

Printing Your Payment Receipts

View and print your payment receipts using the Algonquin College Student Information System, otherwise known as [ACSIS](#).

Note: These receipts are not for income tax purposes. For tax receipts, select T2202 Tuition Receipts on [ACSIS](#). (See our ACSIS How-To Guides for help.)

STEP 1

Log in to [ACSIS](#), using your student number.

STUDENT INFORMATION SYSTEM - YOUR ONE-STOP SHOP

Student Number:
e.g.: 012345678

Your student number must not contain any spaces or hyphens and must be in the form **012345678** and is located on your Student Card.

Problems logging in? Read our [login FAQ](#)

Algonquin College considers all of your information personal and private. All information within this system is kept secure to ensure your privacy.


STEP 2

Select *Print Payment Receipts* under *Fees and Payments*.

FEES & PAYMENTS

- Account Balance
- View Detailed Account Activity
- T2202 Tuition Receipts
- U-Pass Opt-Out
- U-Pass Tax Receipt 2015-2017
- T4A Tax Slip (Bursaries)
- Print Payment Receipts**
- Defer Your Fees

STEP 3

Select the receipt you want so that it is highlighted in blue, then click on the PDF  icon to generate your receipt

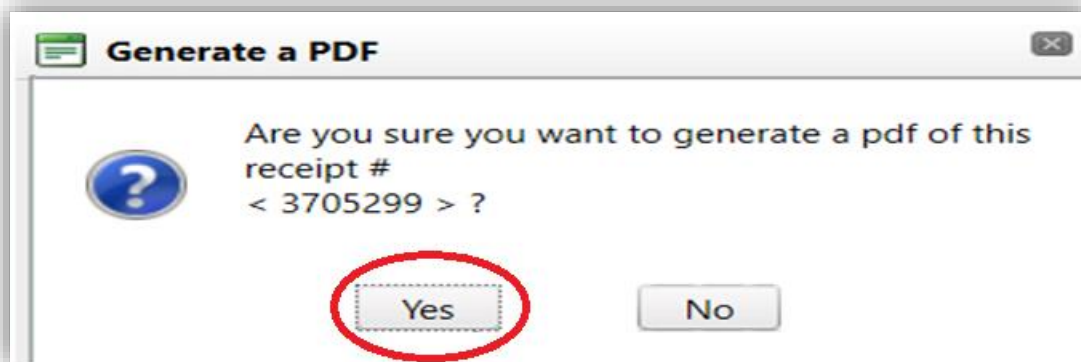
PRINT PAYMENT RECEIPTS

Receipt #	Date of Receipt	Amount	Payment Type	
3705299	13-Sep-2019 12:06:27	\$20.00	Debit Card	
3470139	27-Apr-2018 12:50:47	\$20.00	Debit Card	
2675937	03-May-2012 09:55:42	\$156.04	Cash	
2656638	03-Feb-2012 14:03:25	\$1421.40	Debit Card	

Select a PDF icon to generate a receipt

STEP 4

A pop-up will ask you confirm whether you wish to generate a PDF. Click Yes.



The Receipt will pop up as a separate PDF window on your screen and will look similar to the example below. (If the receipt does not appear, view *TROUBLESHOOTING* at the end of this How-To Guide.)

Sample Receipt:

ALGONQUIN
COLLEGE

1385 Woodroffe Avenue, Ottawa, Ontario K2G 1V8
(613) 727-0002 or 1-800-565-4723

OFFICIAL RECEIPT

RECEIVED FROM: **Student Name**
Student Address

BUSINESS NUMBER: 10669 9549 RT
RECEIPT NUMBER: **2592993**
DATE: **26-Aug-2011**

STUDENT NUMBER: **040 ### ##**

THE SUM OF: **\$70.00**

PAYMENT TYPE: **Visa**

* THIS RECEIPT IS NOT FOR INCOME TAX PURPOSES *
*****<See details below>*****

Date/Time: **09-Oct-2020 11:11:34** REPRINT

Tax Receipts: Official Tuition Tax Receipts (T2202A) are available online
via ACSIS in early February for qualifying courses taken
during the preceding calendar year.
For refund information and withdrawal policies please visit:
<https://www.algonquincollege.com/so/pay/refund-policies/>

Note: These receipts are not for income tax purposes (for tax receipts, select T2202 Tuition Receipts on [AC SIS](#)).

TROUBLESHOOTING

If the window does not appear, your computer Pop-up Blocker might be preventing it.

Look at the top and/or bottom of your browser window for an option to temporarily allow pop-ups. As an example, see the Microsoft Edge option below.

