

Alternative options for making payments for Tuition, ELoans or Residence and Meal Plans. Please select/identify the correct payee type when making payments to ensure your payment is posted correctly.

A

Online Bill Payment

A1

- Sign in to BearTracks
- Select "Financials" -> "Make a payment"
- Make sure pop-ups are enabled in your browser
- Select your bank from dropdown menu
- Login to bank website in pop-up tab

OR

A2

- Access your bank website
- Log in to bank account

In some cases, you will have to **add the University of Alberta as a "Payee"** to be able to make the payment online. If yes, click on "Add Payee", then search for "University of Alberta - **Residence**") Your account number is your **seven digit student ID number, then the first four letters of your last name.** (E.g. Jane Smith = 1234567SMIT)

For names less than four letters, fill remaining letters from first name (e.g. Joseph Xu = 1234567XUJO)

- Once the payee has been added, click on "Make Bill Payment" or "Pay Bills"
- Select "University of Alberta" from the Payee list
- Enter amount to be paid, and date of payment.

The payment will take at least 3 business days to reflect on Bear Tracks.

B

Interac Payment (Visa-Debit/Mastercard-Debit Not Accepted)***For clientele with appropriate Interac cards***

- Sign in to BearTracks, then select "Financials" -> "Make a payment"
- Enter payment amount where prompted in the Interac Payment box - Select Residence
- Select from available banks listed on the Interac Website and process payment

C

Cheque Drop-Off

Cheques may be dropped off in the dropbox on the 3rd Floor Administration Building. Mailing address: University of Alberta, 3rd Floor Administration Building, Edmonton, Alberta, T6G 2M7

Cheque is payable to: University of Alberta. Provide Student Name, ID and identify as a residence payment

D

Credit Card

Students may opt to pay by credit card through the third-party company PlastiQ (www.plastiq.com) and select Residence/Meal Plan. Service fees may apply.

E

International Wire Transfer

International Tuition Payments from outside Canada can be made by visiting <https://student.globalpay.wu.com/geo-buyer/universityofalberta> and selecting Residence/Meal Plan

F

At your Financial Banking Institution

Use the Payment Form (on reverse) to pay at your bank within Canada

University of Alberta

Financial Services
3rd Floor Administration Building
Edmonton, AB T6G 2M7, Canada
780-492-2400



**ONLINE BILL PAYMENT
INFORMATION**

**THIS FORM CAN BE USED AT YOUR
BANK**

Payable at participating Banks in Canada.
Payments will be applied to any fees owing from prior sessions first. Your account must be paid to avoid late charges.

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LAST NAME

FIRST NAME

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STUDENT ID NUMBER (located on front corner of your One Card)

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AMOUNT PAID

D	D	M	M	Y	Y	Y	Y
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DATE PAID

ONLINE PAYMENT INFORMATION

PAYEE Name: UNIVERSITY OF ALBERTA - (select ~~TUITION~~ OR RESIDENCE). Do not select Tuition or ELOAN for residence payments and vice versa.

Payee Account Number: ACCOUNT NUMBER IS THE SEVEN DIGIT STUDENT ID NUMBER AND THE FIRST FOUR LETTERS OF THE LAST NAME. IF THERE ARE LESS THAN FOUR LETTERS IN THE LAST NAME, INCLUDE LETTERS OF THE FIRST NAME, TO TOTAL FOUR ALPHA CHARACTERS.

Example of Payee Account Number: 1234567LOJA

STUDENT ID NUMBER: 7 numbers Last Name: 4 letters First Name: only use if the last name is less than 4 letters

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ID

Name