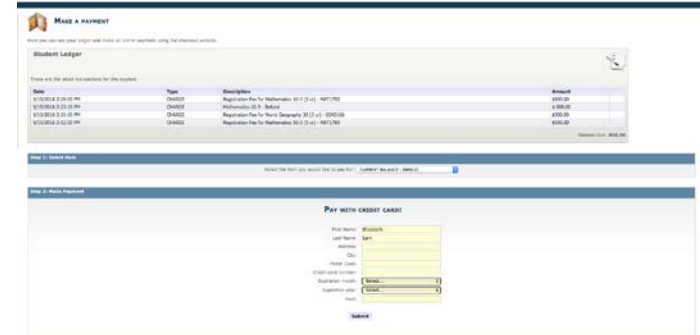
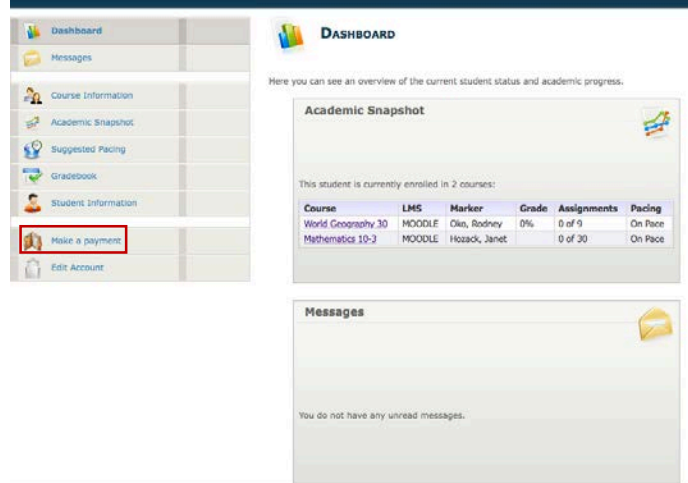


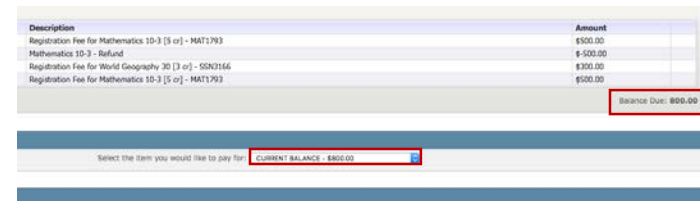
Want to pay your tuition fees online? As long as you have a valid credit card, you can do this in the Student Information System (SIS) by following these steps:

To Make a Payment

1. In the main menu, select the **Make a payment** option.



2. Check the **Balance Due** at the bottom of the Student Ledger to make sure that it matches with the amount shown in the **Current Balance** dropdown menu.



Note: If these numbers do **not** match, please contact ADLC at 1-866-774-5333 and ask to be forwarded to the Finance Department.

3. Enter your contact information and credit card details into the **Make Payment** section.



The screenshot shows a web form titled "PAY WITH CREDIT CARD". It contains several input fields: "First Name" (with "WILSON" entered), "Last Name" (with "LEE" entered), "Address", "City", "Postal Code", "Phone", "Credit Card Number" (with "1234 5678 9010 1111" entered), "Expiration Date" (with "12/12" and "12/13" entered), and "CVV". A "Submit" button is located at the bottom of the form.

4. Click **Submit** when you're done to process the payment. Your **Student Ledger** should now be empty if your balance has been paid in full. If you've made a partial payment, this field will show the balance owing.



The screenshot shows the "MAKE A PAYMENT" section of the website. It features a heading "MAKE A PAYMENT" with a small icon of a hand holding a coin. Below the heading is a sub-heading "Student Ledger" and a message: "There are no ledger transactions for this student." The ledger area is empty. At the bottom of the page, there is a small copyright notice: "Genius 001-001 All rights reserved. ©2016 ADLC".

Contact

If at any time you have questions, please contact us:

Registrations

1-866-774-5333, ext.5360

registrations@adlc.ca