



## Understanding Your Student Account Statement

This guide is for staff and students with questions regarding how to view a student's account through the **Financial Account** tile and **View Account Balance** through **SURF**.

### SURF LOG IN (PeopleSoft Campus Solutions)

Student Logs into SURF with their credentials > Financial Account > Account Balance.

- 1.) In **Account Balance** students will see their **Account Activity Detail** for a specified term.
- 2.) Students may select **From Term** and **To Term** to view a single or multiple term Statement.
- 3.) After selecting the Term(s) to be viewed, click the **Update Terms** button to view results.

Date	Description	Term	Charge	Payment	Refund
08/21/2024	PAYMENT - Web Credit Card	Fall 2024		30.00	
08/12/2024	CCPG (formerly BOGC FW)	Fall 2024		276.00	
07/23/2024	Enrollment Fee	Fall 2024	276.00		
07/23/2024	Health Fee	Fall 2024	22.00		
07/23/2024	Student Center Fee	Fall 2024	6.00		
07/23/2024	Student Representation Fee	Fall 2024	2.00		
01/12/2024	PAYMENT - Web Credit Card	Spring 2024		166.00	
01/12/2024	Student ID Fee	Spring 2024	6.00		
01/08/2024	Enrollment Fee	Spring 2024	138.00		
01/08/2024	Health Fee	Spring 2024	19.00		
01/08/2024	Student Center Fee	Spring 2024	3.00		

4.) Once the **Update Terms** button is selected, you and the student will see all of the charges, payments and any refunds applied for the selected term range.

**Note:** If there is a lot of data be sure to scroll down to view all activity. For an easy to view account statement select **Print Statement**.

**Account Balance**

Account Activity Detail

- To view your charges and payment activity select the first and last terms to show, then click 'Update Terms'.
- For a printer friendly or downloadable PDF, click 'Print Statement'.

From Term: Spring 2024 To Term: Fall 2024 Update Terms Print Statement

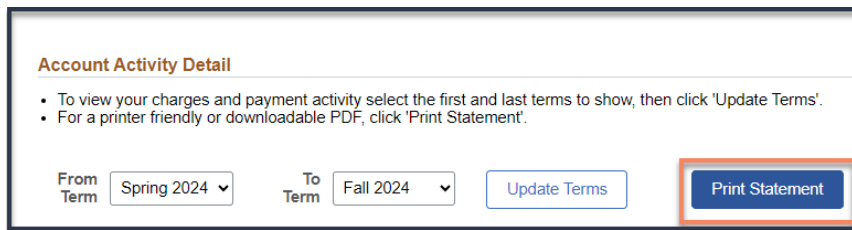
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5.) If there was a balance due, at the bottom of this screen you and the student would see an amount due, if nothing is due you will see **You have no outstanding charges at this time.**

- Payments are due at the time of registration. To avoid a registration hold or to have your hold removed, please submit payment in full today.
- Please pay Total Due shown above. Total Due above may include items from terms not selected to show in the Activity Detail above.
- If your financial aid has been cancelled or adjusted, you are responsible for all amounts owed. If you have questions about the amount of financial aid listed, please contact the financial aid office at (760)795-6711.
- If you notice a discrepancy on your account, please bring this to the Cashiers attention for further review.
- For a list of tuition and fee cost please visit the cashiers page at [www.miracosta.edu/administrative/student-accounts-office/tuition-fees-and-payment-info.html](http://www.miracosta.edu/administrative/student-accounts-office/tuition-fees-and-payment-info.html)
- For enrollment verification, please visit the Admission and Records page at [www.miracosta.edu/student-services/admissions/](http://www.miracosta.edu/student-services/admissions/)
- Transact offers for current term students monthly Installment Payment Plans. Check out the payment plan enrollment dates today to see if your eligible! [www.miracosta.edu/administrative/student-accounts-office/payment-plan.html](http://www.miracosta.edu/administrative/student-accounts-office/payment-plan.html)

**You have no outstanding charges at this time.**

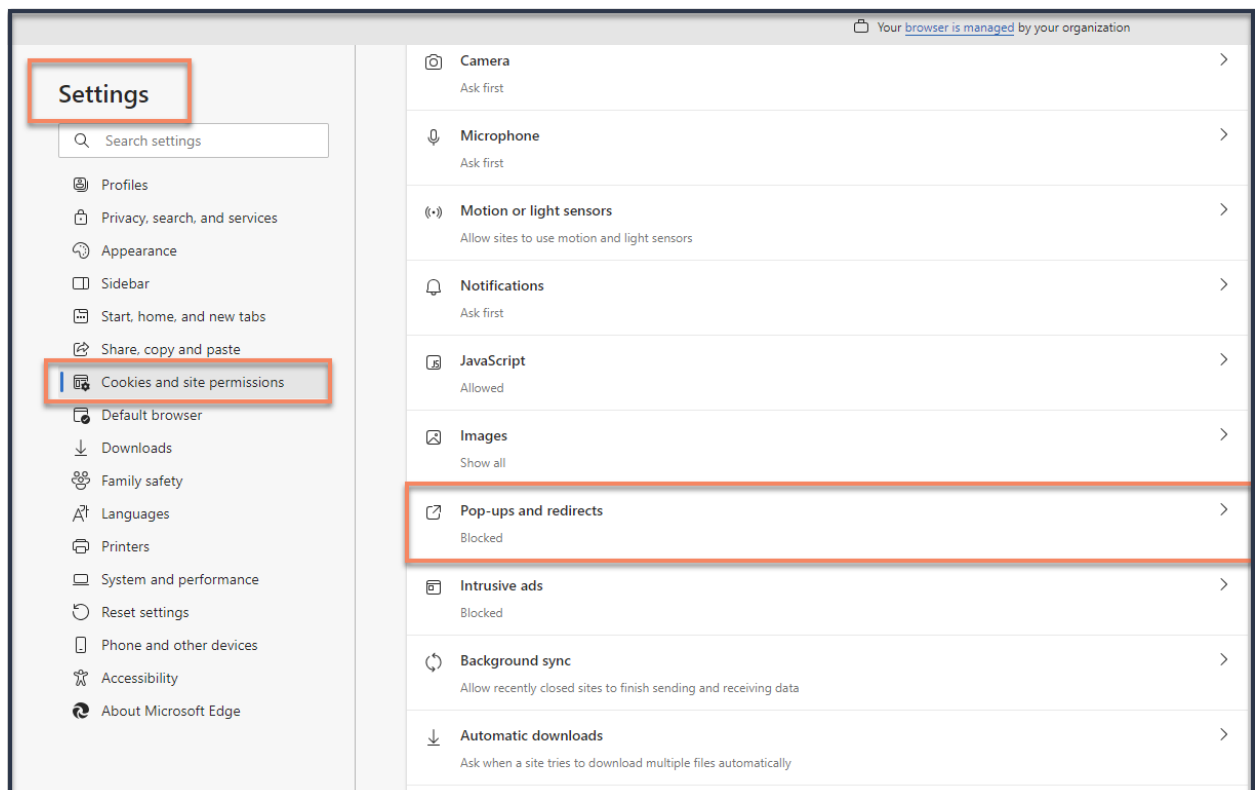
6.) To print out an easy to view Account Statement select the blue **Print Statement** button on the right hand side.



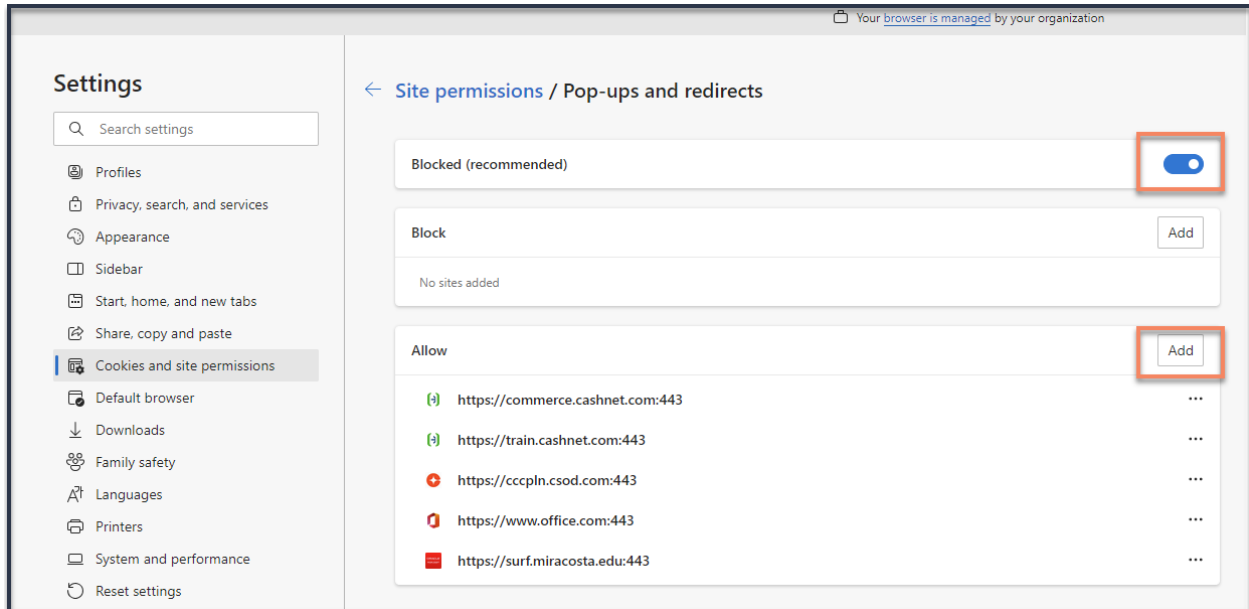
**Note:** Make sure your Pop up blocker is turned off, it will populate in a new window and you can print or save the document.

In Edge, on your Ribbon Panel you will select the three dots on the right hand side.

You will then select **Settings, Cookies and site permissions**, then click **Pop- ups and redirects**.



You can manage your sites allowed to send you pop-ups, in the **Allow** text box, you can select **Add**, then enter **https://surf.miracosta.edu** and click **save** and exit out of this screen.



7.) The account statement will pop up in a new window and allow you to print or save the document.

The Date, Item Description, Charges, Payments and Refunds will all be labeled the columns. To **calculate charges against payments**, you would simply **add all charges due** for the term and **subtract the payment amount** from the **charge**. This will give you your end balance or result. **\*\*Page 5 will show an example of the statement.\*\***



## Account Statement

Student ID: 14-8884  
 [Redacted]  
 Oceanside, CA 92057

MiraCosta Community College  
 1 Barnard Dr. Oceanside CA, 92056  
 Phone: 760-795-6835  
 Email: Cashier@miracosta.edu  
<https://www.miracosta.edu/>

**Lifetime Total Balance Due: \$ 0.00**

Date	Item	Charge	Payment	Refund
<b>Fall 2024</b>				
08/21/2024	PAYMENT - Web Credit Card		30.00	
08/12/2024	CCPG (formerly BOGC FW)		276.00	
07/23/2024	Enrollment Fee	276.00		
07/23/2024	Health Fee	22.00		
07/23/2024	Student Center Fee	6.00		
07/23/2024	Student Representation Fee	2.00		
				<b>Fall 2024 Term Balance: 0.00</b>
<b>Spring 2024</b>				
01/12/2024	PAYMENT - Web Credit Card		166.00	
01/12/2024	Student ID Fee	6.00		
01/08/2024	Enrollment Fee	138.00		
01/08/2024	Health Fee	19.00		
01/08/2024	Student Center Fee	3.00		
01/08/2024	Student Representation Fee			
				<b>Spring 2024 Term Balance: 0.00</b>

### Messages:

- Payments are due at the time of registration. To avoid a registration, hold or to have your hold removed, please submit payment in full today.
- Please pay the Lifetime Total Balance Due as indicated above. It may include items from terms not selected to show in the Term Details.