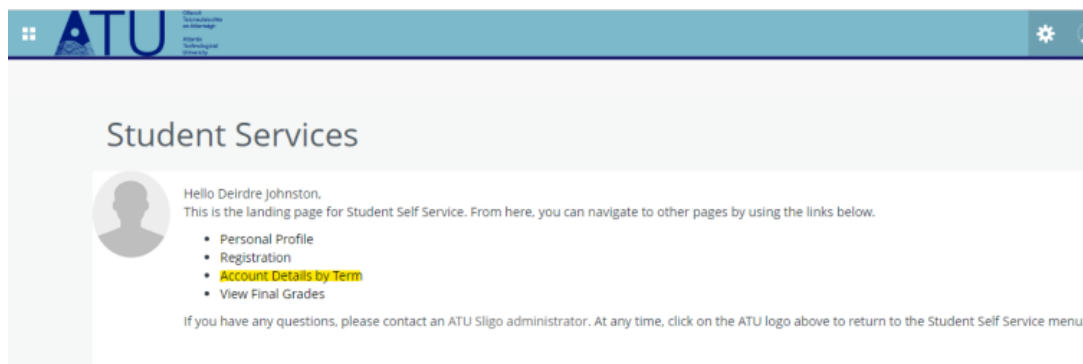


How to Make a Payment Using Self Service Banner

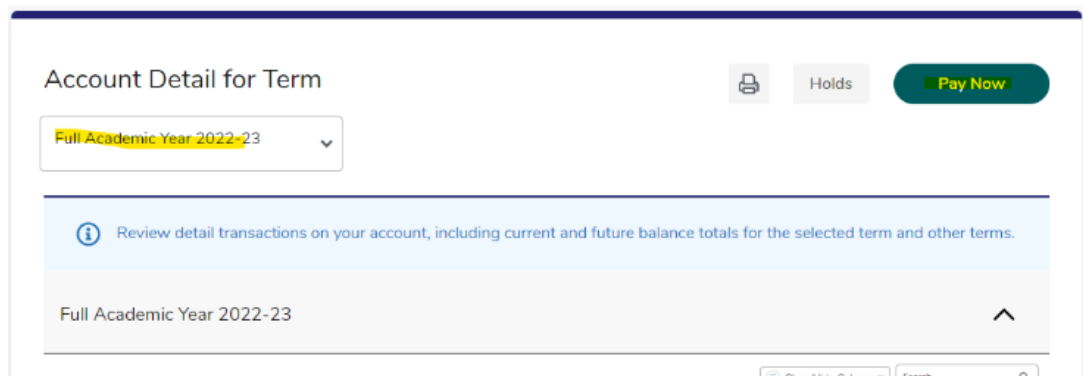
Please note:

- Only registered students of ATU Sligo will be able to access Self Service Banner
- Your tuition fee will always default to your full fee. If you are making a smaller payment (i.e. if you are paying by semester or by instalment) you will need to edit the payment amount. Please see instructions below.

- 1) Log into [Self Service Banner](#).
- 2) Select 'Account Details by Term'



- 3) the correct term (e.g. Full Academic Year 2022-23) and select 'Pay Now'



- 4) A new screen will appear. This will include a list of academic terms and the outstanding balance. Check the correct term. If you are paying the full amount, select 'Pay Now'
- 5) If you are not paying the full amount (i.e. paying by semester or by instalments) you can edit the amount in the Net Term Balance. Once you have made the edits, please select 'Pay Now'

The screenshot shows a 'Payment' modal window with a close button (X) in the top right corner. Below the title, there is an information icon (i) and a message: 'Select the checkbox against the term to make the payment. Upon selection, Net term balance amount can be edited.' Below this is a table with two columns: 'Terms' and 'Net term balance'. The table lists academic years from 2022-23 down to 2015-16. The 2022-23 term is selected with a radio button and has a net term balance of €3,819.00. All other terms have a net term balance of €0.00. Below the table, it says 'Amount payable: €3,819.00' and a green 'Pay Now' button.

Terms	Net term balance
<input checked="" type="radio"/> Full Academic Year 2022-23	€3,819.00
<input type="radio"/> Full Academic Year 2021-22	€0.00
<input type="radio"/> Full Academic Year 2020-21	€0.00
<input type="radio"/> Full Academic Year 2019-20	€0.00
<input type="radio"/> Full Academic Year 2018-19	€0.00
<input type="radio"/> Full Academic Year 2017-18	€0.00
<input type="radio"/> Full Academic Year 2016-17	€0.00
<input type="radio"/> Full Academic Year 2015-16	€0.00

Amount payable: €3,819.00

[Pay Now](#)

- 6) You will be directed to a payment screen to enter your debit/credit card details.