- 1. Use your desktop computer or your laptop and open the web browser, preferably **Google Chrome**.
- 2. Login to your Self-Service account and Select View your Account Summary by Term.



Pay your tuition balance

3. Select the **term** you wish to pay for <u>(it appears in orange font)</u>.



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Your Account Summary by Term

Anticipated third party contract payments and scholarships may NOT be included in this summary.

Summary

Account Balance:	-KWD22.00		
Spring Semester 2017			
Description	Charge	Payment	Balance
Technology Fee	KWD50.00		KWD0.00
Graduation Charges	KWD50.00		KWD0.00
Library Fee	KWD15.00		KWD0.00
Student Activity Fee	KWD50.00		KWD0.00
Tuition For Undergraduate	KWD3,680.00		KWD0.00
Debit Card Payment		KWD3,680.00	KWD0.00
Debit Card Payment Gateway		KWD56.85	-KWD10.00
Credit Card Payment Gateway		KWD133.00	-KWD12.00
Term Charges:	KWD3,845.00		
Term Credits and Payments:	KWD3,869.85		
Term Balance:	-KWD22.00		

Fall Semester 2016							
Description	Charge	Payment	Balance				
Technology Fee	KWD50.00		KWD0.00				
Library Fee	KWD15.00		KWD0.00				
Student Activity Fee	KWD50.00		KWD0.00				
Tuition For Undergraduate	KWD3,680.00		KWD0.00				
Debit Card Payment		KWD3,680.00	KWD0.00				
Debit Card Payment Gateway		KWD507.05	KWD0.00				
Credit Card Payment Gateway		KWD8.00	KWD0.00				
Term Charges:	KWD3,795.00						
Term Credits and Payments:	KWD4,195.05						
Term Balance:	KWD0.00						

4. Review your Account Balance and click pay now.



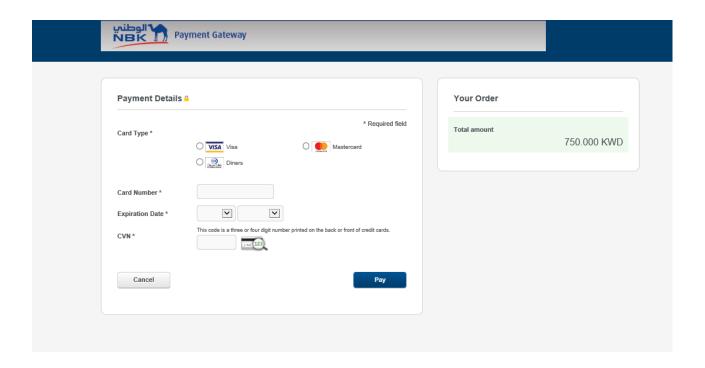
5. Select the **card type** and Enter the **amount** that you wish to pay in KWD.



6. Review the information and click on **Confirm Payment**.



7. Enter your credit card information and click on Pay. (Credit Cards Only)



8. KNET Page (Debit Cards Only)



Accepted Cards | KNET Home | Help Copyrights | Privacy Policy | Disclaimer | View Certificate | Contact Us



9. If the transaction is successful, a receipt will be displayed on the screen. The receipt will also be sent to your AUK email. If the transaction failed, an error message will be displayed indicating the type of failure.

KNET Receipt

Receipt

your transaction has been completed successfully

Student ID:

Student Name:

Term: 200901 Order ID: 7520

Amount Paid: 20 KD

Date: 20-Apr-09

TRANSACTION ID: 3182309071091100

Payment ID: 314585071091100

KNET Ref: 911064855213

Credit Card Receipt

Receipt

your transaction has been completed successfully

Student ID:

Student Name:

Term: 200901

Order ID: 7440

Amount Paid: 300.00 KD

Date: 19-Apr-09

TRANSACTION REF: CAB95A19A5D54E482CF236CA04237BD349EB5264