How to Pay Your Registration Deposit

A $200 non-refundable registration deposit is required to accept your offer of admission and allow you to register for courses. This amount will be credited to your account and will go towards you first semester's tuition and fees.

There are two ways to make this payment. Note that we do not accept in-person payments.

Option 1: Credit Card on your myStMU account

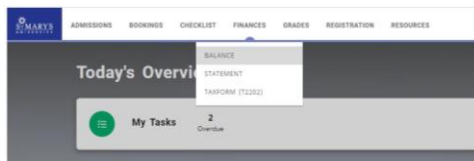1. Login to your **myStMU** self-service account. Your username and password were sent when you applied to the email address you entered on your application.

2. Hover over the **Finances** tab, then click **Balance**. Note that there will NOT be a charge on your account as you are paying a deposit, not a fee.

3. Under Payment period, select the term you are beginning your studies, and under Amount, enter 200.

4. Click **Continue**

Proceed to payment

ⓘ Payment is conducted through a third-party website.

CANCEL   **CONTINUE**

5. Enter your credit card information and click **Pay**

VISA   DISCOVER   JCB   VISA DEBIT

Cardholder Name

Card Number   MMYY   CVV ?

Total $206.00

Cancel   Pay

6. After your deposit is received, your account will show a balance of **–$200**, which means you have a credit of $200. The minus sign does not mean you owe money.

Balance

Balance 2025/Fall
Here is your Account History for the selected Period.

-$200.00
Total

Charges				$106.00 ∧
Date	Period	Type	Description	Amount
2024-12-17	2025/Fall	Charge	Fee Application	$100.00
2025-03-14	2025/Fall	Charge	CC Procssing Fee 3%	$6.00

Credits				$306.00 ∧
Date	Period	Type	Description	Amount
2024-12-17	2025/Fall	Cash Receipt	Pay APAS	$100.00
2025-03-14	2025/Fall	Cash Receipt	Pay Reg Deposit	$206.00

	Period/Session 2025/Fall
Summary Total:	-$200.00
	From other periods/sessions
Balance:	$0.00
Balance Due:	-$200.00

Options

Period
2025/Fall

View
● Detail by Charges / Credits
○ Detail by Summary Type
○ Balance Summary

Make a payment

An additional 3% service fee applies on all credit card payments. Payment can be made through online banking to avoid the additional 3% fee by setting up St Mary's University Calgary as a payee with your bank. Your account number is your 9-digit St. Mary's Student ID number.

Payment period *
Select...

Amount *

MAKE A PAYMENT

Important Information

- All credit card transactions are subject to a **3% processing fee**. This will automatically be added to the charge processed on your credit card; you do not have to factor the charge in when entering the amount.
- Credit card payments can be made, using this process, for any tuition, fees, or charges incurred at St. Mary's University.
- Credit card payments are viewable on your **myStMU** account on the next business day. If you notice a small balance, equal to 3% of your initial payment, this is normal. The 3% credit card fee will clear from your account within the next business day.

Option 2: Online Banking

Online banking payments to St. Mary's University must be done as a **Bill payment**. The money is simply transferred from a holding account (chequing or savings) by your bank and deposited into St. Mary's bank account. The process does not incur a fee as St. Mary's pays for the partnership with our associated banks.

1. Login to your online banking account and select the account you would like to use. There will be on option to "Manage Bill Payees", "Make a Bill Payment", or "Transfers & Payments".

2. Ensure that the payee title is for St. Mary's in **Calgary**. This step is crucial as St. Mary's University (our institution) is very similar in title to Saint Mary's University in Halifax, Nova Scotia. Only complete the transaction if you are sure it is the correct institution. Also refer to **APPENDIX A** for more information.

CORRECT	INCORRECT
- Starts with St. - Lists Calgary in the Payee title - Abbreviated to StMU or STMU	- Starts with Saint - Does not list Calgary in the Payee title - Abbreviated to SMU

3. Once you select the correct title, you will be asked to enter your **Account Number**. This will be your 9-digit Student ID number. This can be found on your admission letter in the top right corner.

St MARY'S
U N I V E R S I T Y

14500 Bannister Rd SE
Calgary, AB T2X 1Z4 Canada
ph 403.531.9130 | fx 403.531.9136
stmu.ca

August 11, 2025   Student ID #0000XXXXX

4. You have now successfully set up St. Mary's as a bill payee. You can proceed to make a $200 payment to StMU for your registration deposit. Note that you must proceed to make the payment once the bill-payment is set up. Payments will not automatically be made through online banking.

5. After your deposit is received, your account will show a balance of **–$200**, which means you have a credit of $200. The minus sign does not mean you owe money.

Important Information

- Online banking payments can be made using this process, for any tuition, fees, or changes incurred at St. Mary's University.
- Please note that payments made through Online Banking may take **3 to 5 business days** to process.

APPENDIX A – Partnered institutions and correct search entries

Bank	Correct Title of Institution	Search entries to bring up the correct option
RBC	ST MARY'S UNIVERSITY CALGARY	"St Mary" (no period after St) "University Calgary"
TD Canada Trust	ST. MARY'S UNIVERSITY CALGARY	"University Calgary" "St. Mary's"
CIBC	ST. MARY'S UNIVERSITY CALGARY	"University Calgary" "Mary University"
Scotiabank	ST MARY'S * or ST MARY'S UNIVERSITY CALGARY *The apostrophe may be changed to a ? on your display showing ST MARY?S	"University Calgary" "ST. MARY'S"
ATB	ST MARYS UNIVERSITY	"St MARY*" "St MARYS" The * asterisks sign just tells the computer that you did not put the entire payee name
BMO	STMU CALGARY	"Mary's" "St. Mary's University Calgary"
Tangerine	ST.MARY S UNIVERSITY CALGARY	"MARY S" "UNIVERSITY CALGARY"
connectFirst Credit Union	St Mary's University Calgary	"University Calgary" "St Mary's University Calgary"
Servus Credit Union	ST MARY'S UNIVERSITY CALGARY	"ST MARY'S" "ST MARY'S UNIVERSITY CALGARY"
Simplii Financial	ST. MARY'S UNIVERSITY CALGARY	"Mary Calgary" "St. Mary"
Manulife Bank	ST.MARY'S UNIVERSITY CALGARY	"Mary University"