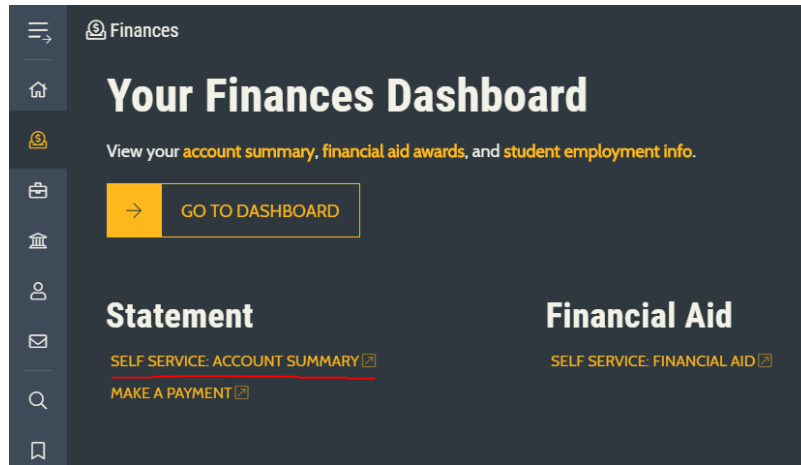


To View Tuition Statement

1. Log onto student Dordt U account [u.dordt.edu]. Click on the \$ icon on the left ribbon.
2. Click “Self Service: Account Summary” under Statement. Photo below.



3. Within Self Service, click on link to the semester you would like to view. Photo below.

Total Amount Due

Total Account Balance

Current semester should show up here

[Fall, 2019](#)

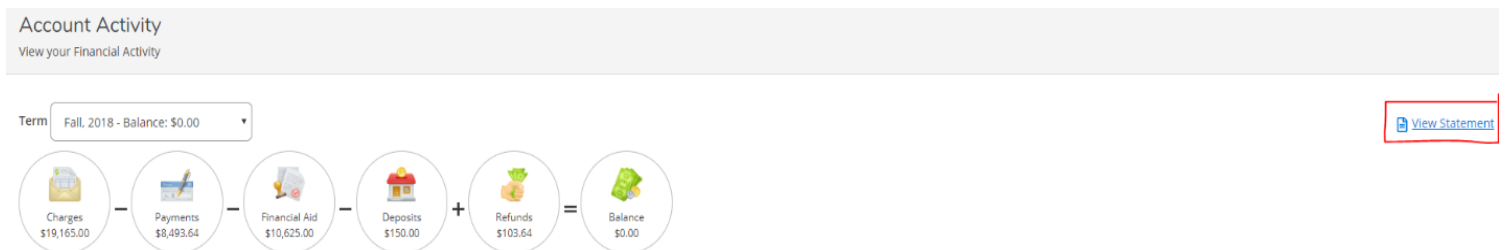
[Spring, 2019](#)

[Fall, 2018](#)

[Spring, 2018](#)

[Fall, 2017](#)

4. On the right side of the webpage, you will see “View Statement,” which creates a pdf so you can send the statement to whomever needs to view it. Photo below.

A screenshot of the "Account Activity" section. At the top, it says "Account Activity" and "View your Financial Activity". Below this is a dropdown menu for "Term" set to "Fall, 2018 - Balance: \$0.00". To the right is a red-bordered button that says "View Statement". Below the dropdown is a financial summary diagram with icons and numbers: "Charges \$19,165.00" minus "Payments \$8,493.64" minus "Financial Aid \$10,625.00" plus "Deposits \$150.00" plus "Refunds \$103.64" equals "Balance \$0.00".

5. In order to **make a payment** after viewing your statement, refer back to #2 and click “MAKE A PAYMENT.”

Note: Credit/debit card payments incur a 2.65% processing fee. The E-check option has a \$.75 processing charge instead.