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## How to print an invoice

If you follow these steps and your Invoice does not appear this is likely due to a pop-up blocker. You may see the following icon in your address bar (  ). Please check your browser settings and disable any pop-up blockers. If you are unsure how to do this then please use the help function on your browser.

1. Log in to your Student Center and locate the Finances section. Select 'Charges Due' from the drop-down menu.



**Finances**

**My Account**

- [Account Inquiry](#)
- [Banking Details](#)
- [Direct Debit](#)

**Financial Aid**

- [View Financial Aid](#)
- [Accept/Decline Awards](#)

**Charges Due** ▼

**Account Summary**

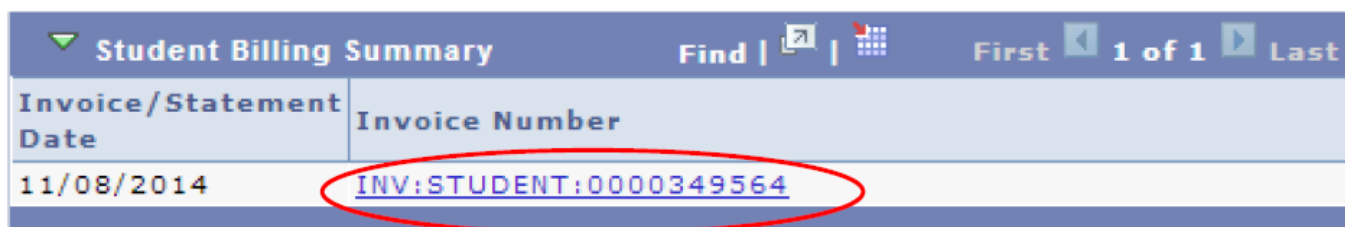
**You owe 1,820.00.**





- Due Now 0.00
- Future Due 1,820.00

Currency used is Pound Sterling.

[make a payment](#)

2. You should then see a list of charges due (see overleaf for an example), you can review these by due date or by charge. At the bottom of the page you will find links to open PDF invoices. Please note that it may take as many as 60 seconds to open the PDF so please be patient.



Student Billing Summary		Find      	First  1 of 1  Last
Invoice/Statement Date	Invoice Number		
11/08/2014	<a href="#">INV:STUDENT:0000349564</a>		

## Example of Charges Due screen

### Charges Due




Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.




Summary of Charges by Due Date		
Find   View All   		
		First  1 of 1  Last
Due Date	Due Amount	Running Total
22/09/2014	1,820.00	1,820.00

 First  1 of 1  Last




#### Details by Due Date

View By  

Details by Charge			
Find   View All   			
			First  1-3 of 3  Last
Charge	Due Date	Term	Amount
Tuition - UG - Home/EU	22/09/2014	Academic Year 2014-15	1,820.00
<b>Total due for this view</b>			<b>1,820.00</b>
<b>Total due</b>			<b>1,820.00</b>

 First  1-3 of 3  Last

Please click the link **ONLY** once and be patient; it may take as many as 60 seconds to display the PDF, depending on factors related to our system and your system. Different browsers may create a new tab or a new window to display the PDF.

Student Billing Summary	
Find      	
First  1 of 1  Last	
Invoice/Statement Date	Invoice Number
11/08/2014	<a href="#">INV:STUDENT:0000349564</a>