Tuition Receipt

Summary

How to obtain a tuition receipt

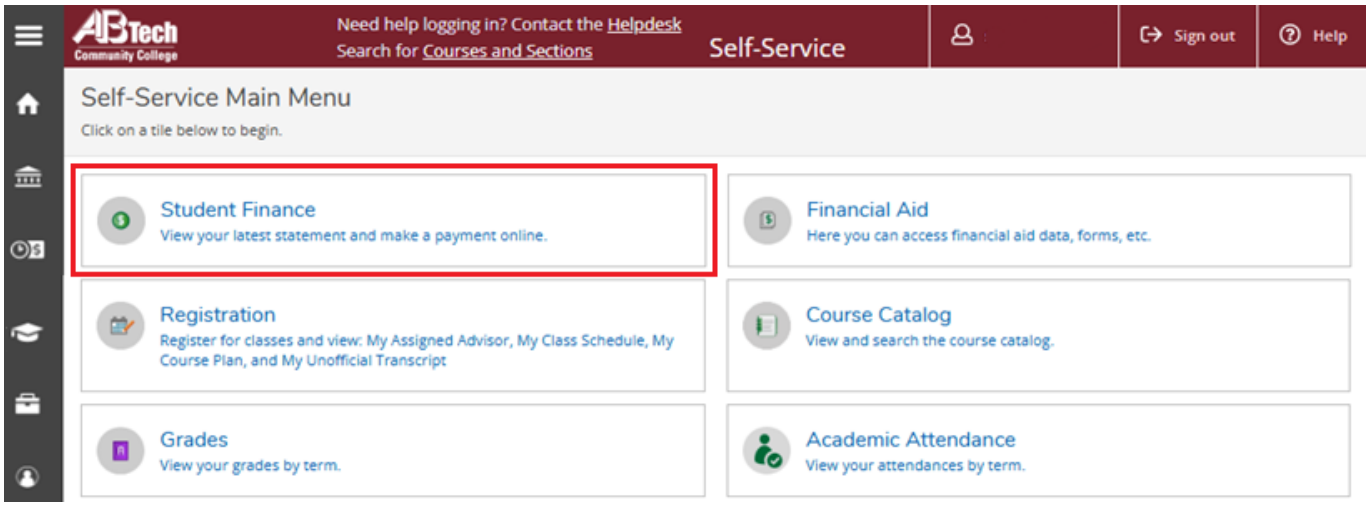
Instructions

You can view any past or present tuition charges and payments in Self-Service.

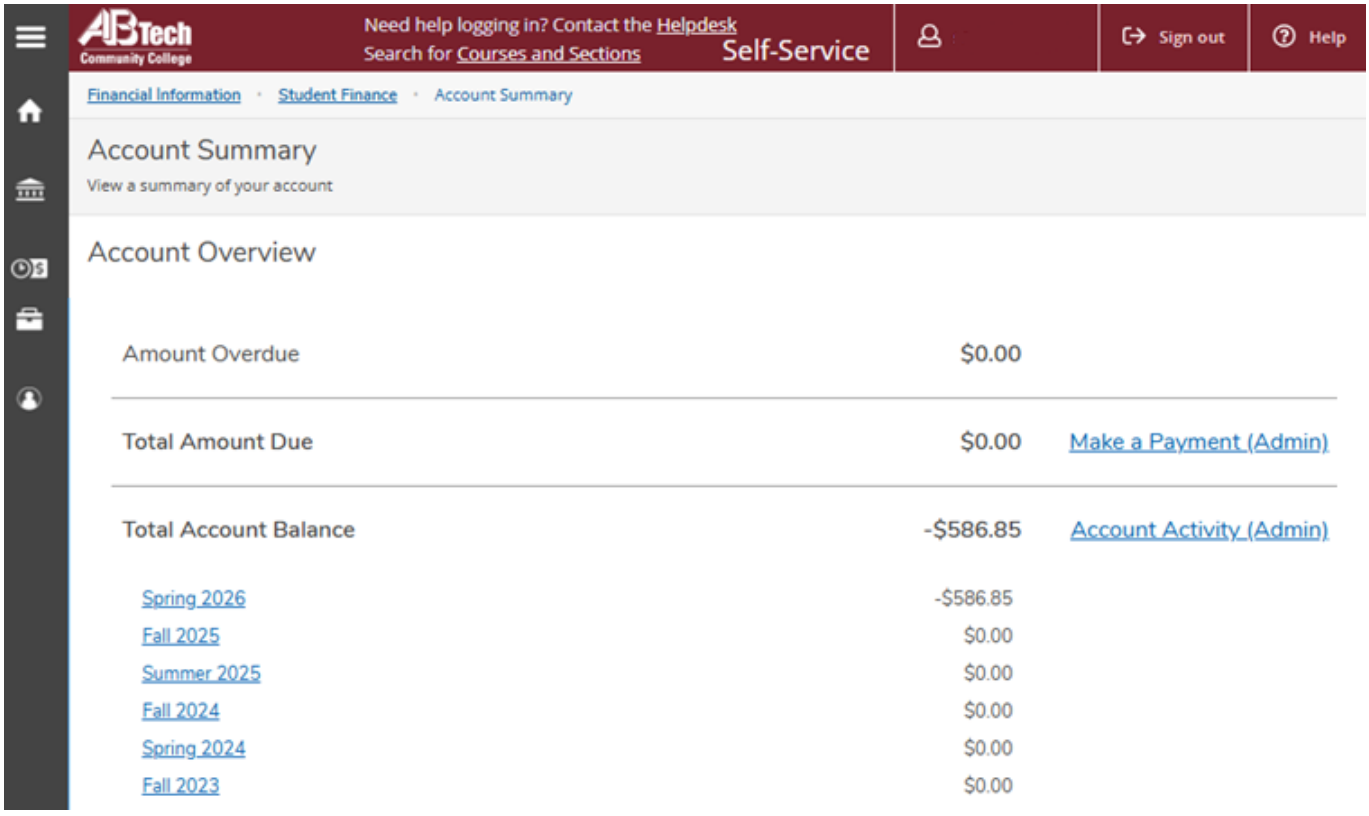
1. Go to abtech.edu, select "Online Services" in the upper-right corner, and select "Self-Service."

2. If you are already logged into your student email, you will already be logged in to Self-Service through Single Sign-On (SSO). If you are not logged in to your A-B Tech Microsoft Account, you will be prompted to log in through Microsoft.

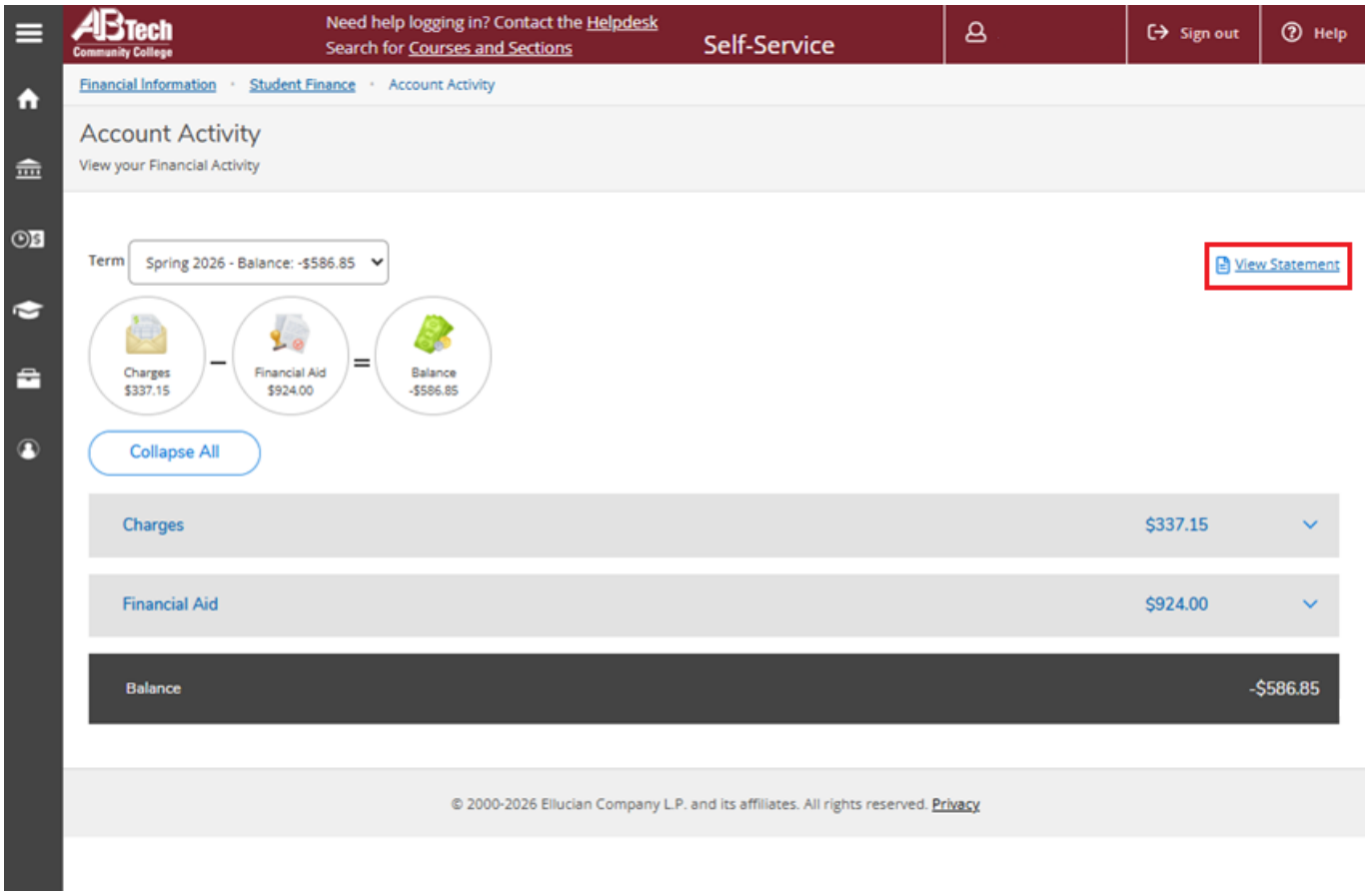
3. Click on the "Student Finance" tile on the Self-Service homepage.



4. Click on the semester you wish to view under the "Total Account Balance" heading.



5. On the next page, you will see a "View Statement" link on the right side of the screen. If you click this link, a PDF will generate with a statement of your charges, payments, and any other account activity for the selected semester.



Tuition receipts are also emailed to your student email address after a tuition payment is made. If you need an official tuition receipt for a third-party payment, please contact the Business Office for a Registration Statement.

Receipt for Books

If you bought books with financial aid, you can expand the "Financial Aid" tab in Self-Service to view these charges on your "Account Activity" screen (see screenshot above). Since the 1098-T form does not include book purchases (only tuition), this may be helpful when you file your taxes.

If you paid for books out of pocket, A-B Tech will not have a record of your

purchase. You can try searching your credit card or bank statements to see how much you spent on books.

Key Words: tuition, receipt, tuition receipt, bill, billing, pay, payment, payments

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