## USM Readmit App Fee Check Payment

1. You are processing a payment for a person who is applying for readmittance so will need to change the **Admit Type**.

   Click the Look up **Admit Type** button.

2. Click on the appropriate **Admit Type** to select it.

   Readmit Student

3. On the **Application Data** page, you will process the payment from the **Application Fee Information** section.

   The **Calc. Status** should show as **Calculated** but it was previously calculated at the full $40 application fee rate when the applicant first applied. Readmits are not charged the full $40 fee so the fee must be recalculated. You can either let an overnight batch process calculate the fee or manually re-calculate the fee now. Let's re-calculate the fee now.

   Click the **Calculate Application Fees** link.

4. The **Fee Status** will show as Pending. The **Fee Type** will default to **Standard**.

   When ready to process the Readmittance fee, click on the **Post A Payment** button to open the **Group Posting** page.

5. On the **Group Posting** page, click on the **Item Type** lookup button to lookup and select the appropriate **check** Item Type.

   Notice the **Item Amount** defaults to $20.00. This was determined when you selected the **Admit Type** of **Readmit Student** on the **Application Data** page.

6. On the **Check Information** page you will enter the check number in the **Check Nbr** field.

7. You will enter the account holder's name in the **Acct Holder** field.

   Leave the remaining fields blank.

8. Click **OK** to return to the **Group Posting** page.

9. On the **Group Posting** page, click on the **Origin ID** lookup icon.

10. Click on the appropriate **Origin ID** for the payment you are making to select it. Your security settings determine what Origin IDs appear in the list.
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<tr>
<td>11.</td>
<td>Click the <strong>OK</strong> button to prepare the payment for posting and return to the Application Data page.</td>
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<td>12.</td>
<td>On the Application Data page, notice the <strong>Fee Status</strong> now shows as <strong>Received</strong>. Click the <a href="#">Transaction Summary</a> link review summary information about the transaction.</td>
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<td>13.</td>
<td>Click the <strong>Return</strong> link.</td>
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<td>14.</td>
<td><strong>End of Procedure.</strong></td>
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