



# PS 8.9 QUICK REFERENCE GUIDE

## VIEW TUITION CHARGES

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SELF SERVICE > STUDENT CENTER – ACCOUNT INQUIRY

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This document will provide simple instructions for viewing tuition charges via the SIS.

1. You may view your tuition charges, payment due dates and verify payments to your account using these navigations.
2. **Login** to **SIS**
3. Navigate to **Self Service > Student Center – Account Inquiry** under **the Finances heading**.
4. The **Account Summary** page will open displaying any outstanding charges on your account.
5. To view deadlines for tuition payments, **click** on the **Charges Due tab**.
6. To view payments you have made, **click** on the **Payments tab**.
7. Don't forget to click "**Sign Out**" on the top right-hand corner of the screen when you are finished.

**Note:** To view your financial aid and tuition account information for TNCC, you must set your Institution field in User Preferences to Thomas Nelson Community College.