



Understanding Your Invoice

SU Tech Support

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Each semester, you will be issued a new invoice. This invoice contains information about your tuition charges, additional fees, discounts and payment records for the semester.

To review your invoice, click on **Finance** in the left-hand menu, and then click **Payment & Invoice**. This will take you to your invoice area. Select an invoice using the **Semester dropdown menu**. Then scroll down to see your itemized invoice.

The first information that you see is in regard to tuition. Here you will see the list of courses you registered for in this semester, along with how much tuition you are expected to pay for each course. Some courses are complementary, but most are charged by the credit hour.

The next section lists any discounts or credits that you have on your account. If you do not see this section, you do not have any discounts or credits owed to you.

Scroll down a little farther and you will see the fees that you are being charged. Fees may include Tech Support Fees, textbook fees or other specific fees. Below the fees section, you will see a total amount owed, followed by the Payment schedule. This schedule shows you how much you owe along with the due date.

After you pay for your classes, you will see one or more entries listed in the Payment History section that record these payments.