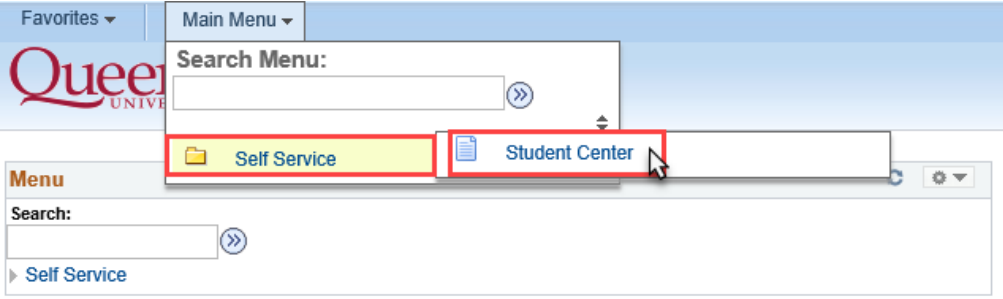
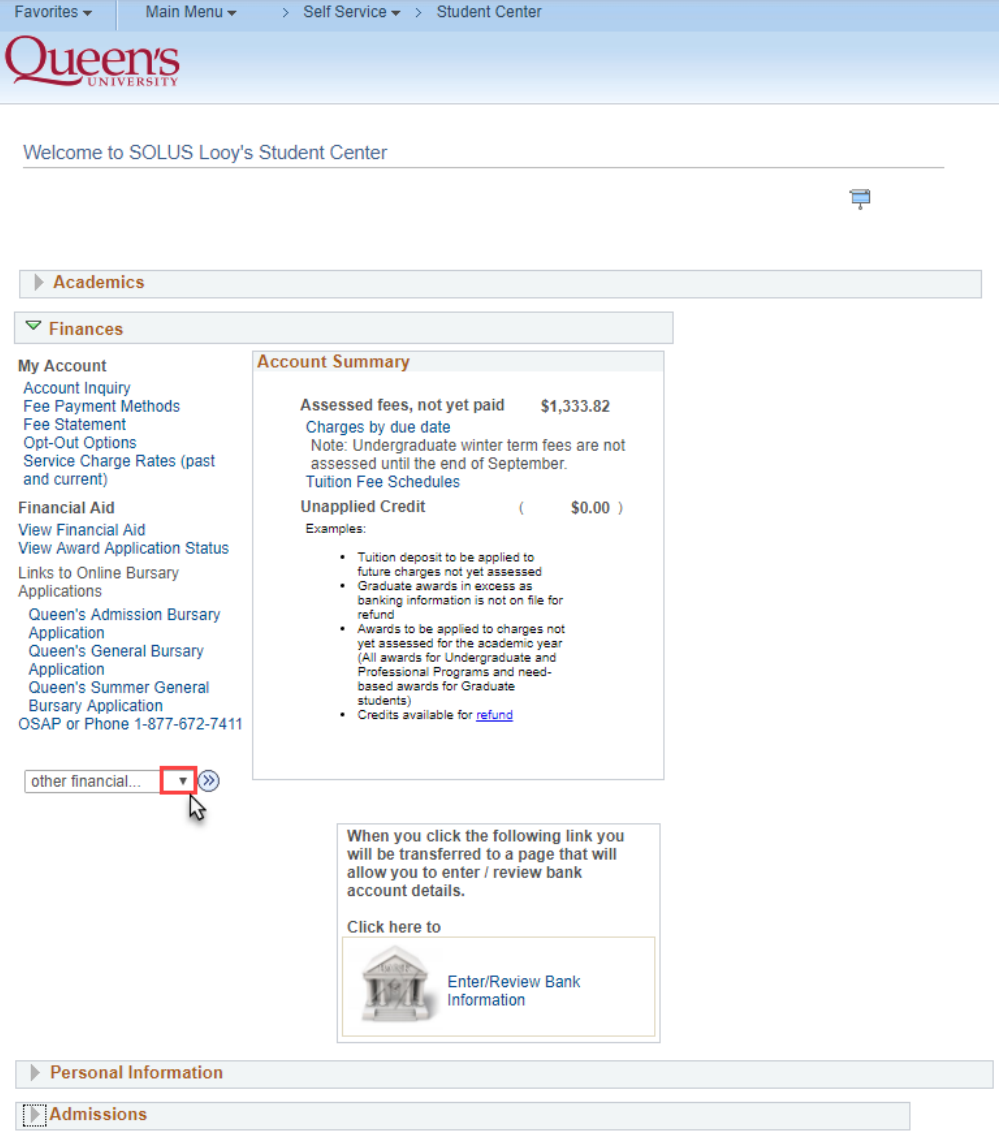
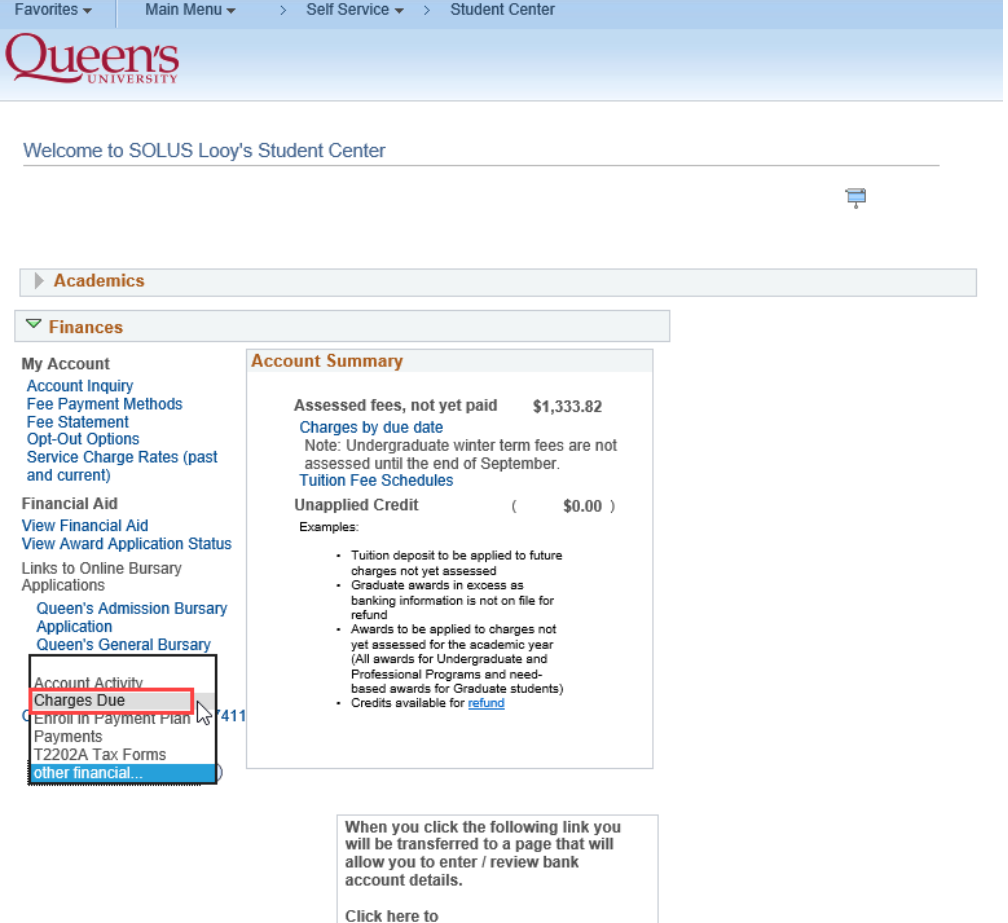
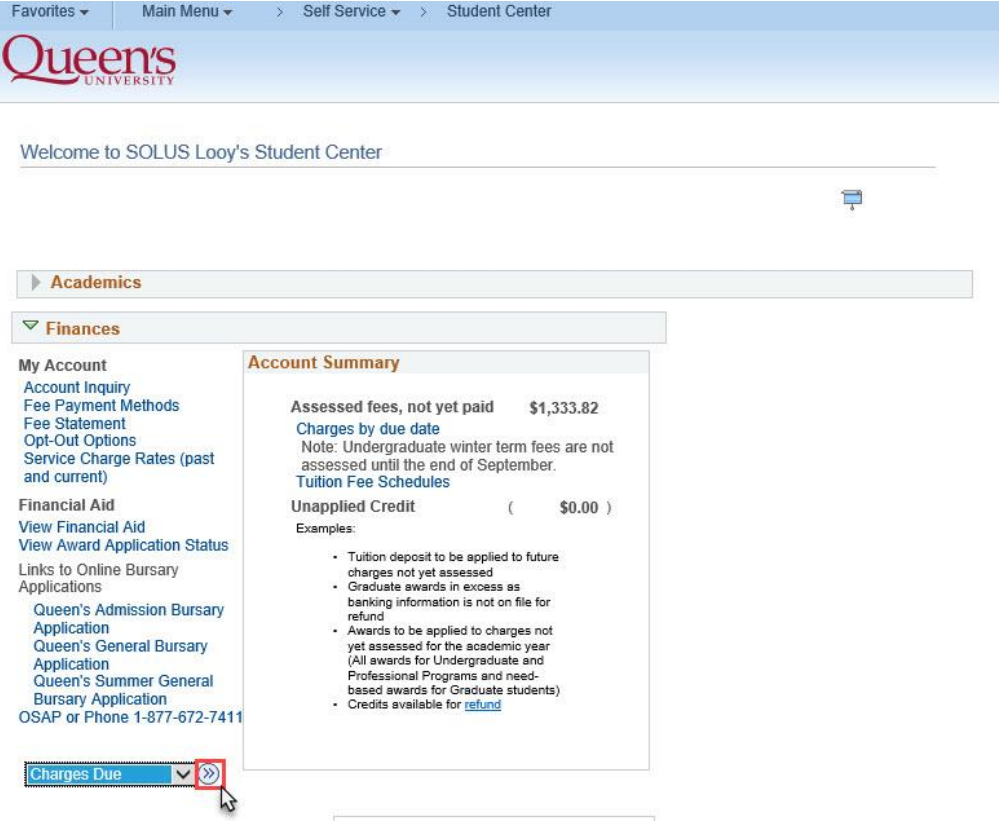
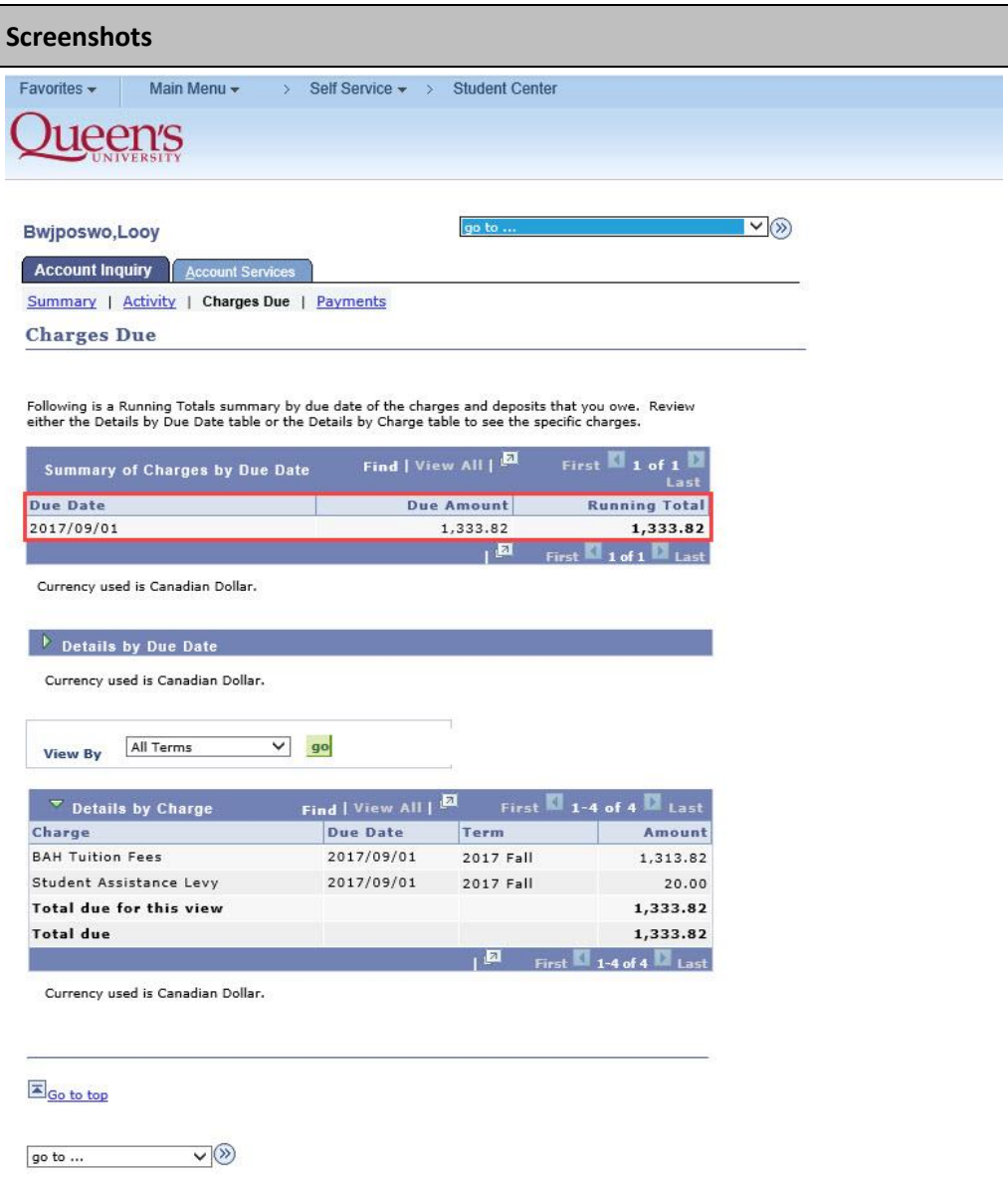


## FINANCES – Charges Due

Processing Steps	Screenshots
<p><b>Step 1:</b></p> <p>Access the main page of <b>SOLUS</b> via the following navigation:</p> <p><b>Main Menu &gt; Self Service &gt; Student Center</b></p>	
<p><b>Step 2:</b></p> <p>On the main page of SOLUS scroll down to the <b>Finance</b> section.</p> <p>Click on the <b>other financial...</b> drop-down list box to access the list.</p>	

Processing Steps	Screenshots
<p><b>Step 3:</b></p> <p>Select <b>Charges Due</b>.</p>	 <p>The screenshot shows the Queen's University Student Center interface. The navigation bar includes 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. The 'Finances' section is expanded, showing a 'My Account' menu with 'Charges Due' highlighted. The 'Account Summary' section displays 'Assessed fees, not yet paid' as \$1,333.82 and 'Unapplied Credit' as \$0.00. A note mentions that undergraduate winter term fees are not assessed until the end of September. A list of examples for unapplied credit includes tuition deposits, graduate awards, and awards for charges not yet assessed. A 'Click here to' link is provided at the bottom.</p>
<p><b>Step 4:</b></p> <p>Click the <b>Go</b> button.</p>	 <p>This screenshot is identical to the previous one, but the 'Charges Due' button in the 'My Account' menu is highlighted with a red box, and a mouse cursor is pointing at the 'Go' button next to it.</p>

Processing Steps	Screenshots																																	
<p><b>Step 5:</b></p> <p>The list of all fees that have been applied to your account will appear.</p> <p>Take special note to see the amounts and when they are due.</p>	 <p style="font-size: small;"> <a href="#">Favorites</a> &gt; <a href="#">Main Menu</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Student Center</a> </p> <p><b>Queen's UNIVERSITY</b></p> <p>Bwjposwo,Looy <input type="text" value="go to ..."/></p> <p><b>Account Inquiry</b>   <b>Account Services</b></p> <p><a href="#">Summary</a>   <a href="#">Activity</a>   <a href="#">Charges Due</a>   <a href="#">Payments</a></p> <p><b>Charges Due</b></p> <p>Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th colspan="3">Summary of Charges by Due Date</th> </tr> <tr style="background-color: #4f81bd; color: white;"> <th>Due Date</th> <th>Due Amount</th> <th>Running Total</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>2017/09/01</td> <td>1,333.82</td> <td>1,333.82</td> </tr> </tbody> </table> <p>Currency used is Canadian Dollar.</p> <p><b>Details by Due Date</b></p> <p>Currency used is Canadian Dollar.</p> <p>View By: <input type="text" value="All Terms"/> <input type="button" value="go"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th colspan="4">Details by Charge</th> </tr> <tr style="background-color: #4f81bd; color: white;"> <th>Charge</th> <th>Due Date</th> <th>Term</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BAH Tuition Fees</td> <td>2017/09/01</td> <td>2017 Fall</td> <td>1,313.82</td> </tr> <tr> <td>Student Assistance Levy</td> <td>2017/09/01</td> <td>2017 Fall</td> <td>20.00</td> </tr> <tr style="background-color: #4f81bd; color: white;"> <td colspan="3"><b>Total due for this view</b></td> <td><b>1,333.82</b></td> </tr> <tr style="background-color: #4f81bd; color: white;"> <td colspan="3"><b>Total due</b></td> <td><b>1,333.82</b></td> </tr> </tbody> </table> <p>Currency used is Canadian Dollar.</p> <p><a href="#">Go to top</a></p> <p><input type="text" value="go to ..."/></p>	Summary of Charges by Due Date			Due Date	Due Amount	Running Total	2017/09/01	1,333.82	1,333.82	Details by Charge				Charge	Due Date	Term	Amount	BAH Tuition Fees	2017/09/01	2017 Fall	1,313.82	Student Assistance Levy	2017/09/01	2017 Fall	20.00	<b>Total due for this view</b>			<b>1,333.82</b>	<b>Total due</b>			<b>1,333.82</b>
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