

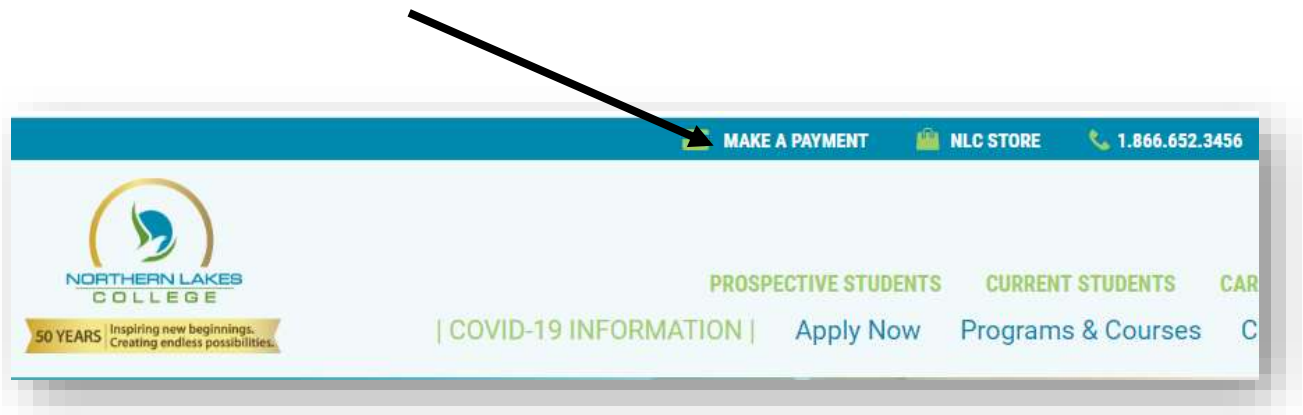
Making an Online Payment

1. BEFORE you make an online payment, you will need:

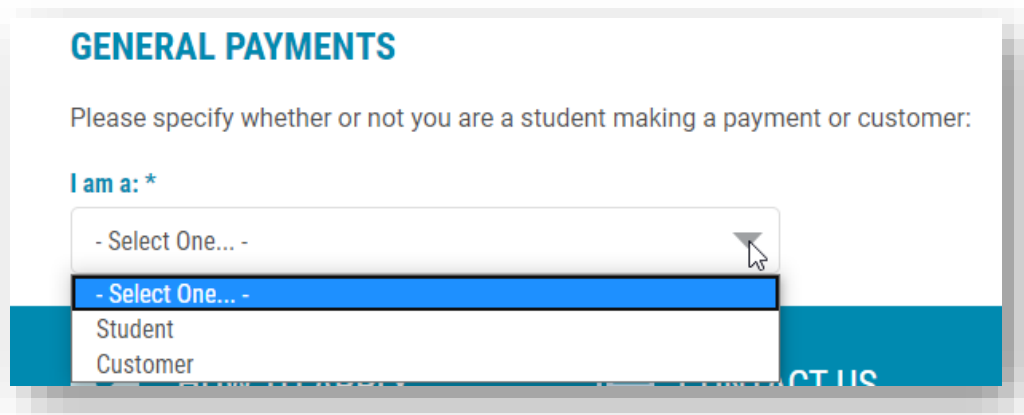
- A student number
- To know the reason for the payment (rent, damage deposit, fees)
 - Fees include Commitment Fee, Tuition, LRF, SAFEE, Books, etc.
- To know amount of money you are paying
- A valid credit card

2. Go to our website www.northernlakescollege.ca

3. Click on “make a payment” at the top of the page



4. Select “Student” for post-secondary or academic upgrading payments.



GENERAL PAYMENTS

Please specify whether or not you are a student making a payment or customer:

I am a: *

- Select One... -

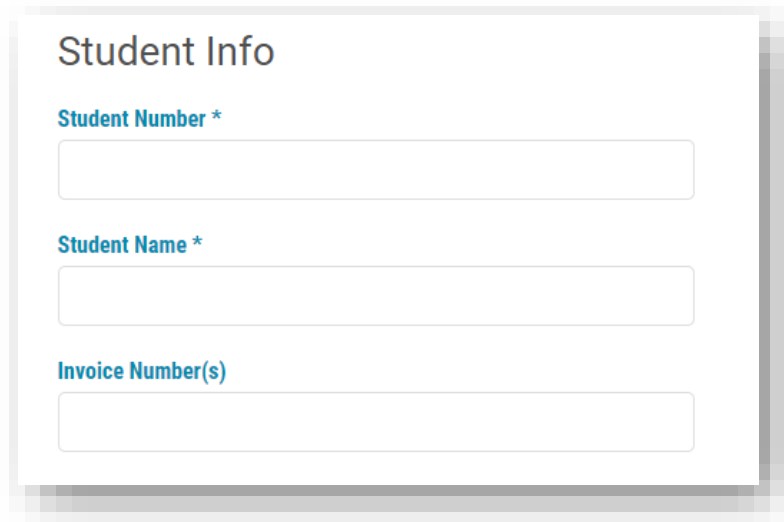
- Select One... -

Student

Customer

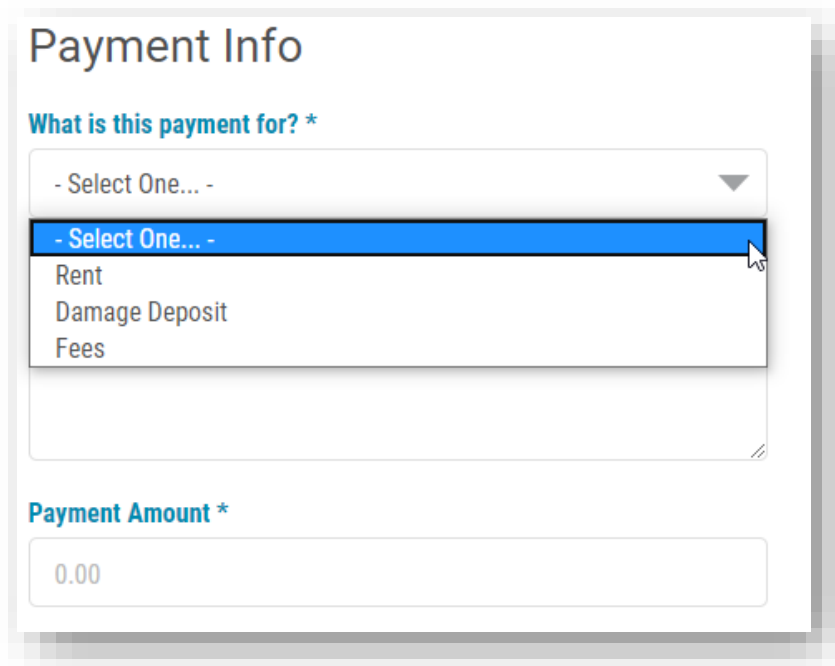
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- 5. Student Info: you must fill in all areas that have a *. If you know your invoice number, please provide it. However, we can process your payment without it.**



The screenshot shows a form titled "Student Info" with three input fields. The first field is labeled "Student Number *" and is empty. The second field is labeled "Student Name *" and is empty. The third field is labeled "Invoice Number(s)" and is empty.

- 6. You can make a payment for rent, damage deposit, and fees. If you are making a payment related to courses, select "fees"**



The screenshot shows a form titled "Payment Info" with two main sections. The first section is labeled "What is this payment for? *" and contains a dropdown menu. The dropdown menu is open, showing three options: "- Select One... -", "Rent", "Damage Deposit", and "Fees". The second section is labeled "Payment Amount *" and contains a text input field with the value "0.00".

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- 7. Give information about what you are paying for: Commitment fee, tuition, LRF SAFEE, books. Be specific. We need to know what you are paying for.**

Payment Info

What is this payment for? *

Fees ▼

Please describe which fees you will be paying for (e.g Commitment Fee, Tuition, LRF, SAFEE, Books, etc.) *

Please provide any additional information relating to your payment

- 8. Billing information –We have to know who to contact if we have questions.**

Billing Info

Name *

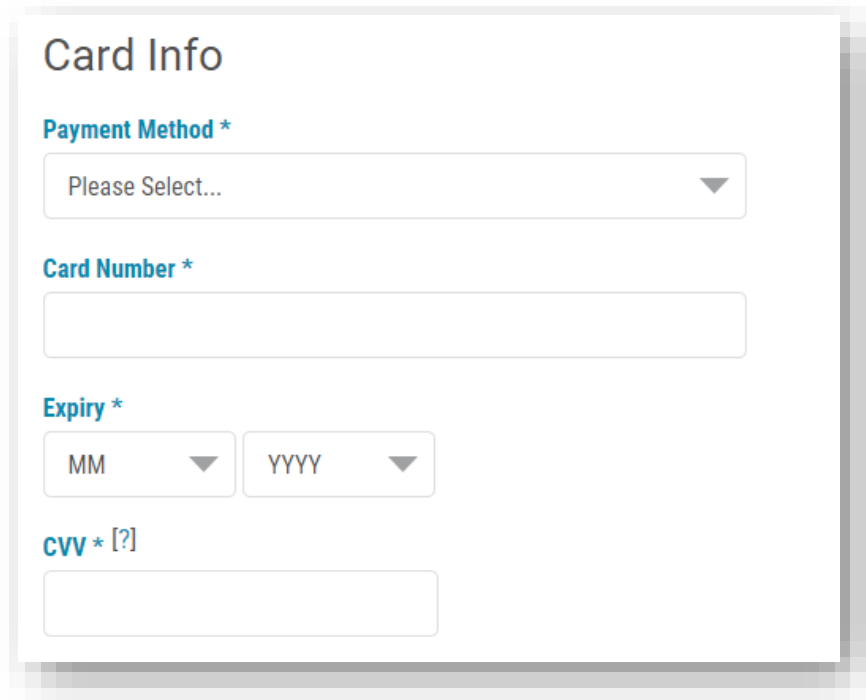
Same as provided above:

Phone *

Email *

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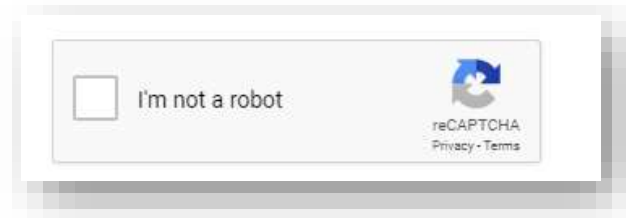
9. **Card info – we accept VISA or MasterCard.**
Complete every section with a *



The screenshot shows a form titled "Card Info" with the following fields:

- Payment Method ***: A dropdown menu with the text "Please Select..." and a downward arrow.
- Card Number ***: A text input field.
- Expiry ***: Two dropdown menus, one for "MM" and one for "YYYY".
- CVV * [?]**: A text input field.

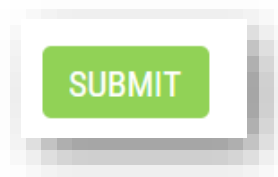
10. **Click that you are “not a robot”**



The screenshot shows a reCAPTCHA checkbox with the text "I'm not a robot" and a small square icon. To the right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".

11. **Check your answers.** Make sure that you have everything spelled correctly and that you have the right student number and card number.

12. **Once you are sure that the information is correct, click submit**



The screenshot shows a green button with the text "SUBMIT" in white capital letters.