

## How to pay for the Meal plan

1. Begin from the “My Student Center” where you will see a balance due. Click on Make a payment

**Finances**

**Account Summary**

- Due Now 0.00
- Future Due 2 675.00

**You owe 2 675.00.**  
This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.  
Currency used is Canadian Dollar

**Make a Payment**

2. This will lead you to the following page where you will select to pay your Tuition and Fees. Clicking on ‘Pay’ will take you to the Touchnet payment platform detailed below.

What I Owe		
PAYMENT AMOUNT		DESCRIPTION
<b>Pay</b>	1	Undergraduate / Graduate Tuition and Fees

3. Charges posted in the Student account appear with all the fees. However, all fees are detailed in the “View Activity” button

**Balance****\$2,575.00**

**View Activity****Make Payment**

4. Each item is detailed and rolled up within its relevant category, (example – Residence Rent, Residence Meal Plan, etc... - would appear in Residence grouping)

5. Amounts due dates are all clearly laid out in the page.

Student Account Balance				\$2,575.00
Winter 2022				\$2,575.00
Print Excel PDF				
Account Activity				
				Search: <input type="text"/>
Description	Date	Due Date	Charges	Credits/Anticipated Credits
➤ Payments and Other Adjustments			--	\$100.00
▼ Residence			\$2,675.00	--
Residence Dining Dollars	4/20/22	6/1/22	\$125.00	--
Residence Meal Plan	4/20/22	6/1/22	\$2,550.00	--

It is not possible to select the meal plan as a specific payment. However, you need to pay the amount of \$2,675 and the system will automatically assign that amount to the meal plan, this is set as a priority payment so our system knows to apply this amount to the meal plan.

**Important note:**

The meal plan charge will appear under the session in which the charge was applied to the student account and not when it will be used. Example, if the meal plan charge was applied in April 2022, then the charge will appear as Winter 2022, if the charge was applied in May, then it will appear as Summer 2022. This is normal and has no impact on when the meal plan is for (Fall 2022 in this case).