

INSTRUCTIONS for COMPLETING YOUR BURSAR PAYMENT WORKSHEET

Because of the numerous sources students use to fund their educational expenses, comprehensive information is not always received by the Office of the Bursar by the time semester bills are generated. The University permits you to defer payment for portions of your account balance that will be covered by University Payment Plans, certain educational loans, grants, and/or scholarships for which you have applied and been approved on a timely basis. The enclosed BURSAR PAYMENT WORKSHEET is designed to assist you in calculating the amount you must pay at this time to satisfy your financial obligations and complete your registration. It will also help inform us about your other sources of funding. ***If the amount you are paying is different from the "TOTAL DUE" on your bill, you must complete and return this worksheet with your payment no later than August 15 (Fall Semester) and January 2 (Spring Semester)***. If University is closed on due date, the form is due the next business day.

- **Bursar Payment Worksheets received after the due date** may not be processed by the first day of classes. This may cause delays in the completion of your spring semester registration. Late, incomplete, or inaccurate Payment Worksheets may cause a delay in receiving your class schedule or restrictions from adding/dropping classes. In certain circumstances, it may even result in the student being dropped from all classes.

Steps:

1. Complete student name, Lehigh Identification Number (LIN), daytime phone number, and e-mail address.
2. **Line 1:** Enter the "TOTAL DUE" amount from your bill.
3. **Line 2:** Occasionally a graduate student may register for a course(s) after the semester bills have been generated. In these situations, ***the student will not receive a bill prior to the start of classes. Please remember late registration for a course(s) does not exempt you from the requirement to meet all your financial obligations for tuition charges by the due date.*** Students who register after the announced due date are required to submit payment at the time of registration. If you are registering for a course(s) for which you have not been charged on this bill, please add the amount on line 2. By adding the applicable tuition, you will be accounting for your correct total charges once you complete your registration. (You are subject to a Late Registration fee if you do not register in a timely manner.)
4. **Line 3:** (*Optional participation*) If your employer reimburses you for the cost of your tuition, you may choose to defer payment of your tuition by participating in the Graduate Tuition Deferment Plan. Enter \$50 (or \$75 if submitting after due date) if you will be participating in this plan. **You must complete and return a 'Graduate Student Application to Defer Payment' form.** Forms are available at http://www.lehigh.edu/~inburs/gr_employer_defer.html or by contact our office.
5. **Line 4:** (*Optional participation*) If you choose to participate in the Graduate Tuition Payment Plan, enter \$25 (or \$50 if submitted after due date). The Graduate Tuition 3 Payment Plan allows you pay current tuition charges in three payments: Fall Semester 40% by Aug 15th, 30% by Oct 1st & 30% by Nov 1st and for Spring Semester 40% by Jan 2nd, 30% by Mar 1st & 30% by Apr 1st. **To be**

eligible, your account must be current and you will be required to complete the "Graduate Tuition 3 Payment Plan" form found on page 6.

6. **Line 5:** Add amounts on lines 1 through 4 for "Adjusted Total Charges".
7. **Line 6:** Enter the amount for the portion of your Federal Stafford Loan and/or other educational loans if your loan has not yet been credited on your bill and you completed and submitted the loan application with required supporting documentation.
8. **Line 7:** Enter the amount of your tuition you are deferring with the Graduate Tuition Deferment Plan. **You must complete and return a "Graduate Tuition Deferment Request" form to apply.** Forms can be found at http://www.lehigh.edu/~inburs/gr_employer_defer.html or by contacting our office. (Please note: \$50 or \$75 must be entered on line 3.)
9. **Line 8:** Enter the amount of your tuition (60%) you are deferring with the Graduate Tuition 3 Payment Plan. To be eligible, your student account must be current and you must complete and return the "Graduate Tuition 3 Payment Plan" form found on page 6. (Please note: \$25 or \$50 must be entered on line 4 on page 5.)
10. **Line 9:** Enter amounts for grants/scholarships that have been approved but have not yet been credited on your bill. Please list amounts with each applicable entry:
 - If you are receiving a tuition award from a University department, such as a teaching or a graduate assistantship, please list the university department. **Please complete the Student Information section of the University Tuition Award Form and forward to the department sponsoring your award. (Found at: http://www.lehigh.edu/~inburs/gr_forms.html)**
 - If you are receiving a University scholarship, such as the Presidential Scholarship, please identify the name of scholarship.
 - If you are receiving a scholarship from any source outside the University, please identify the name of the sponsor organization.
11. **Line 10:** Add amounts on lines 6 through 9 for "Total Deferred Credits".
12. **Line 11:** Subtract "Total Deferred Credits" (line 10) from "Adjusted Total Charges" (line 5) to calculate "AMOUNT REMITTED".
13. Sign the bottom of the form.
14. Please return in the enclosed envelope by the announced due date for the semester.
 - Your completed BURSAR PAYMENT WORKSHEET (all applicable sections completed)**
 - Your check payable to "Lehigh University" in the amount equal to "AMOUNT REMITTED" or complete credit card information at bottom of page 3. (Please include your LIN on your check to help insure the proper account is credited.) NOTE: Payments may also be made online through Lehigh's Campus Portal.**
 - The top portion of your bill**
 - "Graduate Student Application to Defer Payment" or "Graduate Student 3 Payment Plan" form if applicable.**

Please remember: Payments, Worksheets and Award Forms received after Due Date are subject to a \$200 late fee.

