

# BURSAR PAYMENT WORKSHEET

GRADUATE STUDENT                      SPRING SEMESTER 20\_\_\_\_\_

**\*\*This form MUST be signed and returned by JANUARY 2<sup>nd</sup> if your payment amount differs from the **TOTAL DUE** on your invoice.\*\***

(Instructions for completing Bursar Payment Worksheet are available at [financeadmin.lehigh.edu](http://financeadmin.lehigh.edu) under Graduate Forms.  
(NOTE: if University is closed on January 2<sup>nd</sup>, form is due the 1<sup>st</sup> business day of January)

Forms may be faxed to 610.758.3033, attached to an email to [inburs@lehigh.edu](mailto:inburs@lehigh.edu) or mailed to Bursar's Office, or use  
Filesender (see Bursar Webpage)

**Last Name** \_\_\_\_\_ **First** \_\_\_\_\_ **LIN** \_\_\_\_\_  
**Daytime Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

Adjustment Description:	Amount:
1. Enter the " <b>TOTAL DUE</b> " from your invoice.	
2. Enter tuition charges for courses registered <b>AFTER</b> billing cycle	
3. Enter \$50 or \$75 if participating in Graduate Tuition Deferment Plan	
4. Enter \$25 or \$50 if participating in Graduate Tuition Payment Plan	
<b>5. Adjusted Total Charges</b> (add amounts on lines 1 through 4)	
6. <b>Loan</b> applied for but not yet disbursed: Please specify name _____	
7. Enter amount of tuition deferred on <b>Graduate Student Application to Defer Payment</b> . ( <u>Completed Form must be submitted</u> and is available at <a href="http://www.lehigh.edu/~inburs/">http://www.lehigh.edu/~inburs/</a> under Graduate Forms)	
8. Enter amount of tuition deferred on <b>Graduate Student 3 Payment Plan</b> ( <u>Completed Form must be submitted</u> and is available at <a href="http://www.lehigh.edu/~inburs/">http://www.lehigh.edu/~inburs/</a> under Graduate Forms)	
<b>9. Less Grants/Scholarships accepted but not yet disbursed:</b>	
➤ University Tuition Award: Please specify Dept _____ ( <i>University Tuition Award Form</i> available at <a href="http://www.lehigh.edu/~inburs/">http://www.lehigh.edu/~inburs/</a> under Graduate Forms)	
➤ University scholarship: Please specify name _____	
➤ Other: Please specify name _____	
<b>10. Total Deferred Credits</b> (add amounts on lines 6 through 9)	
<b>11. AMOUNT REMITTED:</b> by January 2 <sup>nd</sup> to avoid \$200 late payment fee (Line #5 Adjusted Total Charges less Line #10 Total Deferred Credits)	

**PAYMENT INFORMATION:** Online payments can be made by clicking on link to "*Student Account Suite*" on left side of Bursar's Office home page. Login using your Lehigh User ID and password that you use for Lehigh email. Echeck or Credit Card (Visa, Mastercard, Discover and American Express) payments are accepted.

### REQUIRED SIGNATURE

\_\_\_\_\_  
Student Signature
Date

Deferral of any portion of the invoice balance shall constitute a loan in the amount of the deferral made by Lehigh University to the student by signing above. The deferral loan shall be paid without interest to Lehigh University immediately upon receipt by the student of the funds anticipated from the indicated source(s). If the anticipated funds are not received, the deferral loan shall be repaid by student to Lehigh University, on demand together with interest at 6% per annum. The deferral loan shall be the obligation of student. Further, student acknowledges that the Deferral Loan shall constitute a "student loan" and shall not be discharged or dischargeable in any proceeding filed under the United States Bankruptcy Code.