

## Step-by-Step Guide to view Student Bill and perform other Financial Activities

### 1) **Student Bill/Preliminary Bill**

- a) Student Bill - Reflects the actual charged items (such as Tuition Fee and Miscellaneous Student Fees) and payment/Financial Aid (FA) items (such as CPF and Bursary) updated in your Student Account as at the time the bill is generated.
- b) Preliminary Bill\* - Simulates the fees payable after factoring in the Financial Aid (FA) that you have applied for and pending award (based on data you have entered).

*\*Note: Preliminary Bill is not for students taking self-funded courses (i.e. non-MOE subsidized courses), special term modules, part-time courses and non-graduating courses.*

### To request for Student Bill/Preliminary Bill,

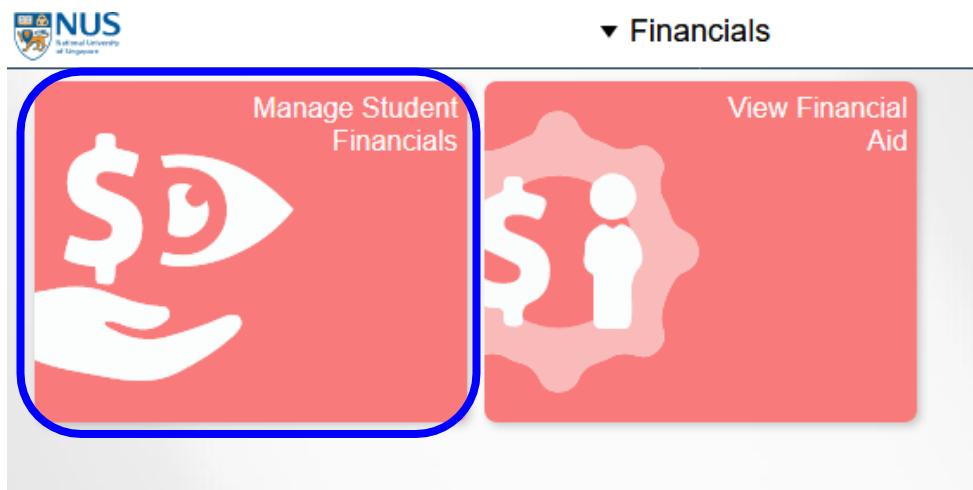
- Login to Education Records System (EduRec) with your NUSNET ID and Password



- Click “My Homepage” for drop-down menu and select “Financials”



- Click “Manage Student Financials”



- In “Bill Type” drop-down menu, select “Preliminary Bill” (if available) or “Student Bill”. For “Student Bill”, select the applicable “Term” before clicking “View Student Bill”.

**Financials**

Student/Preliminary Bill	
 <b>Student/Preliminary Bill</b>  Account Inquiry  Manage Bank Accounts  View Other Charges  Make a Payment  Student Refunds	<b>Student/Preliminary Bill</b> <b>▼ Notes:</b> <b>Please select the relevant Bill Type and Term to view the appropriate student bill:</b> <b>Student Bill</b> 1. Only terms with transactions (e.g. charges, payments and refunds) will be displayed. 2. Select the appropriate items on the menu on the left for other listed actions to be taken. <b>Preliminary Bill</b> 1. This is for you to arrive at your estimated net fee payable, after you have inserted your estimated financial aid amounts. 2. It is not for students taking self-funded courses (i.e. non-MOE subsidized courses), special term modules, part-time courses and non-graduating courses. 3. Note that the estimated net fee payable displayed in the Preliminary Bill may differ from the actual Student Bill. 4. You should rely on the actual Student Bill for your finalised net fee payable. Please refer to the <a href="#">Payment Due Date</a> schedule to know when your fees are due for payment. Please click <a href="#">here</a> for FAQ on student finance matters or email us at <a href="mailto:otnbox3@nus.edu.sg">otnbox3@nus.edu.sg</a> for further enquiries. *Bill Type: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; margin-right: 10px;" type="button" value="Student Bill"/> Term: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px;" type="button" value="2018/2019 Semester 1"/> <div style="text-align: right; margin-top: 10px;"><b>VIEW STUDENT BILL</b></div>

A sample Student Bill is shown below.

**Student Center**

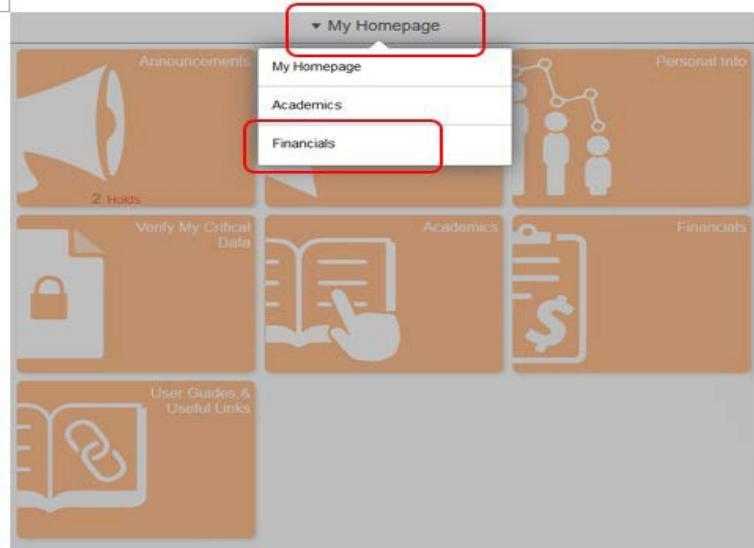
Student / Preliminary Bill	
<b>Bill Request Nbr:</b> 000001100420  <b>Student / Preliminary Bill</b> <b>STUDENT BILL</b>  <b>Co. Reg. / GST Reg No: 200604346E</b> <b>Fees for Academic Year</b> 2018/2019 Semester 1 [Start Date: 06/08/2018] <b>Date</b> 10/05/2019 Tuition Fee [Bachelor of Computing] \$18,200.00 Add GST on Tuition Fee \$1,274.00 Less Tuition Grant Awarded by MOE# -\$14,100.00 Less GST Subsidy from MOE -\$1,274.00 <hr/> Net Tuition Fee Payable \$4,100.00 Miscellaneous Student Fees-Student Services Fee \$108.45 Miscellaneous Student Fees-Health Service Fee \$43.55 <hr/> Total Amount Payable includes GST where applicable \$4,252.00 <b>#Subject to successful execution of the MOE Tuition Grant Deed</b> <b>(Applicable to SPR and International Students only)</b>	<b>Student / Preliminary Bill</b> <b>▼ Notes:</b> <b>Please select the relevant Bill Type and Term to view the appropriate student bill:</b> <b>Student Bill</b> 1. Only terms with transactions (e.g. charges, payments and refunds) will be displayed. 2. Select the appropriate items on the menu on the left for other listed actions to be taken. <b>Preliminary Bill</b> 1. This is for you to arrive at your estimated net fee payable, after you have inserted your estimated financial aid amounts. 2. It is not for students taking self-funded courses (i.e. non-MOE subsidized courses), special term modules, part-time courses and non-graduating courses. 3. Note that the estimated net fee payable displayed in the Preliminary Bill may differ from the actual Student Bill. 4. You should rely on the actual Student Bill for your finalised net fee payable. Please refer to the <a href="#">Payment Due Date</a> schedule to know when your fees are due for payment. Please click <a href="#">here</a> for FAQ on student finance matters or email us at <a href="mailto:otnbox3@nus.edu.sg">otnbox3@nus.edu.sg</a> for further enquiries. *Bill Type: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; margin-right: 10px;" type="button" value="Student Bill"/> Term: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px;" type="button" value="2018/2019 Semester 1"/> <div style="text-align: right; margin-top: 10px;"><b>VIEW STUDENT BILL</b></div>

## 2) View/Update Bank Account Details

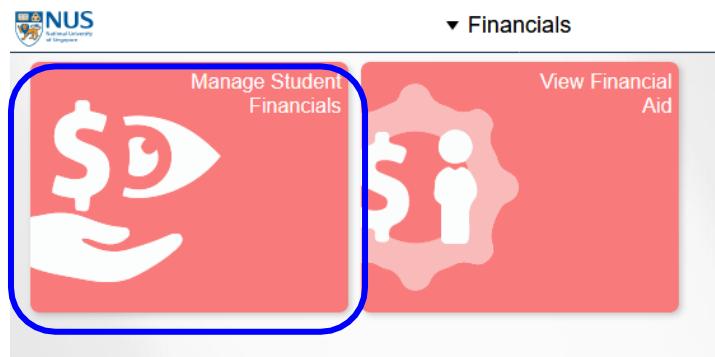
This section lists the steps to set up standing instruction with local banks for your payment of fees to NUS and/or receipt of refund from NUS via GIRO (or General Interbank Recurring Order).

Note that both the “**GIRO Bank Account** (Debit Bank Account)” and “**Receiving Bank Account** (Credit Bank Account)” are bank accounts such as savings account and current account. The same bank account can be used as both the “GIRO Bank Account” and “Receiving Bank Account”. **Please do not update your debit/credit card details in these fields.**

- Click “My Homepage” for drop-down menu and select “Financials”



- Click “Manage Student Financials”



- Click “Manage Bank Accounts”

## 2a) GIRO Bank Account (Debit Bank Account) – Apply for GIRO (online setup for DBS/POSB account holders)

**Manage Bank Accounts**

**Bank Account Details**

**GIRO Bank Account (Debit Bank Account)**

Tuition Fee, Miscellaneous Student Fees, Hostel Fees (if applicable) and other fees (if any) will be automatically deducted from your **GIRO Bank Account** on the GIRO deduction dates.

You do not have any Active GIRO Bank Account at this time

**Apply for GIRO (online setup for DBS/POSB account holders)**

Apply for GIRO (online setup for OCBC account holders)  
Apply for GIRO (manual setup)

For manual setup, If you wish to change any data after submission, please click the "Cancel GIRO Bank Account" link.

**Receiving Bank Account (Credit Bank Account)**

Payments from NUS will be made to your **Receiving Bank Account**. This will include disbursement of financial aid and any residual credit balances.

You do not have any Active Receiving Bank Account at this time

Add a new Receiving Bank Account

- Please read the terms and conditions of DBS online GIRO application service in the page below, and click on the “DBS” logo, if you accept the terms and conditions.

**Manage Bank Accounts**

**Online GIRO Application**

Upon successful DDA, I/we hereby instruct the Bank to process National University of Singapore's instructions to debit my/our account. The Bank is entitled to reject National University of Singapore's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly. This authorisation will remain in force until:

- the Bank's written notice sent to my/our address last known to the Bank;
- upon the Bank's receipt of my/our written revocation; or
- upon the Bank's receipt of the notice of expiry from National University of Singapore.

Please click on the bank's logo below if you accept the terms and conditions.

**DBS**

- The bank account holder logs in to DBS' internet banking website, using his/her banking credentials.

**Secured Site**

**Use my digibank login**

**Use Card & PIN**

Terms & Conditions | Privacy Policy | Fair Dealing Commitment | Compliance with Tax Requirements | Deposit Insurance Scheme | ©2019 DBS Bank LTD. Co. Reg. No. 196800306E

- After keying in the User ID and PIN, tick the checkbox and click “Authenticate me”.

iBanking User ID  
DFPREL024

PIN  
\*\*\*\*\*

By proceeding, you consent to DBS disclosing personal information relating to your account(s) to the partner in order to process the transaction(s) you make on the partner's site.

**Authenticate me**

Forgot [User ID or PIN](#)

- The account holder keys in OTP from his/her DBS security device/registered mobile number.
- Click “Submit”.

IB Secure Device      SMS

1 Press and hold [button] to generate your 6-digit iB Secure PIN.  
2 Enter the 6-digit iB Secure PIN  
\*\*\*\*\*

**Cancel**      **Submit**

- The list of SGD bank account numbers of the account holder will appear in the drop-down list.

**Manage Bank Accounts**

**Select Account(s)**

Bank SWIFT BIC / Bank Name: DBSSSGSGXXX - DBS Bank Ltd / POSB Bank

Account Number:

Please consult the bank if you are not able to see the desired bank account.

XXX-X-X06948 - DBS SAVINGS PLUS  
XXX-X000988-4 - Multi Currency Account  
XXX-X000989-3 - DBS Current Account

- Select the bank account and click “SUBMIT”

Most Visited Getting Started cs90uat

< Financials Manage Bank Accounts

Student/Preliminary Bill  
Account Inquiry  
**Manage Bank Accounts**  
View Other Charges  
Make a Payment  
Student Refunds

Select Account(s)

Bank SWIFT BIC / Bank Name: DBSSSGSGXXX DBS Bank Ltd / POSB Bank

Account Number: XXX XX6948 - DBS SAVINGS PLUS

Please consult the bank if you are not able to see the desired bank account in the list.

SUBMIT

- Upon successful application, you will see the acknowledgement message below.

< Financials Manage Bank Accounts

Student/Preliminary Bill  
Account Inquiry  
**Manage Bank Accounts**  
View Other Charges  
Make a Payment  
Student Refunds

**Acknowledgment**

You have setup the GIRO arrangement with DBS/POSB Bank Account.

Bank Account Type: Debit

Bank SWIFT BIC: DBSSSGSGXXX DBS Bank Ltd / POSB Bank

Branch ID: 028 The Development Bank of Singapore Ltd, Goldhill

Account Number: (redacted)

**Account Details**

Account Name: DFP.REL2.CIN

DDA Reference Number: A012

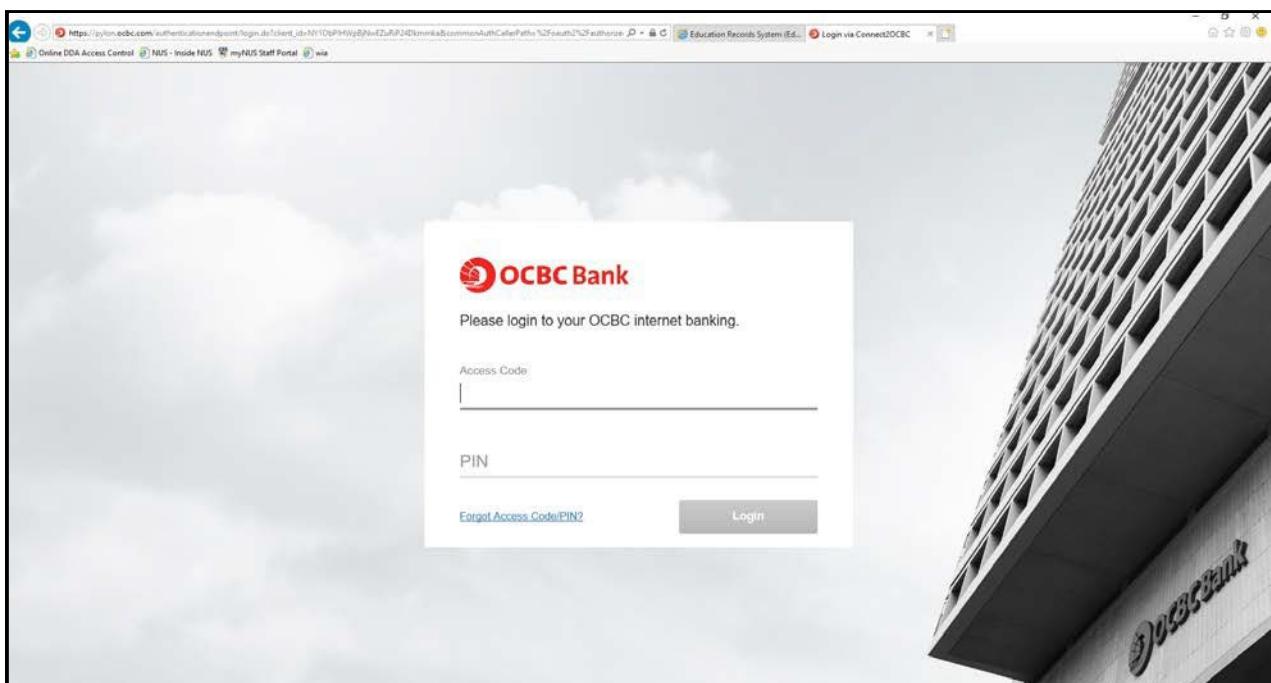
Date Time: 2019-06-25T11:05:14.276

Return to Main Page

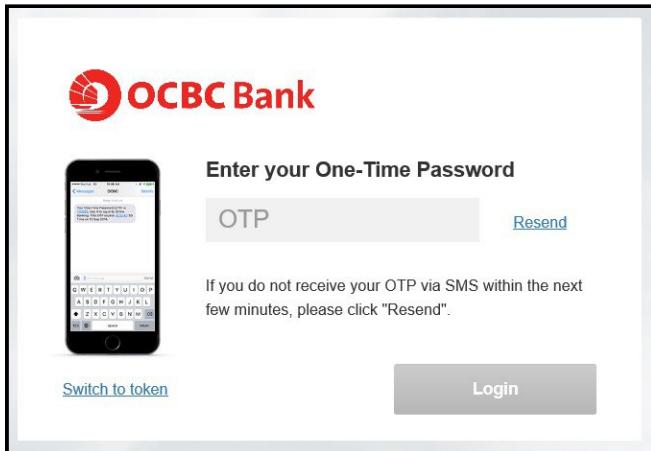
## 2b) GIRO Bank Account (Debit Bank Account) – Apply for GIRO (online setup for OCBC account holders)

- Please read the terms and conditions of OCBC online GIRO application service in the page below, and click on the “OCBC” logo, if you accept the terms and conditions.

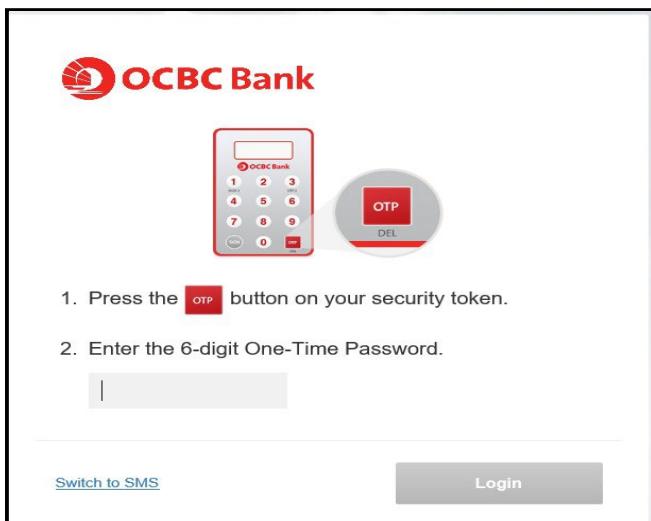
- Key in your access code and PIN and click “Login”.



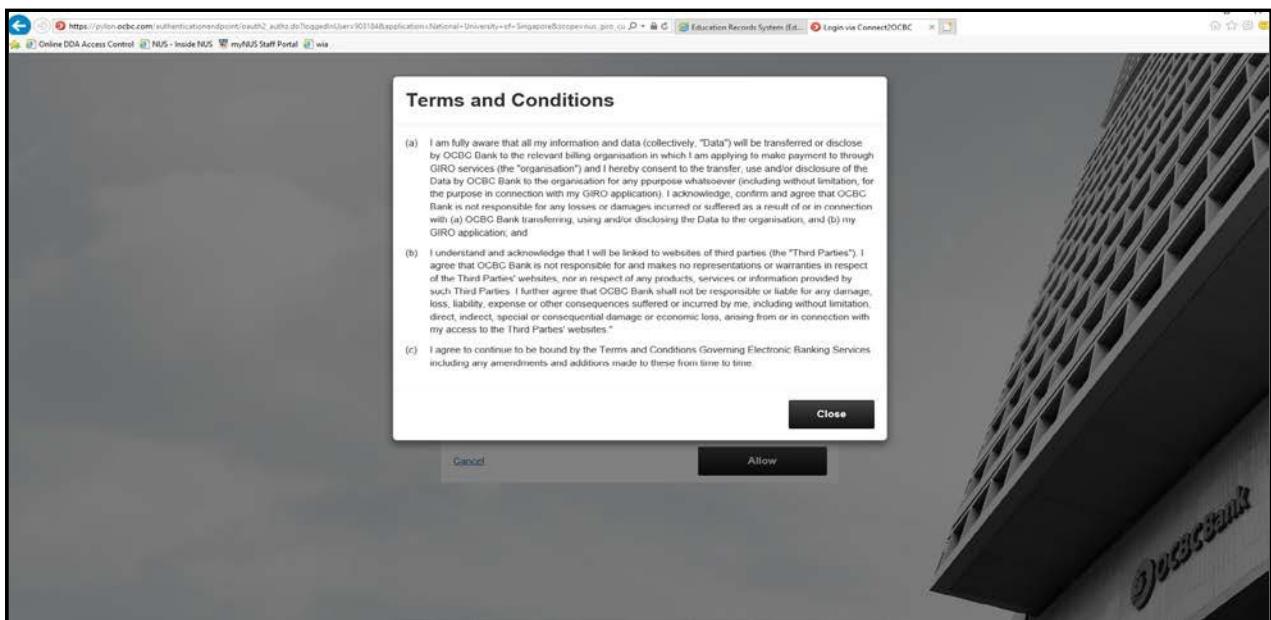
- Key in the 6-digit OTP sent to your mobile number registered with OCBC. Click “Login”.



- Or Click “Switch to token” if you are using the hardware token below.



- Before clicking “Allow”, please click on the [Terms and Conditions](#) and read them.



- After reading and agreeing to the [Terms and Conditions](#), click “Close”, followed by “Allow”.

- The list of bank a/c nos. of the account holder will be available in the drop-down list for the account holder to select.

This screenshot shows the 'Manage Bank Accounts' page. On the left, there's a sidebar with various links: Student/Preliminary Bill, Loan Agreements, Account Inquiry, Manage Bank Accounts (which is highlighted in green), View Other Charges, Make a Payment, and Student Refunds. The main area has a title 'Manage Bank Accounts'. Below it, there's a section titled 'Select Account(s)' with fields for 'Bank SWIFT BIC / Bank Name' (set to OCBCSGS0XXX Oversea-Chinese Banking Corp Ltd) and 'Account Number'. A note says 'Please consult the bank if you are not able to see the desired bank account in the list.' To the right of these fields is a dropdown menu containing a long list of account numbers, all starting with '9010043...' and ending with '- Current Account No Interest (Corp)'.

- Select the bank account and click "SUBMIT"

This screenshot shows the same 'Manage Bank Accounts' page as the previous one, but with a different selection. The 'Account Number' dropdown now contains '901004317001 - Current Account No Interest (Corp)'. The 'SUBMIT' button at the bottom of the form is highlighted with a green box.

- Upon successful application, the Acknowledgement page below will appear, showing the details of your approved GIRO bank account.

This screenshot shows the 'Acknowledge' page. The sidebar on the left is identical to the previous screens. The main area has a title 'Manage Bank Accounts'. It starts with an 'Acknowledgment' section stating 'You have setup the GIRO arrangement with OCBC Bank Account.' Below this are sections for 'Bank Account Type' (Debit), 'Bank SWIFT BIC / Bank Name' (OCBCSGS0XXX Oversea-Chinese Banking Corp Ltd), 'Branch ID' (901 UAT Branch Code 1), and 'Account Number' (901000067002). There's also an 'Account Details' section with 'Account Name' (Current Account No Inter) and 'DDA Reference Number' (A0141066N). At the bottom, there's a timestamp 'Date Time' (2019-11-12 17:52:16) and a 'Return to Main Page' button.

- Click “Return to Main Page” to view the status of your GIRO Bank Account.

The screenshot shows a web browser window titled "Manage Bank Accounts" from the "myNUS Staff Portal". The left sidebar has a green header "Financials" and several menu items: "Student/Preliminary Bill", "Loan Agreements", "Account Inquiry", "Manage Bank Accounts" (which is selected and highlighted in green), "View Other Charges", "Make a Payment", and "Student Refunds".

**Bank Account Details**

**GIRO Bank Account (Debit Bank Account)**

Tuition Fee, Miscellaneous Student Fees, Hostel Fees (if applicable) and other fees (if any) will be automatically deducted from your **GIRO Bank Account** on the GIRO deduction dates.

Bank Name	Reference Number
Oversea-Chinese Banking Corp Ltd	A0141066N >

**Receiving Bank Account (Credit Bank Account)**

Payments from NUS will be made to your **Receiving Bank Account**. This will include disbursement of financial aid and any residual credit balances.

Bank Name	Reference Number
	A0141066N >

[Terminate Receiving Bank Account](#)

## 2c) GIRO Bank Account (Debit Bank Account) – Apply for GIRO (manual setup)

- Click “Apply for GIRO (manual setup)”

The screenshot shows the 'Manage Bank Accounts' page. On the left, there's a sidebar with various financial links. The 'Manage Bank Accounts' link is highlighted with a red box. The main content area is titled 'Bank Account Details' and contains a section for 'GIRO Bank Account (Debit Bank Account)'. It states that tuition fees, miscellaneous student fees, hostel fees, and other fees will be deducted from the GIRO bank account. A message at the top right says 'You do not have any Active GIRO Bank Account at this time'. Below this, there are three options: 'Apply for GIRO (online setup for DBS/POSB account holders)', 'Apply for GIRO (online setup for OCBC account holders)', and 'Apply for GIRO (manual setup)'. The 'Apply for GIRO (manual setup)' link is also highlighted with a red box. A note below it says: 'For manual setup, if you wish to change any data after submission, please click the "Cancel GIRO Bank Account" link.' At the bottom, there's a section for 'Receiving Bank Account (Credit Bank Account)' with a link to 'Add a new Receiving Bank Account'.

- Input the required information accordingly

The screenshot shows the 'Add a new GIRO Bank Account' form. The sidebar has a 'Manage Bank Accounts' link highlighted with a red box. The main form has a 'Bank Account Type' dropdown set to 'Debit'. There are fields for 'Bank ID' (with a search icon), 'Bank SWIFT BIC', 'Branch ID', and 'Account Number'. Below these are two sections for 'Account Holder 1 Details' and 'Account Holder 2 Details', each with fields for 'Account Holder Name' and 'Contact Number'. A 'Notas:' section at the bottom contains the following 4 points:

- The GIRO Bank Account shown above will be used to deduct your Tuition Fee, Miscellaneous Student Fees, Administrative Fee (if applicable), Hostel Charges (if applicable) and Transcript Fee (if applicable).
- Please ensure that your browser's pop-up blocker is disabled before you click "Submit".
- After you have completed and submitted the bank account details online, please print a copy of the GIRO form for the account holder to sign/affix his/her thumbprint at the bank. Thereafter, please submit the "GIRO Application Form" to the Student Service Centre.
- For more information on GIRO Payment, please click [here](#).

At the bottom right are 'SUBMIT' and 'CANCEL' buttons.

- Click “Submit”

**Manage Bank Accounts**

Add a new GIRO Bank Account

Bank Account Type	Debit
Bank ID	7171
Bank SWIFT/BIC	DBSSSGSGXXX
Branch ID	123
Account Number	1234567890

**Save Confirmation**

Click OK to submit.  
Please print the completed GIRO Application form and submit it at the Student Service Centre.

**Notes:**

- The GIRO Bank Account will be used to deduct your Tuition Fees, Miscellaneous Student Fees, Hostel Fees (if applicable) and other fees (if any) on the GIRO deduction fees.
- Please ensure that your browser's pop-up blocker is disabled before you click "Submit".
- After you have completed and submitted the bank account details online, please print a copy of the GIRO form for the account holder to sign/affix his/her thumbprint at the bank. Thereafter, please submit the "GIRO Application Form" to the Student Service Centre.
- For more information on GIRO Payment, please click [here](#).

**SUBMIT** **CANCEL**

- Click 'OK'

**GIRO APPLICATION FORM**

**PART 1: FOR APPLICANT'S COMPLETION**  
(Please fill in the all fields. Incomplete forms may not be processed)

**National University of Singapore**

**Date:** 18/04/2019

**To:** Citibank NA  
(Name of Bank)

**Name of Student:** NNNNNNNN NNNNNNNNN NNNNN

**Citibank NA - All branches**  
(Branch)

**Student ID:** A0000470X

**Authorisation:**

(a) I/we hereby instruct the Bank to process the instruction of National University of Singapore ("NUS") to debit my/our account.

(b) The Bank is entitled to reject NUS's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.

(c) This authorisation will remain in force until

(i) the Bank's written notice sent to my/our address last known to the Bank; or

(ii) upon the Bank's receipt of my/our written revocation through NUS.

**Name(s) of Account Holder(s) as per Bank's Records:** TestName

**Contact Number(s) of Account Holder(s):** 12345678

**Bank Account Number:** 1234567890

**Signature(s)/Thumbprint(s)\* of Account Holder(s):** (As per Bank's records)

- The GIRO form will be pre-populated with the information you have provided earlier. Proceed to print the GIRO form. Thereafter, the bank account holder will have to sign or affix his/her thumbprint (duly verified in the presence of a bank officer) on the GIRO form in accordance with the bank's records.
  - Hand in the completed GIRO form (with bank account holder's signature/verified thumbprint) by the deadline stipulated at [Student Finance](#) webpage to [Office of Finance](#)
- National University of Singapore  
University Hall  
Tan Chin Tuan Wing  
UHT #03-02  
21 Lower Kent Ridge Road  
Singapore 119077

**To update details of the GIRO Bank Account that has NOT been approved (i.e. Account Status = Submitted) (for manual applications only)**

The screenshot shows the 'Manage Bank Accounts' page with a modal window titled 'GIRO Bank Account Details'. The modal contains the following information:

- Bank Account Number: DBS Bank Ltd / POSB Bank
- Reference Number: 025169
- Branch Name: Post Office Savings Bank, Headquarters
- Account Holder 1 Name: Test Account
- Temporarily Suspended: No
- Account Status: Submitted

- Go to “Bank Account Details” page (“Financials> “Manage Bank Accounts”)
- Click “Cancel GIRO Bank Account”

The screenshot shows the 'Bank Account Details' page with the 'GIRO Bank Account (Debit Bank Account)' section. It displays the following information:

- Bank Name: DBS Bank Ltd / POSB Bank
- Reference Number: 025169

A yellow box highlights the 'Cancel GIRO Bank Account' link. Below it, a note says: "For manual setup, if you wish to change any data after submission, please click the 'Cancel GIRO Bank Account' link."

**Receiving Bank Account (Credit Bank Account)**  
Payments from NUS will be made to your **Receiving Bank Account**. This will include disbursement of financial aid and any residual credit balances.

You do not have any Active Receiving Bank Account at this time

Add a new Receiving Bank Account

- Update the cancellation reason and Click “Submit”, followed by “OK”

The screenshot shows the 'Manage Bank Accounts' page with the 'Cancel GIRO Bank Account' form. It displays the following information:

- Bank Account Type: Debit
- Bank ID: 7171 DBS Bank Ltd / POSB Bank
- Bank SWIFT BIC: DBSSSGSGXXX
- Branch ID: 081 Post Office Savings Bank, Headquarters
- Account Number: [redacted]
- Account Holder 1 Details:
  - Account Holder Name: Test Account
  - Contact Number: [redacted]
- Account Holder 2 Details:
  - Account Holder Name
  - Contact Number
- Cancellation Reason: [dropdown menu]

At the bottom are 'SUBMIT' and 'CANCEL' buttons.

- Repeat the steps to “Add a new GIRO Bank Account” with new account details

**To update details of the GIRO Bank Account that has been approved (i.e. Account Status = Approved) (for manual and online applications),**

- Go to “Bank Account Details” page (“Financials” > “Manage Bank Accounts”)
- Click “Print GIRO Termination Form”

The screenshot shows the 'Manage Bank Accounts' interface with the 'GIRO Bank Account Details' tab selected. On the left, there's a sidebar with various financial links. The main form has fields for Bank Account Number, Bank Name, Reference Number, Branch Name, Account Holder 1 Name, Contact Number, Account Holder 2 Name, and Contact Number. A large circular placeholder image is shown where the bank account number would normally be. The 'Account Status' field is highlighted in yellow and shows 'Approved'. At the bottom, there's a button labeled 'Print GIRO Termination Form'.

- Complete the “GIRO Termination Form” and submit it to [Office of Finance](#),  
National University of Singapore  
University Hall  
Tan Chin Tuan Wing  
UHT #03-02  
21 Lower Kent Ridge Road  
Singapore 119077
- Once processed, the Office of Finance (OFN) will terminate the GIRO Bank Account accordingly and inform you via email when the termination is effective. If you have indicated a specific effective date for the termination in the form, OFN will update accordingly, and the system will terminate the bank account on the effective date.
- After the old account has been terminated, repeat the steps to “Add a new GIRO Bank Account” with new account details.

## 2c) Receiving Bank Account (Credit Bank Account) - To credit amounts payable to you

Click here if you are using the same bank account as the “**GIRO Bank Account** (Debit Bank Account)”

The screenshot shows the 'Manage Bank Accounts' page. On the left sidebar, under 'Financials', 'Manage Bank Accounts' is selected. In the main area, there's a section titled 'Add a new Receiving Bank Account'. It includes fields for 'Bank Account Type' (set to 'Credit'), 'Bank ID' (7144), 'Branch ID' (012), 'Account Number' (1234567890), and a 'Search' icon. Below these is a green button labeled 'SAME AS GIRO BANK ACCOUNT'. Further down are sections for 'Account Holder 1 Details' (Account Holder Name: TestID, Contact Number: 90000000) and 'Account Holder 2 Details' (Account Holder Name: [empty], Contact Number: [empty]). At the bottom, there's a note with three items and two buttons: 'SUBMIT' (green) and 'CANCEL'.

- Click “Submit”, followed by “OK”

## To change details of the Receiving Bank Account (Credit Bank Account) that has been approved

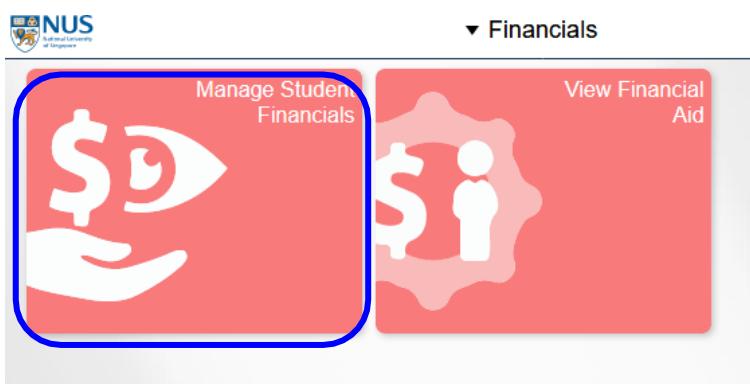
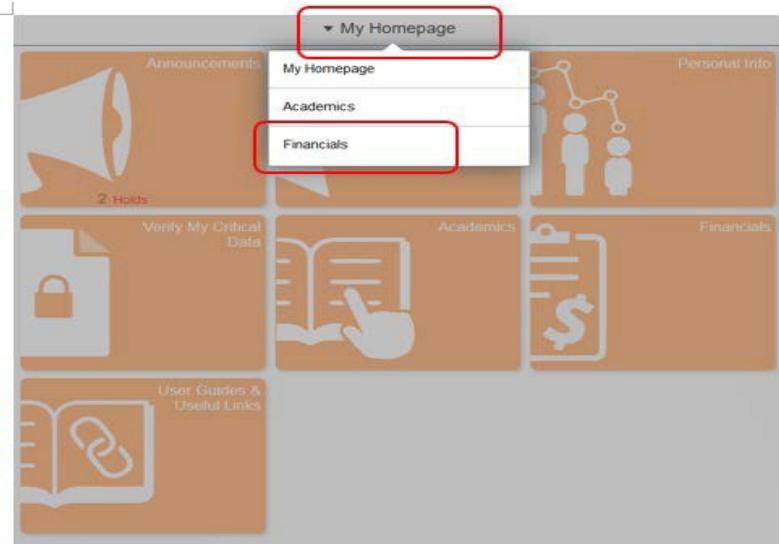
- Go to “Bank Account Details” page (“Financials” > “Manage Bank Accounts”)
- Click “Terminate Receiving Bank Account”

The screenshot shows the 'Manage Bank Accounts' page. The left sidebar is identical to the previous screenshot. In the main area, there's a section titled 'Bank Account Details' with a sub-section for 'GIRO Bank Account (Debit Bank Account)'. It contains a note about tuition fees being deducted from the GIRO account. Below this is a table with columns 'Bank Name' and 'Reference Number'. Another table for 'Receiving Bank Account (Credit Bank Account)' follows, also with 'Bank Name' and 'Reference Number' columns. At the bottom of the page is a yellow link labeled 'Terminate Receiving Bank Account'.

- Click “Submit”, followed by “OK”
- After the old account has been terminated, repeat the steps to “Add a new Receiving Bank Account” with new account details.

### 3) View Account Summary

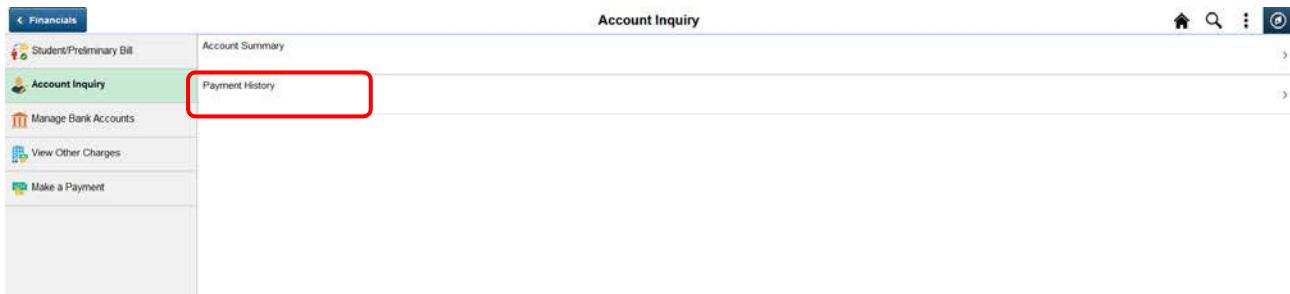
- Click “Account Summary” after clicking on (“Financials” > “Manage Student Financials” > “Account Inquiry”)



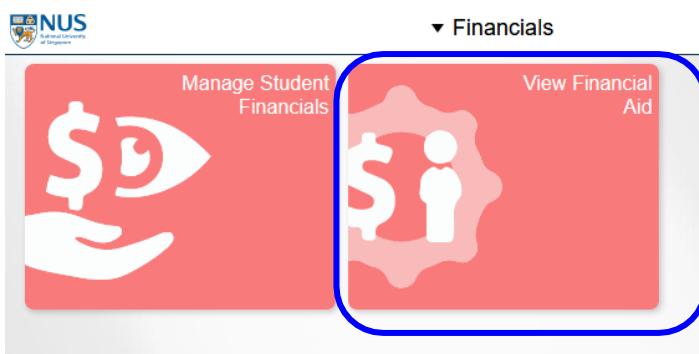
Term	Outstanding Charges & Deposits	Pending Payments	Total Due
2017/2018 Semester 2	233.85		233.85
Total	233.85		233.85

Currency used is Singapore Dollar  
[Remittance Addresses](#)

Click on “Payment History” where required



#### 4) Click “View Financial Aid” (for financial aid disbursed)



View Financial Aid Disbursed					
All Terms	Yes	Term From	2017/2018 Semester 1	Term To	2017/2018 Semester 2
<input type="button" value="GO"/>					
FA Code	FA Type	Item Type	Term	Posted Date	Amount
1 Tuition Fee Loan (UG) DBS	Loans	Tuition Fee Loan - DBS (UG)	2017/2018 Semester 1	19/09/2017	1383.15
2 Post Secondary Education Acct-TF&MMF	Post-Sec Education Acct Scheme	PSEA	2017/2018 Semester 1	19/09/2017	5045.70
3 Tuition Fee Loan (UG) DBS	Loans	Tuition Fee Loan - DBS (UG)	2017/2018 Semester 2	06/01/2018	5670.00

#### 5) View Student Refunds – Click on the “>” icon to view the breakdown of the refund

Student Refund Details					
This page provides the details of the item “Refund(s) to student” in the Student Bill.					
<input type="text" value="From: 01/01/2018"/> <input type="text" value="To: 31/12/2018"/> <input type="button" value="Go"/>					
Refund Processed Date	SAP Doc No	Item Type	Refund Amount	11 rows	
13/11/2018	004042932	894800000001	3500.00	>	
12/10/2018	0040438009	894800000001	3500.00	>	
13/09/2018	0040438009	894800000001	3500.00	>	
14/08/2018		894800000001	3500.00	>	
13/07/2018		894800000001	3500.00	>	
13/06/2018		894800000001	3500.00	>	
15/05/2018		894800000001	3500.00	>	
13/04/2018		894800000001	3500.00	>	
13/03/2018	0040409112	894800000001	3500.00	>	
13/02/2018	0040396562	894800000001	3500.00	>	
15/01/2018	0040396672	894800000001	3108.01	>	