

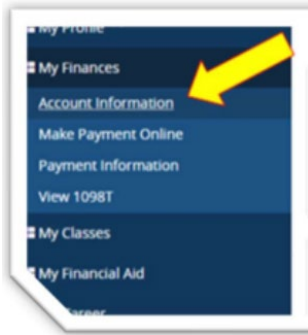
Reviewing your Registration Bill

Log into -Campus Nexus Student Portal

Students must review registration bill each semester.

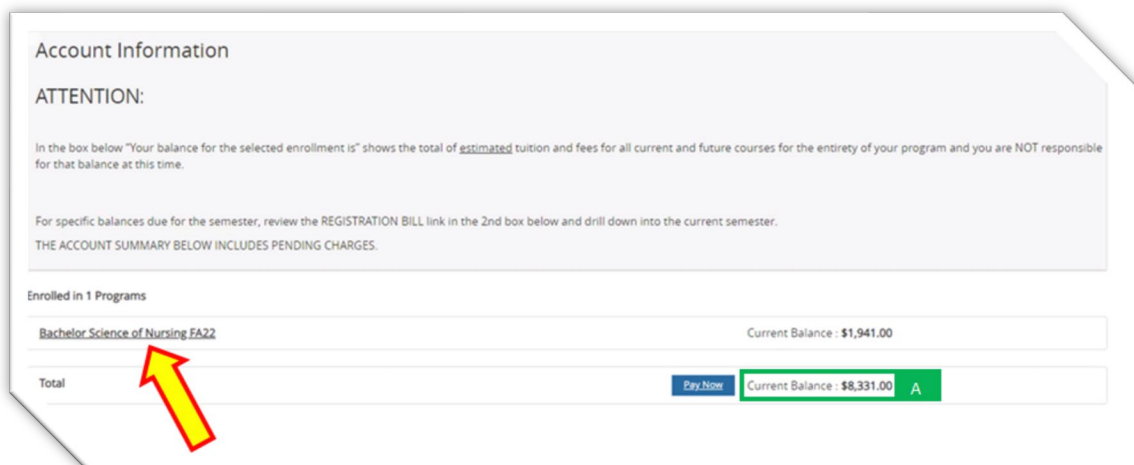
Access by Navigating to:

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.

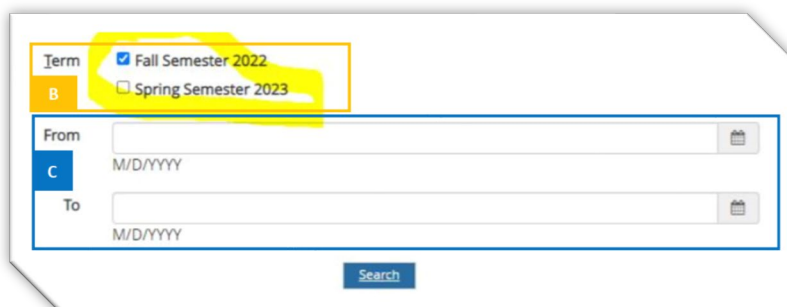
A screenshot of the 'Account Information' page. It features an 'ATTENTION:' section with explanatory text. Below this is a table titled 'Enrolled in 1 Programs'. The table has two rows: 'Bachelor Science of Nursing FA22' with a 'Current Balance : \$1,941.00' and a 'Total' row with a 'Current Balance : \$8,331.00' and a green box labeled 'A'. A red arrow points to the 'Total' row.

Enrolled in 1 Programs	
Bachelor Science of Nursing FA22	Current Balance : \$1,941.00
Total	Current Balance : \$8,331.00 A

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. It has a 'Term' section with two radio buttons: 'Fall Semester 2022' (selected) and 'Spring Semester 2023'. Below this are 'From' and 'To' date fields, both with calendar icons. A 'Search' button is at the bottom.

Term Fall Semester 2022 Spring Semester 2023

From M/D/YYYY

To M/D/YYYY

Search

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
<input type="button" value="Search"/>	
Amount due or (due to Student) = \$0.00 1	
Description Amount Date	
Account Summary:	
Charges	\$4,860.00
Financial Aid	\$0.00
Payments	\$4,860.00
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
Financial Aid	
Total:	\$0.00 4
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
Bank	\$189.00 8/9/2019
Total:	\$4,860.00
Information	