Non-Instructional fees such as Student Unions fees, health and dental plans, athletic fees etc.
4. Total Tuition fees for a term: includes instructional and non-instructional fees
5. Total amounts for linked terms: In this case, Fall and Winter terms



Process a Payment

The following chart will identify methods of payment available for students, how to generate a payment receipt and view your payment history. Clicking the link under **Navigation** will provide you with instructions.

| How do I? | Details | Navigation (under "Financial Account" tile) | Applicable to |
|--|---|--|--|
| View Total Amount Due | Broken down by <ul style="list-style-type: none"> • Tuition and Fees • Residence and Meals • Deposits • Financial Aid • Anticipated Aid • Payments applied • Remaining balance owing View Emergency Loan Details | Make a Payment (Top Section) | All Students |
| Make a payment (for payment from a Canadian Financial Institution) | By Online Banking from a Canadian Bank (preferred payment method) | Make a Payment (Payment Method: Online Banking) | Canadian Students or Students paying from a Canadian Financial Institution |
| Make a payment | Make payments in Canadian dollars from local currency using Convera. | Make a Payment (Payment Method: International Payments - Convera) | International Students |
| | Make payments in Canadian dollars from local currency using | Using your home currency using PayMyTuition | All Students |



| | | | |
|----------------------------|--|--------------------------------|--------------------------------|
| | PayMyTuition | | |
| View Payment History | View Payment History and determine what items the payment was applied to | Payment History | All Students |
| Generate a Payment Receipt | Generate a Payment Receipt for a term | Student Payment Receipt | Canadian Students and Students |

View Total Amount Due

The "Make a Payment" page shows the overall picture of the amount due for each term. It shows the total amount due, the amount paid to the account from deposits, payments and aid, as well as the current term balance and due date.



Make a Payment

Please note that this service is for Undergraduate and Graduate Tuition, Deposit Payments, Residence and Emergency Loans.

Currency used is Canadian Dollar

| Term | Tuition and Fees | Residences and Meal Plan Charges | Deposit Amount | Anticipated Aid | Financial Aid | Payments | Term Balance | Tuition Due Date |
|------------------|------------------|----------------------------------|----------------|-----------------|---------------|-------------|--------------|------------------|
| Winter Term 2021 | \$804.87 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$804.87 | 29-Jan-2021 |
| Fall Term 2020 | \$3,955.09 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$3,107.56 | \$847.53 | 30-Sep-2020 |
| Fall Term 2018 | \$4,743.76 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | -\$4,743.76 | \$0.00 | 28-Sep-2018 |
| Fall Term 2004 | \$60.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$60.00 | \$0.00 | 30-Sep-2004 |

Emergency Loan Details

| | | | | | |
|-------------------|--------|--------------------|--------|---------|--------|
| Total El. Charges | \$0.00 | Total El. Payments | \$0.00 | Balance | \$0.00 |
|-------------------|--------|--------------------|--------|---------|--------|

| | |
|-----------------------------------|------------|
| Total Tuition and Fees Due | \$1,652.40 |
| Total Residence and Meal Plan Due | \$0.00 |
| Total Emergency Loans Owing | \$0.00 |

Please Note: If the term balance is recorded as a credit (-) this implies that there is over payment on tuition or residence. Tuition credits will not apply to residence or emergency loans.
 Please ensure you are using the correct payee when making payments:
 Tuition - University of Alberta - Tuition
 Residence - University of Alberta - Residence

1. Term
2. Tuition and Fees: reflective of your fees assessment plus any interest charges etc.
3. Residence and Meal Plan Charges: charges associated with residency and meal plans.
4. Deposit Amount: Tuition deposit and any other relevant deposits.
5. Anticipated Aid: Pending Aid that still needs to be applied to the account
6. Financial Aid: Aid that has been applied to the account
7. Payments: Amount of payments made by term.
8. Term Balance: Sum of tuition and fees plus residence minus aid and payments
9. Due Date: due date for each term's fees
10. Emergency Loan Details: includes charges, payments made and balance
11. Totals: total Tuition and Fees due, Residence and Meal Plans due and Emergency Loans owing

Using Online Banking to Make Payments



For Canadian bank account holders, online banking payments are the preferred payment method at the University of Alberta. Using your bank's online banking system, you set up a payee, enter your personal account and amount and then submit your payment.

Online banking payments can be made to a student's account from anyone's online banking system if the payer has the required payee name and the student's account number from Bear Tracks.

Payment timing is important:

- Admission deposit payments must be initiated before or on the deposit deadline to ensure your offer of admission is not cancelled
- Payments initiated before or on the term fee deadline will not be subject to late interest fees

Online Banking payments may take 3-5 days to be processed and applied to your Account Balance in Bear Tracks.

Make a Payment via Online Banking



1. Under the Financial Account tile, select "Make a Payment," and then "Online Banking" under "Payment Mode"
2. Select your Financial Institution from the drop down. A new window will redirect you to your bank's login page where you will login using your banking credentials
3. Determine the appropriate payee: The payee type you use will depend on the type of payment being made (tuition and fees, resident and meal plans or emergency loans). If this is the first time you have created a payment of this type, you must create your payee in your bank system using the specified name below.

| Payment Type | Payee Name * |
|--------------------------|---|
| Tuition and Fees | University of Alberta - Tuition Fees |
| Residence and Meal Plans | University of Alberta - Residence and Meal Plan |
| Emergency Loans | University Alberta - Emergency Loan |

* Ensure that Payee name is setup exactly to ensure payment is processed correctly

4. Using your Financial Institution's online banking portal, create an online payment to the appropriate payee above, and enter your personal account number as found in the Online Banking section of the Make a Payment screen.
 - a. For example, John Smith with a ID of 1234567 would be 1234567SMIT

Payment Mode

Online Banking
 Interac Online
 International Payments

Online Banking

Online banking is the preferred payment method for anyone with a Canadian bank account. Payments are processed through your financial institution's own banking service.

How to pay through online banking:

1. Log on to your bank's online system.
2. For **Tuition**: Add the "University of Alberta - Tuition Fees" as a payee on your bill payment profile
 For **Residence**: Add the "University of Alberta - Residence and Meal Plan" as a payee on your bill payment profile 3
 For **Emergency loans**: Add the "University Alberta - Emergency Loan" as a payee on your bill payment profile
3. Enter your account information shown here during payment: 4
4. It may take up to 2-3 business days for online payments to be processed. Payments initiated on or before the term fee deadline will not be subject to late interest. Admission deposits must be initiated on or before the deposit deadline to ensure your offer of admission is not cancelled.

Payments can be made through anyone's online banking account, as long as the payee and account number noted above is correct. Funds will be applied to your account with the University of Alberta.

Online Banking Institution Links

Make a Payment using: 2



Credit Card Payments

The University of Alberta has partnered with PayMyTuition to receive credit card payments. Please note: Service fees may be charged to the cardholder.

| Make a Payment via Credit Card through PayMyTuition | |
|---|---|
| <ol style="list-style-type: none">1. Select "Credit Card" in the Payment Mode section.2. To initiate your payment, click on "PayMyTuition Platform" link.3. Select the country in the "Where is your bank located" drop down4. If you are paying residence fees, select "Residence" from the dropdown menu under "Make a Payment" and enter the total amount of residence fees in Canadian Dollars (CAD)5. If you are paying student fees, including tuition, select the "Student Tuition and Fees" from the dropdown menu under "Make a Payment" and | <p>Payment Mode</p> <p><input type="radio"/> Online Banking <input checked="" type="radio"/> Credit Card 1 <input type="radio"/> International Payments</p> <p>PayMyTuition by Credit Card</p> <p>University of Alberta has partnered with PayMyTuition for tuition payments so students can make fast, simple, and cost-effective tuition and fee payments. Please note, all credit card service fees will be paid by the card holder.</p> <p>1. Make a payment</p> <p>To initiate your payment, please access the Pay My Tuition Platform 2 with an American Express, Visa Debit/Credit and Mastercard Debit/Credit card that has been issued from Canada to make a payment in CAD.</p> <p>2. Track & confirm your payment</p> <p>Using an American Express, Visa Debit/Credit and Mastercard Debit/Credit card will allow you to receive immediate confirmation that your payment was approved. You will also receive an email confirmation when your institution receives your payment. The payment will be applied to your student account within 3-5 business days.</p> <p>PayMyTuition customer support information:</p> <p>Call 1.855.663.6839 (toll-free) or email PayMyTuition at support@paymytuition.com. You can also use the live chat on the PayMyTuition support page and your questions will be answered in real-time to help you make your payment.</p> |



enter the total amount in Canadian Dollars (CAD)

6. After entering the fees you want to pay, scroll down to "Payment Options" and select your payment method.

What country are you paying from?

Select country*

Canada

Make a payment ⓘ

In CAD, what is the amount you want University of Alberta to receive?

Student Tuition and Fees

3,000.00

+

Taxable amount

\$ 0.00

Total amount

\$ 3,000.00

Visa - Debit or Credit in CAD

3,075.00 CAD (2.5% CAD FEE)

Mastercard - Debit or Credit in CAD

3,075.00 CAD (2.5% CAD FEE)

AMEX - American Express in CAD

3,112.50 CAD (3.75% CAD FEE)



Visa Debit/Credit

MTFX supports Visa Debit/Credit for cards issued in CAD.

1. Make a payment

Use this option to pay with a Visa Debit/Credit card issued from Canada to make a payment in CAD.

2. Track & confirm your payment

Using Visa Debit/Credit will allow you to receive immediate confirmation that your payment was approved. You will also receive an email confirmation when your institution receives \$3,000.00 CAD.

Payments for International Students

International Students have two main ways of paying:

1. Using your home currency using Convera
2. Using your home currency using PayMyTuition



Make a Payment in your home currency using Convera

1. Select "International Payments" in the Payment mode section and review the information under the "Convera Platform" section.
2. Select the country in the "Where is your bank located" drop-down
3. If you are paying residence fees, select the "Include" checkbox and enter the total residence fee in Canadian Dollars (CAD)
4. If you are paying student fees including tuition, select the "Include" checkbox and enter the total amount in Canadian Dollars (CAD)
5. Click on "Get a quote"

Payment Mode

Online Banking Credit Card International Payments **1**

International Payment for International Students

Please visit the [International Tuition Payment Options](#) for more information.

PayMyTuition - Credit Card, Bank Transfers and More

For international tuition payments, use PayMyTuition. PayMyTuition lets you make payments quickly and easily from any bank, in any country, in any currency at low exchange rates. No matter what time zone you're in, you'll have access to a dedicated customer support team in 15 different languages - available to you through live chat, email and phone - to answer any of your questions and to help you make your payment.

To initiate your payment, please access the PayMyTuition Platform. Payments are applied to your student account within 3-5 business days.

PayMyTuition

Convera - Credit Card, Wire Transfer or Online Bank Transfers

Convera allows students from all countries outside of Canada to make the Canadian dollar payment in the currency of your choice at your local bank. The local bank will transfer the payment in your local currency to Convera. Convera will convert your payment into Canadian dollars and direct the payment to the University of Alberta. The payment will be applied to your student account within 3-4 business days. Payment options vary by country and may include wire, credit card and online bank transfer.

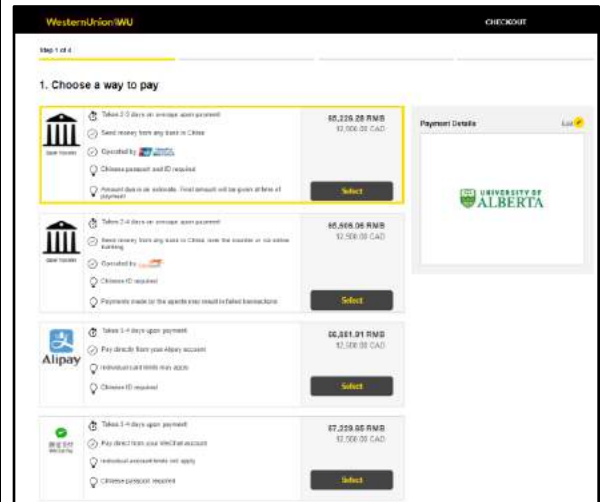
To initiate your payment, please access the [Convera platform](#). **2**

The screenshot shows the Convera website interface. At the top, there are navigation links: "Make your payment", "Track your payment", and "Tips & FAQs". The main heading is "PAY STUDENT FEES WITH YOUR HOME CURRENCY". Below this is a form titled "Where is your bank located?" with a dropdown menu. Underneath, there are two sections: "Residence" and "Student Fees". Each section has a "CAD" input field and an "include" checkbox. The "Total" amount is displayed as "0.00 CAD". At the bottom of the form is a "Get a quote" button.



6. Choose a way to pay: Review the payment options available to you and click "Select" on your preferred method. Information for each payment option includes:
 - a. Local Currency translation amount
 - b. Payment timing allowance
 - c. Additional fees if any
 - d. If additional requirements must be met e.g. presentation of password, id etc.
7. Student Details: Follow the Convera online instructions to enter necessary Information including Student ID, Name and Email Address
8. Payer Details: Enter required payment details including identifying if the student or someone else will be making the payment
9. Payment Details: Continue through screen prompts to enter payment details and complete the process. The payment process will be different based upon the country and payment option selected.

Choose a way to pay*



* payment options are dependent upon the country. Shown here is an example



Make a Payment in your home currency using PayMyTuition

7. Select "International Payments" in the Payment mode section and review the information under the "PayMyTuition" section.

8. Select the country in the "What country are you paying from?" drop down

9. If you are paying residence fees, select "Residence" from the dropdown menu under "Make a Payment" and enter the total amount of residence fees in Canadian Dollars (CAD)

10. If you are paying student fees, including tuition, select "Student Tuition and Fees" from the dropdown menu under "Make a Payment" and enter the total amount in Canadian Dollars (CAD)

11. Select "Payment Options" and then click "Next"

12. Enter the requested payer information, and click "Next"

Payment Mode

Online Banking
 Credit Card
 International Payments **1**

International Payment for International Students

Please visit the [International Tuition Payment Options for more information.](#)

PayMyTuition - Credit Card, Bank Transfers and More

For international tuition payments, use PayMyTuition. PayMyTuition lets you make payments quickly and easily from any bank, in any country, in any currency at low exchange rates. No matter what time zone you're in, you'll have access to a dedicated customer support team in 15 different languages - available to you through live chat, email and phone - to answer any of your questions and to help you make your payment.

To initiate your payment, please access the PayMyTuition Platform. Payments are applied to your student account within 3-5 business days.

[PayMyTuition](#) **2**

What country are you paying from?

Select country*

China

Make a payment

In CAD, what is the amount you want University of Alberta to receive?

Residence 4,500.00

Student Tuition and Fees 3,500.00

| | |
|----------------|-------------|
| Taxable amount | \$ 0.00 |
| Total amount | \$ 8,000.00 |



13. Enter the "Student Information" and click "Next"
14. Review the payment information, payment method, payer information, and student information. Once all information has been reviewed, click on "Confirm"

View my Payment History

To view payments applied to your account and payment details, select "Payment History" under the "Financial Account" tile

| Date Posted | Description | Business Unit | Amount |
|-------------|-----------------------------|-----------------------|----------|
| 09/03/2020 | Canada Student Loan Payment | University of Alberta | 97.56 |
| 09/03/2020 | Canada Student Loan Payment | University of Alberta | 3,000.00 |

1. Date Posted: the date the payment was applied to your account balance
2. Description: description of the payment
3. Amount: amount of the payment
4. Clicking ">" will bring up a Charges Paid screen showing how the payment amount was applied to your account. Click here to see and example of the Charges Paid Screen
5. Click the Filter icon to adjust the payment dates to narrow or increase your results

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6. Click the sort icon to modify the sort order of the payments display



Charges Paid Screen

The Charges Paid screen shows a payment breakdown of the charges your payment was applied to. You access this from the "Payment History" page.

| Charges Paid on 09/03/2020 by Canada Student Loan Payment ✕ | | |
|--|------------------|------------------------|
| Payment Breakdown | Term | Applied Payment Amount |
| Students' Union Membership Fee | Fall Term 2020 | 52.99 |
| Student Health & Wellness Fee | Fall Term 2020 | 61.32 |
| Athletics and Recreation | Fall Term 2020 | 63.14 |
| Students' Union Dedicated Fees | Fall Term 2020 | 73.45 |
| SU Dental Plan | Fall Term 2020 | 155.52 |
| SU Health Plan | Fall Term 2020 | 159.48 |
| Student Academic Support Fee | Fall Term 2020 | 254.54 |
| Tuition - Undergraduate - BEHAVIOR MODIFICATION | Fall Term 2020 | 471.72 |
| Tuition - Undergraduate - SOCIAL PSYCHOLOGY | Fall Term 2020 | 569.28 |
| Tuition - Undergraduate - INTRODUCTORY SOCIOLOGY | Fall Term 2020 | 569.28 |
| Tuition - Undergraduate - LIFESPAN DEVELOPMNTL PSYCHOLOGY | Winter Term 2021 | 569.28 |
| Total Payment Amount | | 3,000.00 |



Student Payment Receipt

Generate a Payment Receipt

1. Click the "Financial Account" tile from the Bear Tracks home page and select "Student Payment Receipt" from the left-hand menu.
2. Select the appropriate term and click "View Payment Receipt" to generate your payment receipt.

For international students not yet attending the University of Alberta: if you require a payment receipt for immigration purposes, there will be a "View Visa Receipt" button where you can generate your payment receipt before you commence your first term at the University.

After you have started your first term, you will use the "View Payment Receipt" button to generate your payment receipt.

FINANCIAL SERVICES - STUDENT RECEIVABLES
3rd Floor Administration Building
 Edmonton, Alberta, Canada T6G 2M7
 Fax: 780.492.2948
www.ualberta.ca/financialservices

THIS IS YOUR PAYMENT RECEIPT FOR Winter Term 2024

Date: 09-May-2024

First Name, Last Name
 Address
 Student ID:

| Charges | |
|--------------------------------|-------------------|
| Item Description | Amount |
| Athletics and Recreation | \$96.62 |
| Instructional Tuition | \$3,066.72 |
| PAW Centre Fee | \$20.00 |
| Student Academic Support Fee | \$287.40 |
| Student Health & Wellness Fee | \$54.56 |
| Students' Union Dedicated Fees | \$78.40 |
| Students' Union Membership Fee | \$59.35 |
| U-Pass | \$180.00 |
| Total Charges: | \$3,842.17 |

| Residences and Meal Plan Charges | |
|---|--------|
| Item Description | Amount |
| Total Residences and Meal Plan Charges: | |

| Financial Aid | | |
|----------------------|------------------|--------|
| Date Posted | Item Description | Amount |
| Total Financial Aid: | | |

| Payment Received | | |
|------------------|------------------------------|-------------|
| Date Posted | Item Description | Amount |
| 22-Aug-2023 | Canada Student Loan Payment | \$-3,265.55 |
| 03-Jan-2024 | Alberta Student Loan Payment | \$-1,413.02 |
| 04-Jan-2024 | Canada Student Loan Payment | \$-2,100.00 |

If the term balance is recorded as a credit (-) please do not issue payment. This implies that there is over payment on tuition. Any questions: please contact the Student Service Centre - uab.ca/ask

Total Payments: \$-3,842.17

Term Balance: \$0.00



Refund Requests

To request a refund, please review your Bear Accounts to determine if you have a credit balance on your account. Submit a refund request through the Student Service Portal. Refunds are provided via Interac e-transfer through PayMyTuition. Please allow four weeks for refund requests to be processed.

Once your refund has been processed, your student account balance in Bear Tracks is updated. You will receive an Interac e-Transfer link and further instructions by email in 5-10 business days.

Once your refund is processed:

1. You will receive an email from the University of Alberta informing you that PayMyTuition has been authorized to issue your refund.
2. PayMyTuition (studentrefunds@paymytuition.com) will inform you that your Interac e-transfer email will be issued within the next five business days.
3. The Interac e-Transfer email will instruct you to log into Bear Traks to retrieve your one-time passcode to access and collect your refund payment securely.

*The Interac e-Transfer email will expire in 30 days. If you do not collect your funds before the expiration date, the funds will return to your student account, and you will be required to submit a new refund request.

More information on how to request and accept your refund can be found on the website.



Tax Forms

As a student, Bear Tracks allows you to generate the following tax forms. Follow the instructions on the screen to generate/access your tax forms.

| Tax Form | Descriptions and Notes | Navigation |
|----------------|---|------------------------------|
| T4A | <p>Other Income</p> <p>Use this form to report money received from:</p> <ul style="list-style-type: none"> • Scholarships • Bursaries • Prizes • Awards • Etc. <p>T4A tax forms are available in late February.</p> | Tax Forms > T4A Tax Form |
| T2202 | <p>Tuition and Enrollment Certificate</p> <p>Use this form to identify:</p> <ul style="list-style-type: none"> • Number of months enrolled part time • Number of months enrolled full time • Eligible tuition fees <p>T2202 forms are available late February.</p> | Tax Forms > T2202 Tax Form |
| U-Pass Receipt | <p>U-Pass Transit Receipt</p> <p>U-Pass receipts are available late February.</p> | Tax Forms > U - Pass Receipt |