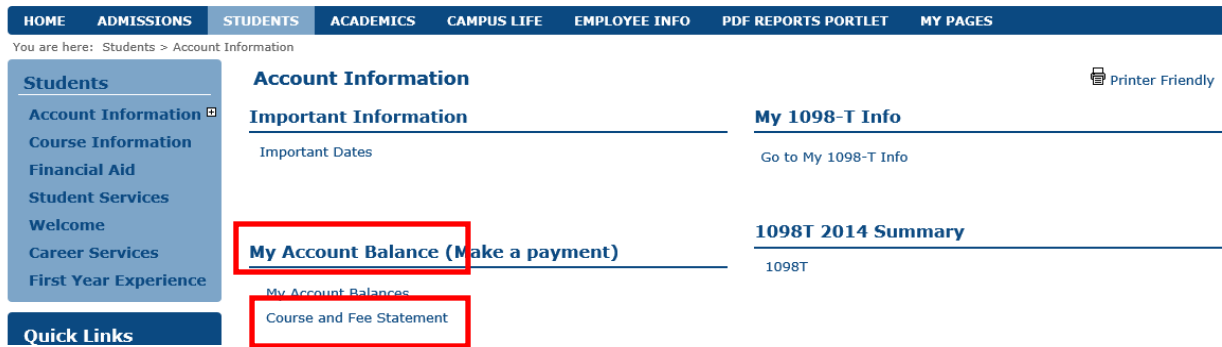


How to View a Course and Fee Statement Online

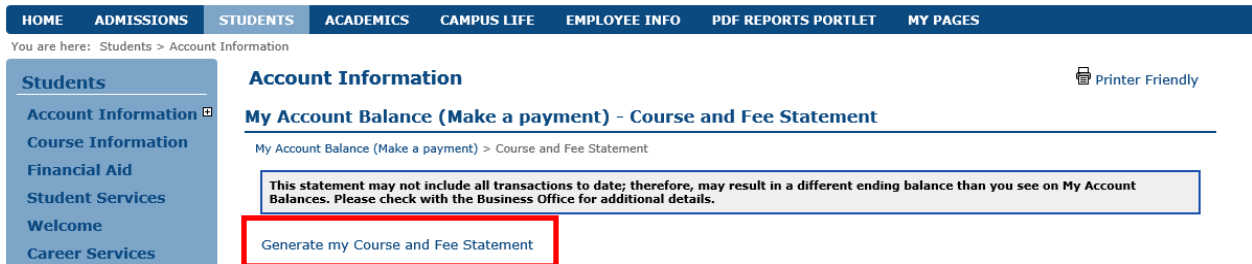
1. Log on to MyBelmont at <https://mybelmont.belmontcollege.edu/ICS/>
2. Click on the “Students” tab
3. Look at the left pane and click on the “Account Information” hyperlink



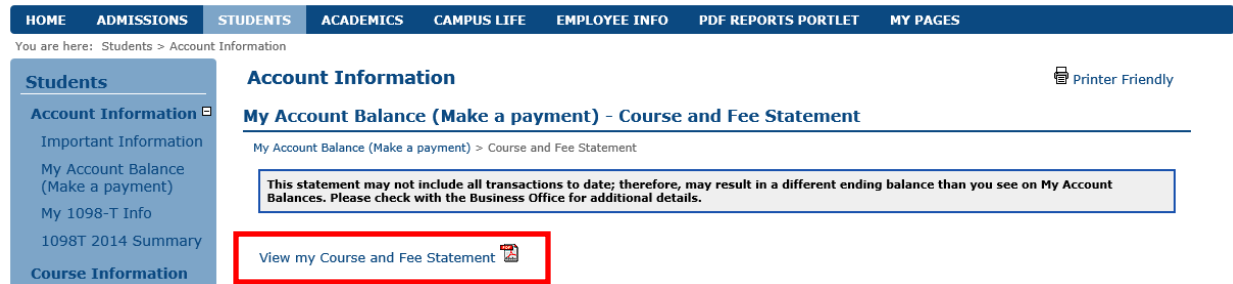
4. Under “My Account Balance”: click on the “Course and Fee Statement” hyperlink



5. Click on “Generate my Course and Fee Statement” hyperlink



6. Under “My Account Info”: click on the “View my Course and Fee Statement” hyperlink



How to Pay Your Tuition/Fees Online

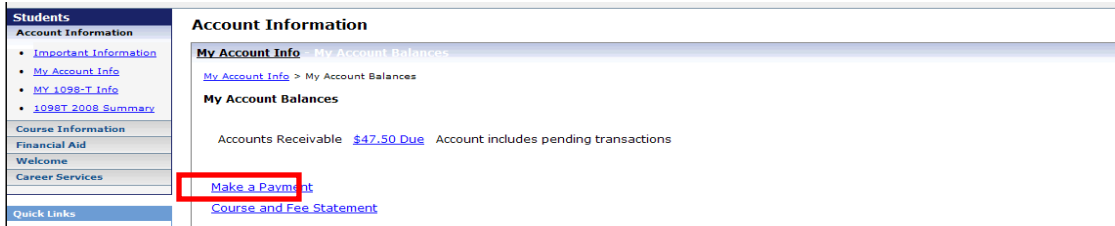
1. Log on to MyBelmont at <https://mybelmont.belmontcollege.edu/ICS/>
2. Click on the “Students” tab
3. Look at the left pane and click on the “Account Information” hyperlink



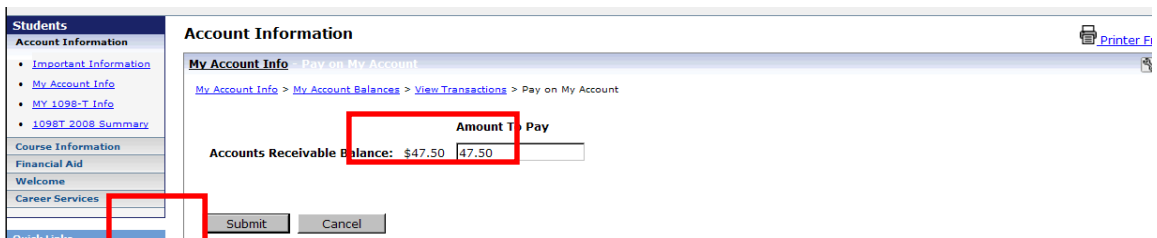
4. Under “My Account Balance”: click on the “My Account Balances” hyperlink



5. Click “Make a Payment” hyperlink



6. Enter the amount to pay in the box provided next to the Accounts Receivable Balance
7. Click the “Submit” button



8. Click on the “Continue” button

Students

Account Information

- [Important Information](#)
- [My Account Info](#)
- [MY 1098-T Info](#)
- [1098T 2008 Summary](#)

Course Information

Financial Aid

Welcome

Career Services

Quick Links

Account Information

My Account Info Payment Method

[My Account Info](#) > [My Account Balances](#) > [View Transactions](#) > [Pay on My Account](#) > Payment Method

Please click continue to process your payment.

Credit Card

Continue

Enter all required information (*)

- Enter Credit Card Information
- Enter the Billing Address Information
- Enter the Email Address you wish a receipt to be sent to (default: BTC student email)

9. Click “Submit” button

10. After Submitting the information, review for accuracy on the next screen

11. Click “Continue” button

2. Enter Credit Card Information

Credit Card Type *

Card Number * Card Number is a required field.

Card Code * 3 or 4-digit number on the back or front of your card

Expiration Date *

3. Enter the Billing Address for the above account

First Name * Last Name *

Company Name Required if card is associated with a company

Address * Address is a required field.

City * State * Zip *

City is a required field.

Country *

Phone Number * Format is 555-555-5555, use + for international

Phone Number is a required field.

You will see a confirmation that your transaction has been approved.

You will receive a confirmation of payment to the email provided during payment.

Account Information

My Account Info Payment Submission Results

[My Account Info](#) > [My Account Balances](#) > [View Transactions](#) > [Pay on My Account](#) > Payment Submission Results

This transaction has been approved.

Please retain this information for your records.

Transaction Information

Transaction Date: 9/17/2009 9:26:20 AM

Total Amount Paid: 47.50

Method of Payment: Credit Card

Payment Applied To: AR Payment

Description: Thank you for your payment on your account. You should receive an email confirmation of your payment.

Payee Information

Name: Kenneth Sempkowski

Address: 4410 County Road 1

City State Zip: Rayland, OH 43943

Country: US

[Return to My Account Info](#)