

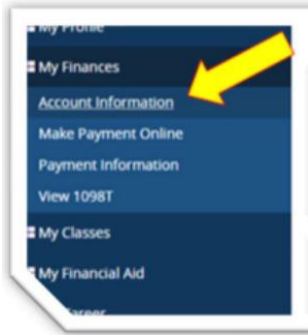
# Reviewing your Registration Bill

Log into -Campus Nexus Student Portal

Students must review registration bill each semester.

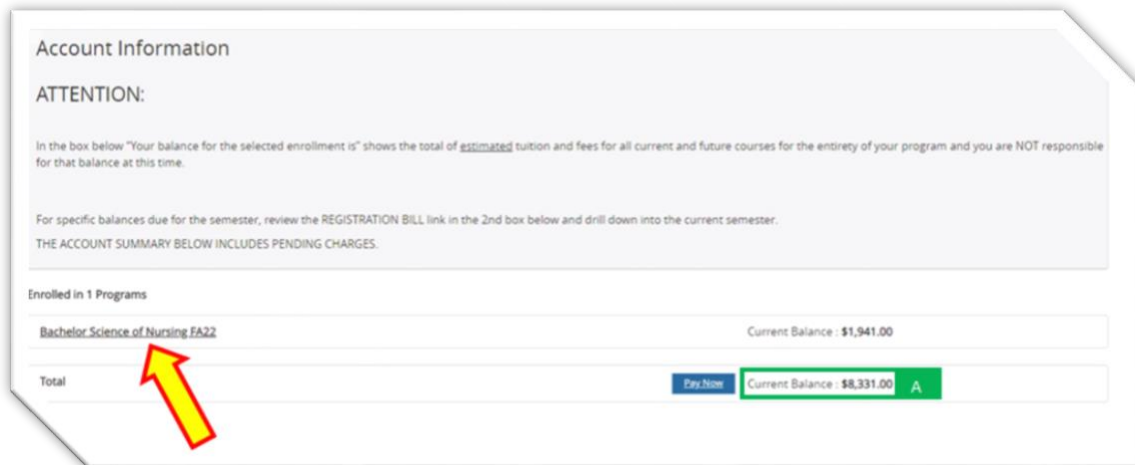
Access by Navigating to:

My Finances > Account Information > Select Your Program > Registration Bill



Select your program.

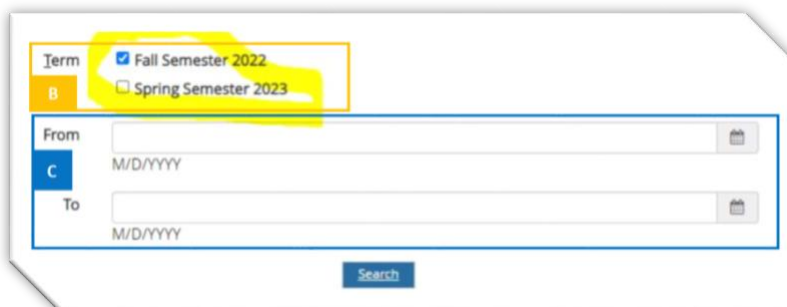
!! PLEASE NOTE: **BOX A** is the balance for your **entire program, not the semester**. You need to review the registration bill for each semester separately.

A screenshot of the 'Account Information' page. At the top, it says 'ATTENTION:' followed by a paragraph of text. Below that, it says 'Enrolled in 1 Programs'. There is a table with two rows. The first row is 'Bachelor Science of Nursing FA22' with a 'Current Balance: \$1,941.00'. The second row is 'Total' with a 'Current Balance: \$8,331.00' and a green box labeled 'A' next to it. A red arrow points to the 'Total' row.

Select "Registration Bill" in the menu of options.

Registration Bill by Summary Term box will appear:

You check the box for the Semester **[BOX B]** OR **[BOX C]** You can put in specific semester start date and end dates. If unknown simply select the last day of the month for the semester you are reviewing.

A screenshot of the 'Registration Bill by Summary Term' form. The 'Term' section has two radio buttons: 'Fall Semester 2022' (selected) and 'Spring Semester 2023'. Below this are two date input fields: 'From' and 'To', both with 'M/D/YYYY' placeholders and calendar icons. A 'Search' button is at the bottom.

## How to read the Registration Bill:

BOX 1: Amount due or (due to Student) = \$0.00

This is the amount the student owed for the semester selected. If the amount is (in parenthesis) then the student can anticipate a refund in this amount. *PLEASE NOTE: Refunds will not be processed until funds are received.*

BOX 2: Account Summary

This is a summary of Box 3, 4 and 5

Box 3: CHARGES:

Tuition and Fees with Applicable Tuition Discounts for employees appear in this field

Box 4: FINANCIAL AID:

Only **Approved** Financial Aid will appear in this field. Once Approved this field will detail the Funding, Amount Scheduled and Scheduled Disbursement Date.

Review your financial aid award under: My Financial Aid Tab > Award Letter.

There is also a document provided by the Financial Aid Office titled "Approving Pending Financial Aid" for you to reference

Box 5: Payments

Any payment/s that has been received as of that date you review the bill will appear in this field. As financial aid funds are applied to your account they will move into this field of the registration bill, as is the case in the example.

Term

From: 8/1/2019  
M/D/YYYY

To: 12/31/2019  
M/D/YYYY

Search

Description	Amount	Date
<b>1</b> Amount due or (due to Student) = \$0.00		
<b>2</b> Account Summary:		
Charges	\$4,860.00	
Financial Aid	\$0.00	
Payments	\$4,860.00	
<b>3</b> Charges		
Employee Tuition Discount	(\$960.00)	8/22/2019
Educational Services Fee	\$1,020.00	8/22/2019
Tuition	\$4,800.00	8/22/2019
Total:	\$4,860.00	
<b>4</b> Financial Aid		
Total:	\$0.00	
<b>5</b> Payments		
TowneBank, Richmond III Scholarship 2019-20	\$1,250.00	9/5/2019
Federal Direct Subsidized Loan 2019-20	\$2,721.00	9/4/2019
Little Pate Whitehead 2019-20	\$700.00	9/4/2019
-k	\$189.00	8/9/2019
Total:	\$4,860.00	

Information