

## INSTRUCTIONS for COMPLETING YOUR SEMESTER 4 PAYMENT PLAN APPLICATION

Enrollment in the Four Payment Plan is optional. Only complete the 4PP application if you want to break your semester billing into four installments. The calculations for the 4PP are an *estimate* of your semester charges, as your first installment payment will be due prior to the Semester Billing.

**To participate in the 4 Payment Plan, we must receive your completed 4PP form, along with your first installment payment by the due date as listed on our [Payment Calendar](#).** *If you choose not to participate, payment is due according to the due date on your billing statement.*

The Payment Plan application uses DocuSign. Two signatures are required, one of which must be associated with the Student's Lehigh email address.

- If you are the parent or guardian, please enter your legal name and email, then under Additional Signer, enter your student's name and their Lehigh email address.
- For students completing the form, please enter your name and Lehigh email address, then under Additional Signer, enter your parent or guardian's name and their email address.

Please note all required calculations are handled automatically in the form. Please be sure to complete all required fields. For numeric fields, enter only numbers. Do not enter "\$" or any other special characters in a numeric field.

1. Complete Student Name and Lehigh Identification Number (LIN)
2. Enter all applicable expenses in the ESTIMATED EXPENSES per SEMESTER section. Information about room and meal rates may be found on the "Rates" link where you downloaded these instructions, or by selecting the Meal Rates and Room Rates links <https://financeadmin.lehigh.edu/content/undergraduate-tuition-and-fees>  
Please note: any remaining account balance from a previous semester is not eligible to be included in your payment plan. Please be sure your account is current before submitting a Payment Plan application.
3. Enter all applicable credits in the ESTIMATED CREDITS per SEMESTER section. Please enter individual loan, grant, and scholarship amounts, along with descriptive name, in the applicable spaces in the far right column. Total loan amounts will be automatically calculated for you.  
Origination fees will be applied for Federal Direct and Federal Direct Parent Loans (PLUS). Enter the amount of your loan and the total less origination fees will be automatically calculated.  
Your financial aid information may be found at [Connect Lehigh](#), Banner Icon > Financial Aid Tab. PLEASE NOTE: Work Study awards cannot be included as a credit on your Payment Plan.
4. Your Plan Amount will be your Total Cost less your Total Credits. *Please note that if your Plan Amount is a negative amount, no payment plan is needed.*
5. Your Payment Amount will be calculated as 25% of your plan total.

6. Please let us know if we should be expecting payment via the eBill Suite or by a 529 check. If using 529, please allow a minimum of 2 weeks for processing to avoid late fees.
7. Add your electronic signature to the form and select “Finish.” Please note that if any required fields have not been completed, you will need to enter the required data before you can “Finish.”

Once you have submitted the form, the Additional Signer will receive a notification email to sign the form. You will receive a confirmation email once the form is complete, including all electronic signatures.

Questions? Please visit our FAQ's at <http://financeadmin.lehigh.edu/content/payment-plan>

Please note that while the Bursar's Office will receive the form electronically once both signatures are obtained, we cannot add the Payment Plan to the student account until the first payment is received.

**Important Notes:**

- . ***The 4 Payment Plan application may not be used for requesting changes to Meal Plans. You must complete changes online to initiate additions/changes to Meal Plans .***
- ***Installment payments not received by the due date will be assessed a \$25 late charge per month until the account is current. Accounts that remain delinquent may result in other fees and/or loss of registration. Delinquent accounts will lose eligibility to participate in payment plans in the future.***