


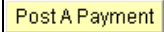

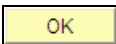

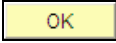
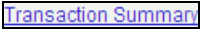



USM Readmit App Fee Check Payment

1.	<p>You are processing a payment for a person who is applying for readmittance so will need to change the <i>Admit Type</i>.</p> <p>Click the Look up Admit Type button.</p> 
2.	<p>Click on the appropriate <i>Admit Type</i> to select it.</p> 
3.	<p>On the Application Data page, you will process the payment from the <i>Application Fee Information</i> section.</p> <p>The <i>Calc. Status</i> should show as <i>Calculated</i> 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.</p> <p>Click the Calculate Application Fees link.</p> 
4.	<p>The Fee Status will show as Pending. The Fee Type will default to <i>Standard</i>.</p> <p>When ready to process the Readmittance fee, click on the Post A Payment button to open the Group Posting page.</p> 
5.	<p>On the Group Posting page, click on the <i>Item Type</i> lookup button to lookup and select the appropriate <i>check</i> Item Type.</p> <p>Notice the <i>Item Amount</i> defaults to \$20.00. This was determined when you selected the <i>Admit Type</i> of <i>Readmit Student</i> on the Application Data page.</p> 
6.	<p>On the Check Information page you will enter the check number in the <i>Check Nbr</i> field.</p>
7.	<p>You will enter the account holder's name in the Acct Holder field.</p> <p>Leave the remaining fields blank.</p>
8.	<p>Click OK to return to the Group Posting page.</p> 
9.	<p>On the Group Posting page, click on the <i>Origin ID</i> lookup icon.</p> 
10.	<p>Click on the appropriate <i>Origin ID</i> for the payment you are making to select it. Your security settings determine what Origin IDs appear in the list.</p>



11.	Click the OK button to prepare the payment for posting and return to the Application Data page. 
12.	On the Application Data page, notice the Fee Status now shows as <i>Received</i> . Click the Transaction Summary link review summary information about the transaction. 
13.	Click the Return link. 
14.	End of Procedure.