

# How to View your Account Statement

14 Steps [View most recent version](#) 

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Created by	Creation Date	Last Updated
Carroll University	Jul 03, 2025	Jul 03, 2025

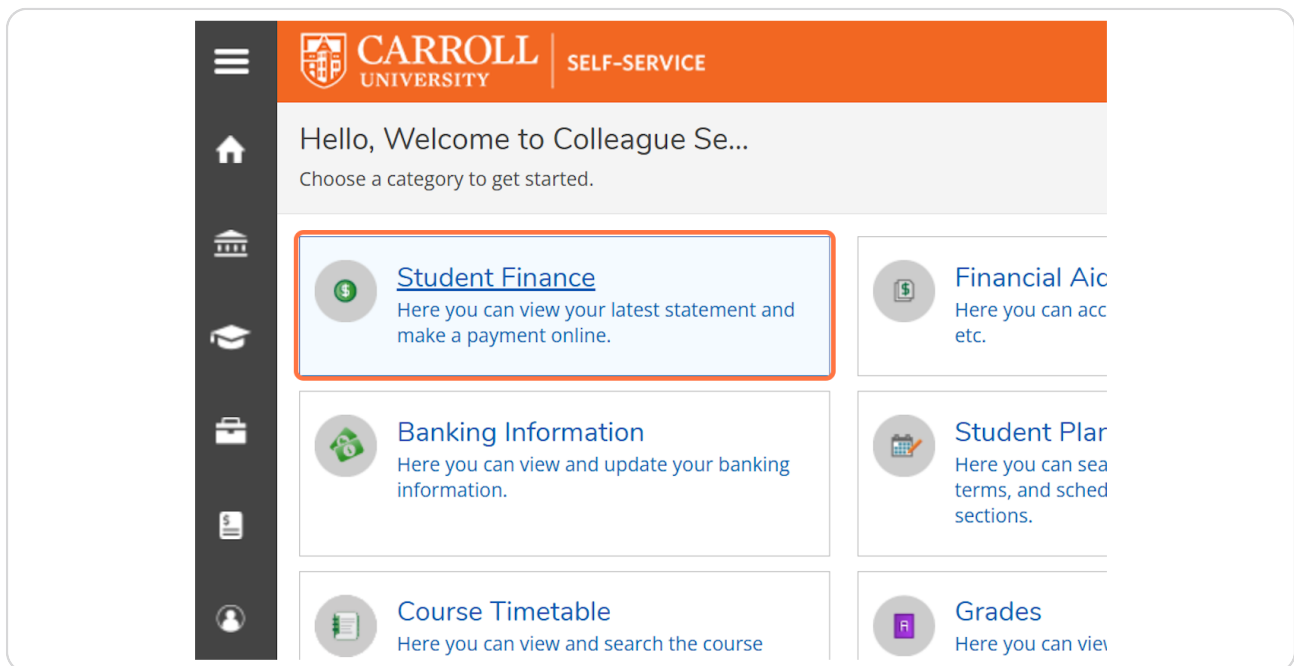
## STEP 1

### Click on Self Service



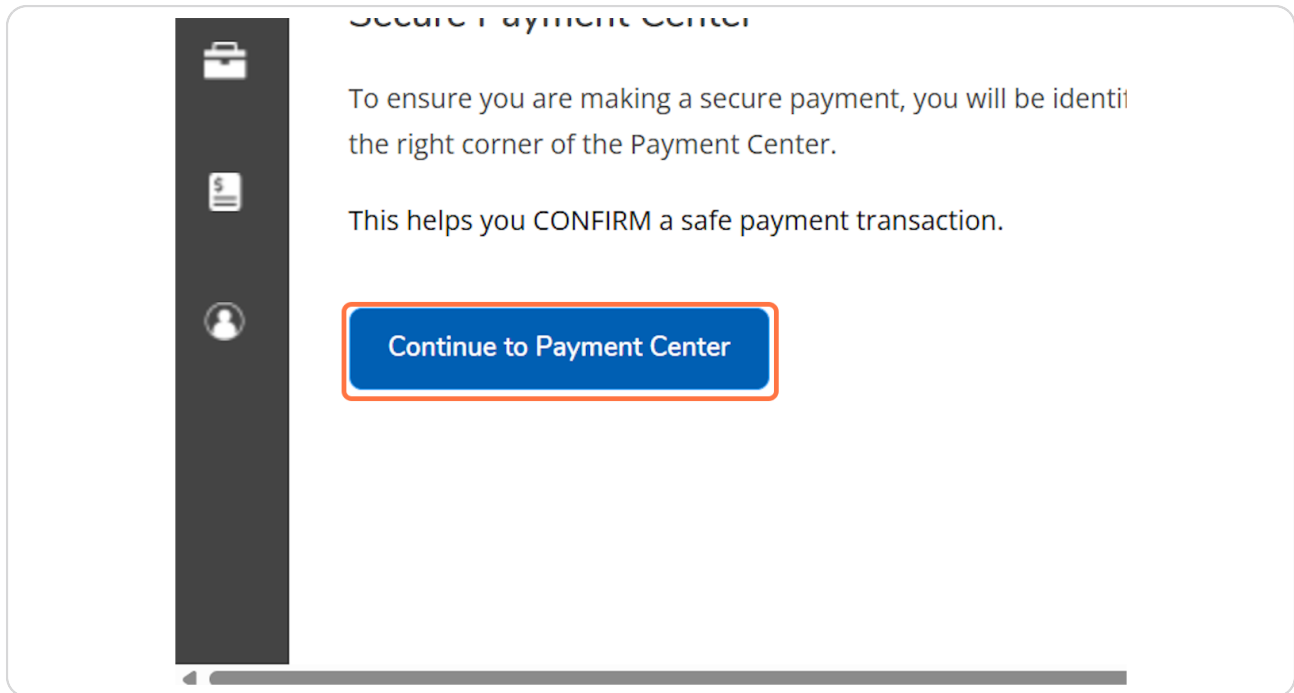
## STEP 2

### Click on Student Finance...



### STEP 3

#### Click on Continue to Payment Center



## Student Account Home

11 Steps [↗](#)

#### STEP 4

Click on View Activity

Estimated Financial Aid	\$4,050
Balance including estimated aid	\$500

[View Activity](#)[Enroll in Payment Plan](#)[Make Payment](#)

Statements

#### STEP 5

Click on the headers to see each term

## Account Activity

Expand AllPrintExcelPDF

Filter activity by

Full account activity

View Activity

> Fed Fund NonEligible Balance	\$0.00
> Student Account Balance	\$500.00

## STEP 6

Click on the term you want to see a breakdown for

The screenshot shows the 'Account Activity' page. At the top, there's a title 'Account Activity' and a 'PDF' button. Below the title, there's a 'Filter activity by' dropdown menu set to 'Full account activity' and a 'View Activity' button. The main content area displays a list of account activity items. The first item is 'Fed Fund NonEligible Balance' with a value of '\$0.00'. The second item is 'Student Account Balance' with a value of '\$500.00'. This item is expanded, showing two sub-items: 'Fall 2025' with a value of '\$500.00' and 'Summer 2024' with a value of '\$0.00'. The sub-items are highlighted with a red border.

Account Activity	Balance
➤ Fed Fund NonEligible Balance	\$0.00
▼ Student Account Balance	\$500.00
➤ Fall 2025	\$500.00
➤ Summer 2024	\$0.00

## STEP 7

Click on Toggle navigation

The screenshot shows the navigation bar of the application. It has a dark blue header with a 'Logout' button and a right arrow. Below the header, there's a dark grey bar containing a bell icon and a toggle navigation menu (three horizontal lines). The toggle navigation menu is highlighted with a red border. Below the navigation bar, there are four buttons: 'Expand All', 'Print', 'Excel', and 'PDF'.

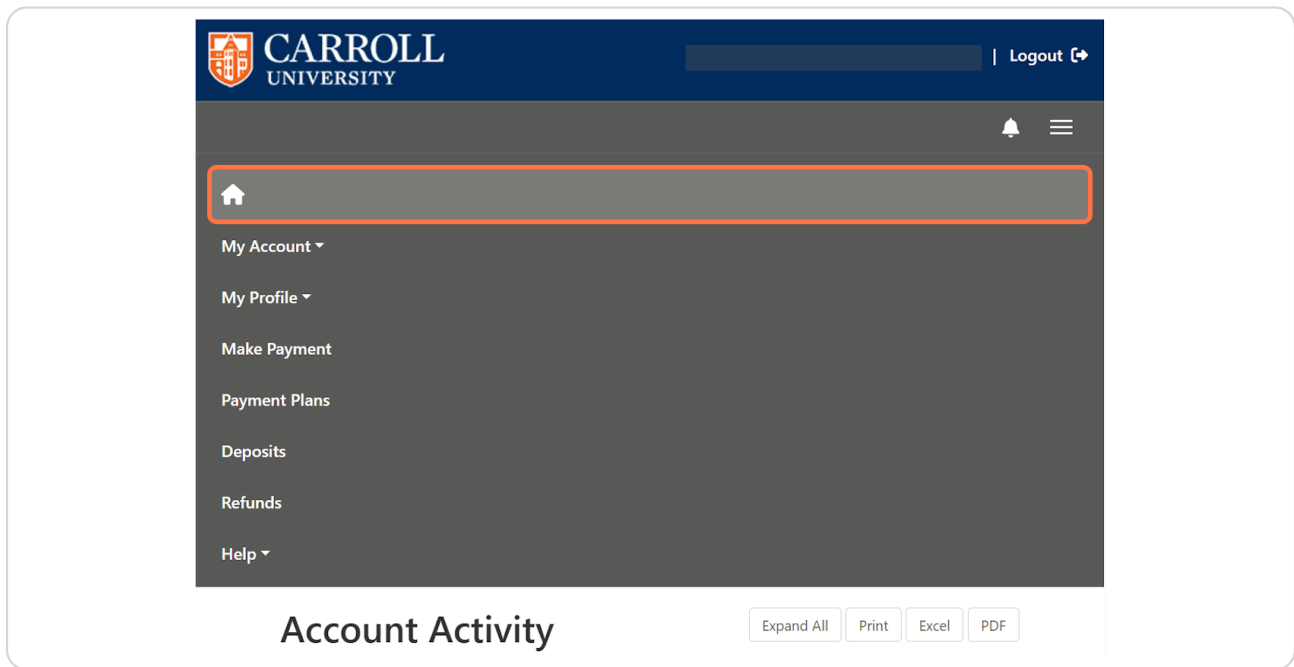
Logout ➔

Bell icon | Toggle navigation (☰)

Expand All | Print | Excel | PDF

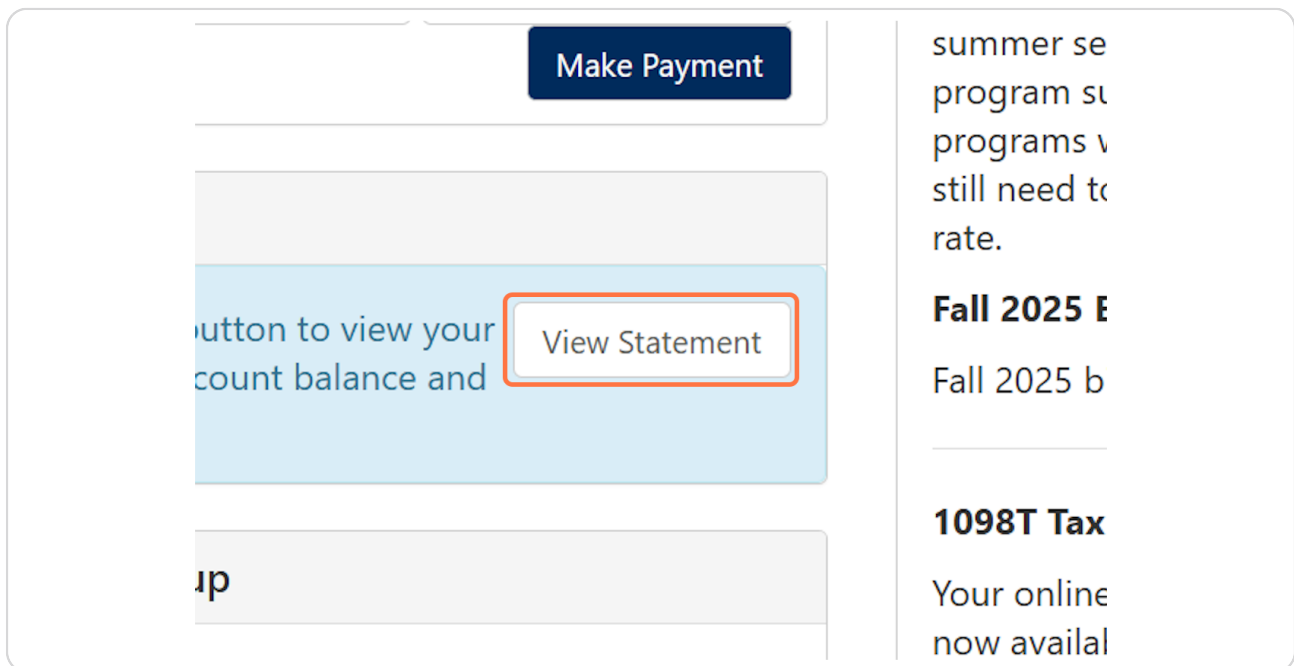
## STEP 8

### Click on Home



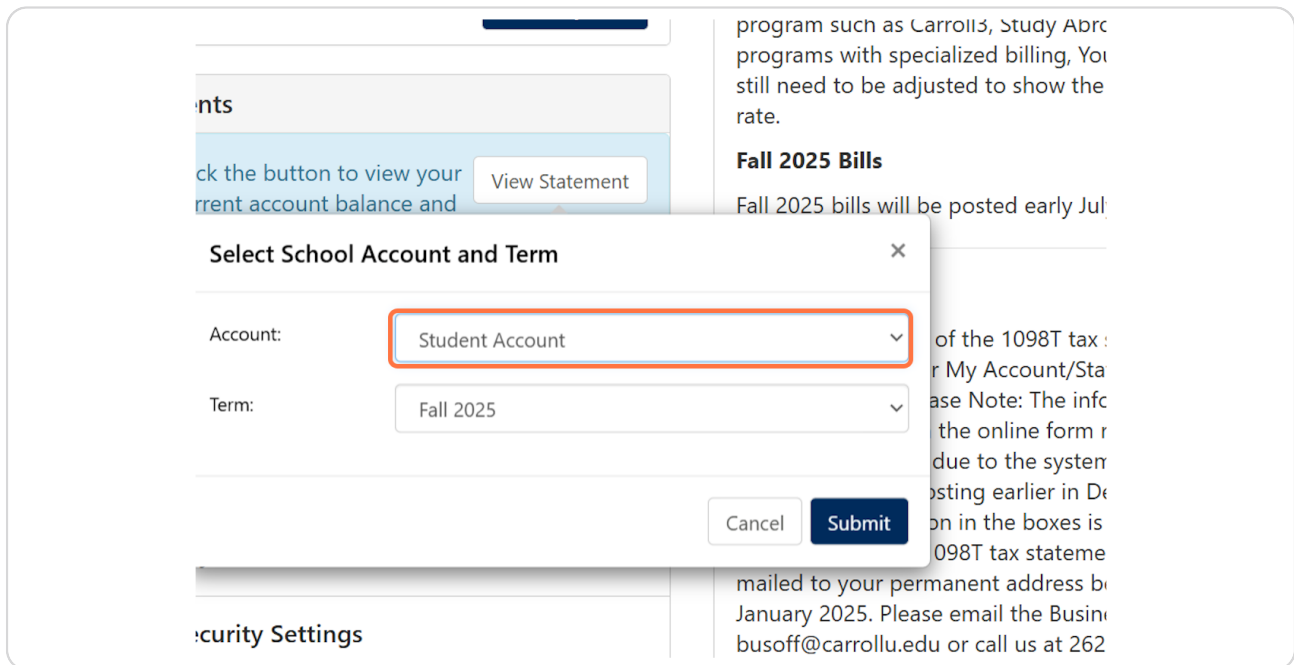
## STEP 9

### Click on View Statement



## STEP 10

### Pick your account and term



nts

ck the button to view your  
rrent account balance and

View Statement

**Select School Account and Term** ×

Account: Student Account ▼

Term: Fall 2025 ▼

Cancel Submit

Security Settings

program such as Carrolls, Study Abro  
programs with specialized billing, You  
still need to be adjusted to show the  
rate.

**Fall 2025 Bills**

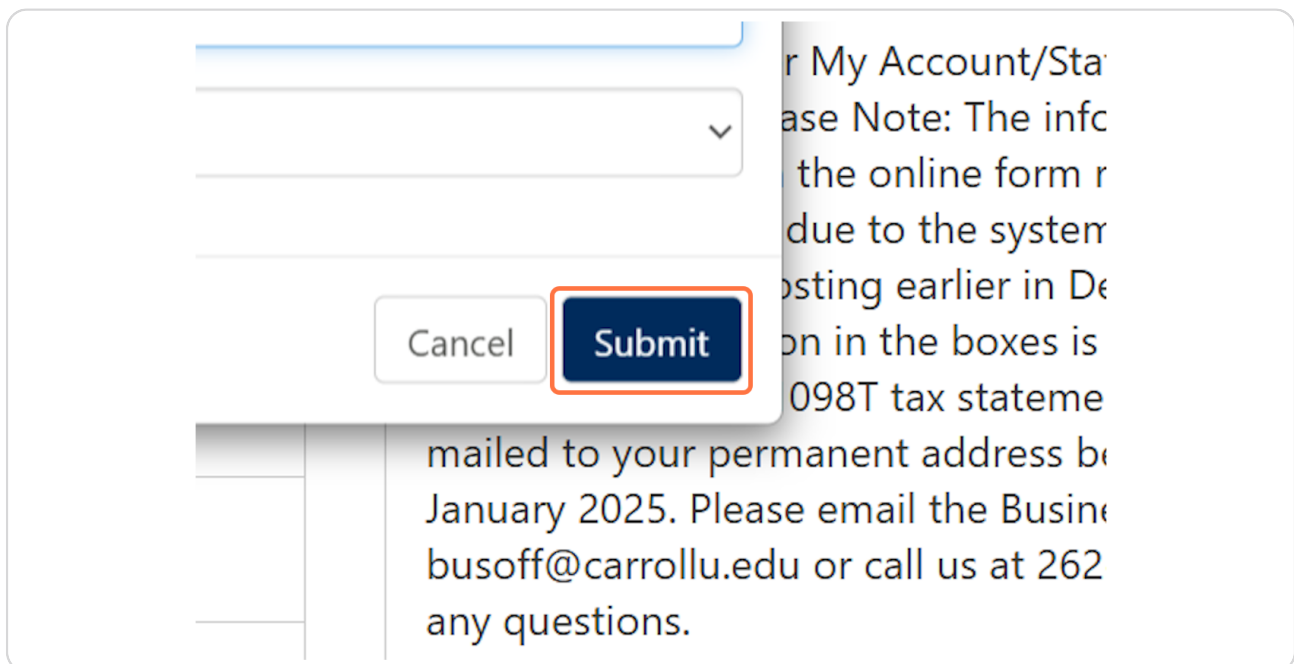
Fall 2025 bills will be posted early Jul

of the 1098T tax :  
r My Account/Sta  
ase Note: The info  
the online form r  
due to the system  
posting earlier in De  
on in the boxes is  
098T tax stateme

mailed to your permanent address b  
January 2025. Please email the Busine  
busoff@carrollu.edu or call us at 262

## STEP 11

### Click on Submit



Cancel Submit

mailed to your permanent address b  
January 2025. Please email the Busine  
busoff@carrollu.edu or call us at 262  
any questions.

## STEP 12

### View your statement

**Current Statement (Jul 3, 2025)**

**CARROLL UNIVERSITY**  
Carroll University  
100 N East Avenue  
Waukesha, WI 53186  
busoff@carrollu.edu

Statement date:  
7/3/25  
Student name:  
  
Student ID:  
  
Student email:  
  
Term:  
Fall 2025  
Term balance:  
\$500.00

**Due date:**  
**See Below for Due Date**  
**Balance including estimated aid:**  
**\$500.00**

## STEP 13

### Your statement includes your registered courses

**Account Statement**

**Estimated Financial Aid - Fall 2025**

Description	Award Amount	Loan Fee	Currently Ineligible	Anticipated Amount
<b>CU Tuition Waiver</b>	<b>\$4,050.00</b>	--	--	<b>\$4,050.00</b>

**Account Activity - Fall 2025**

Date	Due Date	Description	Charges	Credits/Anticipated Credits
> 7/1/25	--	Course Fee	\$50.00	--
> 7/1/25	--	Tuition - GR MBA	\$4,500.00	--
<b>TOTALS</b>			<b>\$4,550.00</b>	<b>\$0.00</b>

**Student Schedule**

Term Code	CRN	Subject	Section	Title	Credit Hours
2025FA	--	BUS	HY	MBA Introductory Seminar	3
2025FA	--	BUS	FX	Marketing Analysis & Strategy	3
					<b>Total Credit Hours: 6</b>



## STEP 14

### Your statement can be printed or downloaded

can be viewed under the Account Summary  
within 30 days of the charges being posted to  
262-524-7337 or [busoff@carrollu.edu](mailto:busoff@carrollu.edu)

u

Close

Print

Make Payment

CARROLL  
UNIVERSITY

