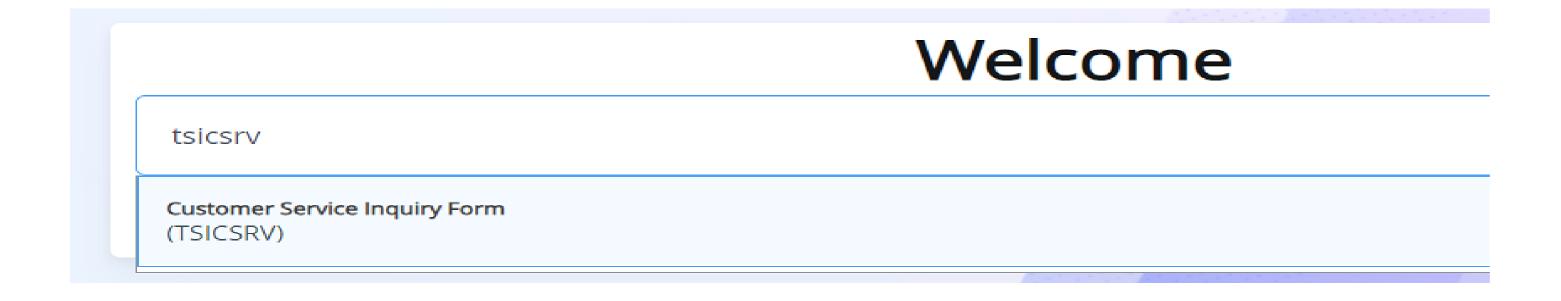
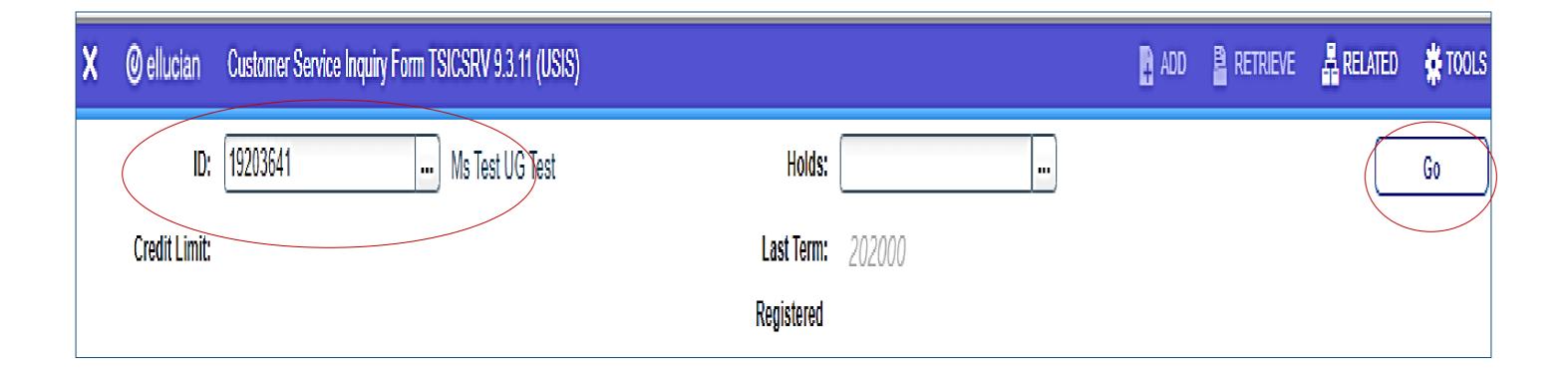
## **TSICSRV**

## **Customer Service Inquiry Form**







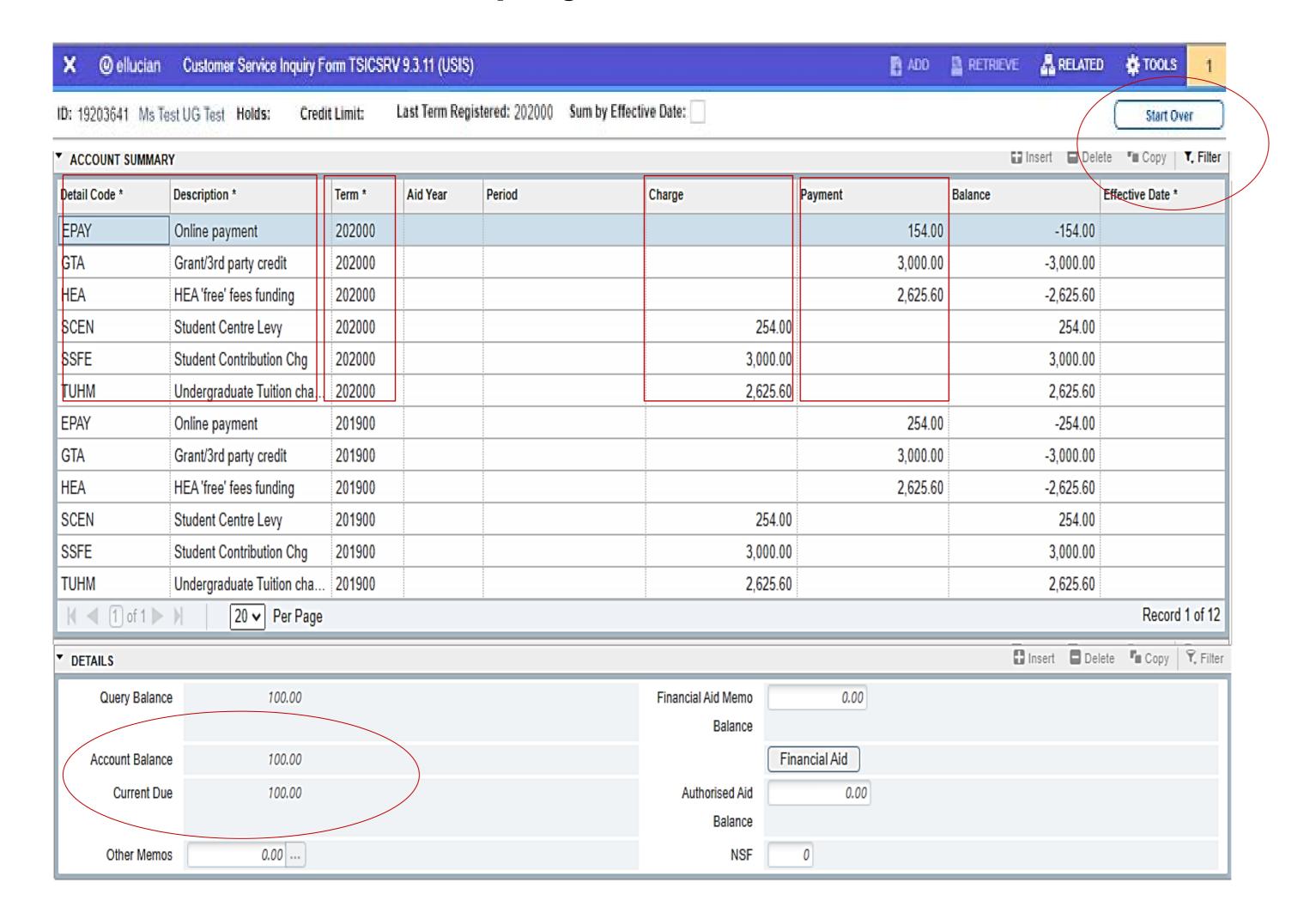


Use this Banner form to check fee account information for a student.

- Type TSICSRV into the Welcome field in Banner
  - If brought to the TOADEST form, exit using the white X on the left
- Enter the Student ID and press Go
- This will bring you to the Account Summary of the student

## **TSICSRV**

## **Customer Service Enquiry Form**





- On the **Account Summary** of the student you will see:
  - A description of each charge or payment is given
  - Information for the most recent academic term shown first
    - Any other terms appear further down the list
  - Monies owed appear in the Charge column
  - Monies paid appear in the Payment column
- Use the **Filter** option (top right) if you want to refine your search e.g. for a particular Term or Detail Code
- The **Details** section will show the balance on the account and any money due
- To search for another student, use the Start Over button (top right)