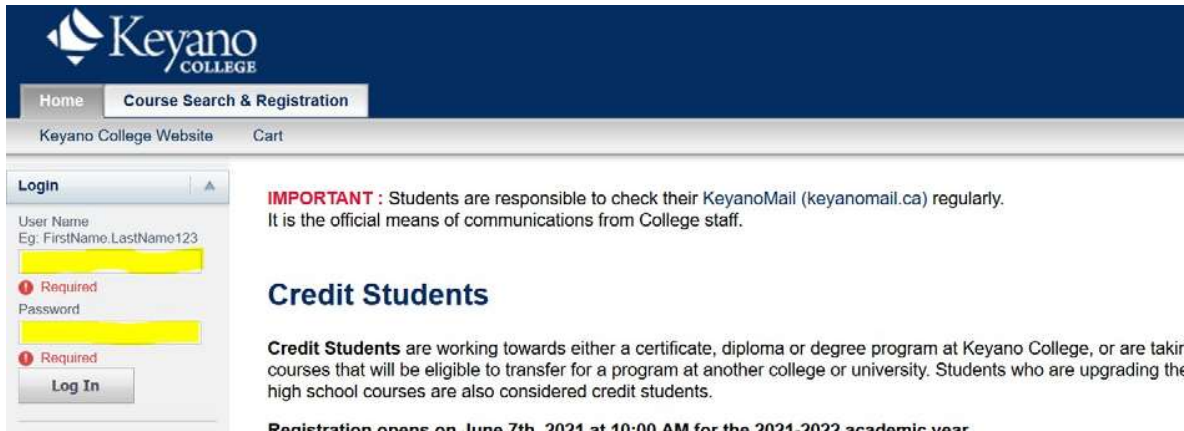


How to View Fees & Financial Statement

1. Login to Self Service. <https://selfservice.keyano.ca/SelfService/Home.aspx>

Note that for Self Service ONLY, you do not add the “@keyanomail.ca” to the end of your User ID.



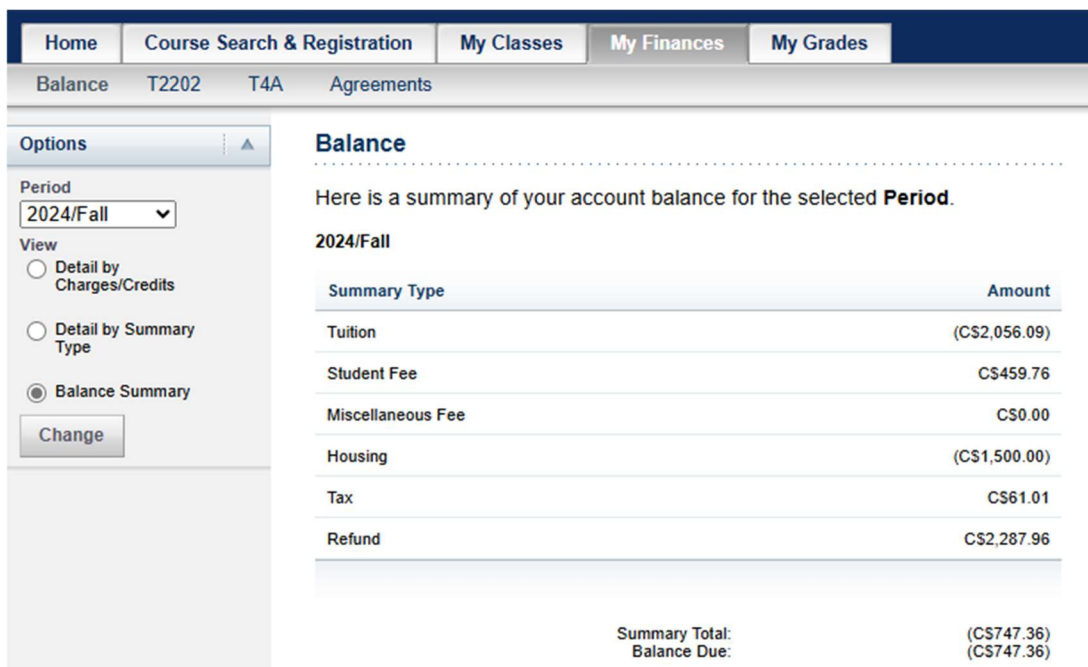
2. Select the **My Finances** tab, then **Balance**



3. Choose whether you wish to see a list of charges and payments, or a list of charges sorted by type of charge.

By default, the view of your Statement on Self Services shows you information from your entire history at Keyano College. **Please make sure you complete the process of narrowing down your view to a specific term by clicking the **Change** button after you select the term (Period on Self Service).**

For example, this student’s default view has amounts for Housing and Refund from several years ago:



Summary Type	Amount
Tuition	(C\$2,056.09)
Student Fee	C\$459.76
Miscellaneous Fee	C\$0.00
Housing	(C\$1,500.00)
Tax	C\$61.01
Refund	C\$2,287.96
Summary Total:	(C\$747.36)
Balance Due:	(C\$747.36)

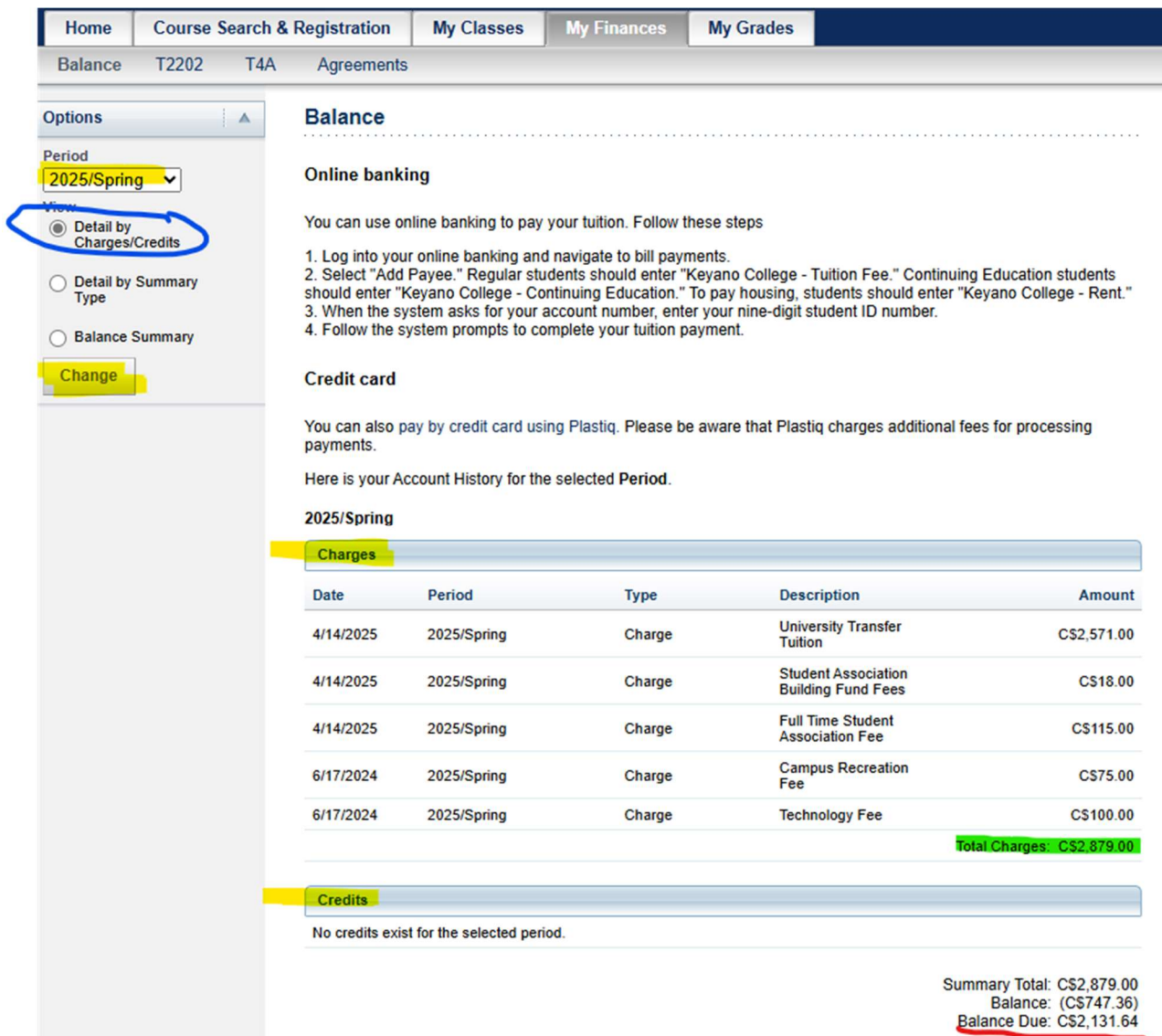
How to View Fees & Financial Statement

Note that if the amount is in brackets or parentheses, it is a negative amount. This could mean that the College owes you a refund, or it could mean that charges have not yet been added to your account to consume your payment(s).

To view a list of charges and then a list of payments (credits):

- Choose term by selecting drop-down button under **Period**. Select **Detail by Charges/Credits**, then **Change**

You will see a list of everything that you are being charged for in the selected term, and below that a list of everything that you have paid so far in that term:



Home Course Search & Registration My Classes My Finances My Grades

Balance T2202 T4A Agreements

Options

Period
2025/Spring

View
☒ Detail by Charges/Credits
☐ Detail by Summary Type
☐ Balance Summary

Change

Balance

Online banking

You can use online banking to pay your tuition. Follow these steps

1. Log into your online banking and navigate to bill payments.
2. Select "Add Payee." Regular students should enter "Keyano College - Tuition Fee." Continuing Education students should enter "Keyano College - Continuing Education." To pay housing, students should enter "Keyano College - Rent."
3. When the system asks for your account number, enter your nine-digit student ID number.
4. Follow the system prompts to complete your tuition payment.

Credit card

You can also pay by credit card using Plastiq. Please be aware that Plastiq charges additional fees for processing payments.

Here is your Account History for the selected Period.

2025/Spring

Charges

Date	Period	Type	Description	Amount
4/14/2025	2025/Spring	Charge	University Transfer Tuition	CS\$2,571.00
4/14/2025	2025/Spring	Charge	Student Association Building Fund Fees	CS\$18.00
4/14/2025	2025/Spring	Charge	Full Time Student Association Fee	CS\$115.00
6/17/2024	2025/Spring	Charge	Campus Recreation Fee	CS\$75.00
6/17/2024	2025/Spring	Charge	Technology Fee	CS\$100.00
Total Charges:				CS\$2,879.00

Credits

No credits exist for the selected period.

Summary Total: CS\$2,879.00
 Balance: (CS\$747.36)
Balance Due: CS\$2,131.64

Note that **Balance Due** in the bottom right corner is the balance for your entire academic year, and does not reflect the selected term.

To view a list of charges sorted by type (tuition versus fee):

- Choose term by selecting drop-down button under **Period**. Select **Detail by Summary Type**, then **Change**.

How to View Fees & Financial Statement

You will see a list of everything that you are being charged for in the selected term, grouped by type of charge, with totals for each group on the top line:

Home

Course Search & Registration

My Classes

My Finances

My Grades

BalanceT2202T4AAgreements

Options

Period

2025/Spring

View

☐ Detail by Charges/Credits
 ☒ Detail by Summary Type
 ☐ Balance Summary

Change

Balance

Online banking

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Credit card

You can also pay by credit card using Plastiq. Please be aware that Plastiq charges additional fees for processing payments.

Here is your Account History for the selected Period.

2025/Spring

Summary Type: Tuition

Total: CS\$2,571.00

Date	Period	Type	Description	Amount
4/14/2025	2025/Spring	Charge	University Transfer Tuition	CS\$2,571.00

Summary Type: Student Fee

Total: CS\$308.00

Date	Period	Type	Description	Amount
4/14/2025	2025/Spring	Charge	Full Time Student Association Fee	CS\$115.00
4/14/2025	2025/Spring	Charge	Technology Fee	CS\$100.00
4/14/2025	2025/Spring	Charge	Student Association Building Fund Fees	CS\$18.00
6/17/2024	2025/Spring	Charge	Campus Recreation Fee	CS\$75.00

Summary Total: CS\$2,879.00

Balance: (CS\$747.36)

Balance Due: CS\$2,131.64

The mystery amounts in the bottom right corner:

Regardless of the view you choose, in the bottom right corner of your statement will be three numbers:

- Summary Total
- Balance
- Balance Due

Summary Total is the sum of the total charges in term selected **MINUS** the credit or previous balance in THAT term.

E.g. Tuition and fees could be 6969.92 but once the admission deposit (\$750 for international students) is consumed it will appear as 6219.92 in the summary total.

- **Summary Total** includes amounts paid for ADMISSION DEPOSITS and any other balance carried

How to View Fees & Financial Statement

over from the previous terms.

- **Balance** is the amount owing **MINUS** summary total. This one is confusing, because it is accounting for future terms for which payment may not yet be required.
- **Balance Due** includes charges for ALL terms the student is registered in (future terms). It's the balance owing for the entire academic year, not just the current term.
 - E.g. Accounts for balance due in Fall 2023 and Winter 2024 if in Summer 2023

Amount
C\$6,564.00
C\$750.00
Total: C\$5,814.00

<-- \$5,814 is the TUITION balance after the admission deposit was consumed

Amount
C\$65.00
C\$63.00
C\$63.00
C\$17.92
C\$112.00
C\$85.00
Total: C\$405.92

<-- this is the \$405.92 fee total (all added up below)

Summary Total: C\$6,219.92
Balance: C\$3,381.36
Balance Due: C\$9,601.28

<-- the **summary total** is the tuition (after the admission deposit is consumed) + the fees

↑

The balance due is the sum of all enrolled semesters

Remember to log out of Self Service and close the browser when you are finished.