This worksheet must be completed **by January 2nd** if you are paying an amount that is different than the amount that is listed on your invoice. You may submit this form via FileSender at financeadmin.lehigh.edu/bursar, Fax (610) 758-3033 or mail to Bursar’s Office, Lehigh University, 27 Memorial Drive West, Bethlehem, PA 18015. Failure to complete and return by January 2, 2018 this form will result in a registration hold.  

### Adjustment Description: Amount:  

1. Enter the "TOTAL DUE" from your invoice.  
2. Additional tuition charges *if you are not* registered full time but intend to  
3. Additional Fees if you are not registered full time but intend to (Technology, Activity)  
4. Net difference in charges in meal plan due to anticipated change in plan (NOTE: You must make formal change request through Residential Services)  

### 5. Adjusted Total Charges (add lines 1 through 4)  

6. Loans not accounted for on your invoice:  
   - Federal Subsidized & Unsubsidized Direct Loans Less lender fees (multiply the Spring portions by .989 to determine amount to be disbursed):  
   - Federal Direct Parent Loan (PLUS) Less lender fees (multiply the Spring portions by .957 to determine amount to be disbursed):  
   - Perkins Loan  
   - University Tuition Loan  
   - Other: Please specify name  

### 7. Grants and/or Scholarships not accounted for on your invoice:  
   - Lehigh University Grant:  
   - Pell Grant  
   - PHEAA or other state agency (*only if listed on LU Financial Aid Award Letter*)  
   - SEOG  
   - Loan Elimination or Loan Reduction Grant  
   - Endowed or Sponsored University Scholarship(s):  
   - Merit Scholarship: Please specify name  
   - Other: Please specify name  
   - Other: Please specify name  

NOTE: Work Study *may not* be used as a deduction.  

### 8. Amount of 529 Tuition Savings Plan Distributions:  

8 (a) Date of Withdraw Request:  

### 9. Total Deferred Amount for Pending Credits (add lines 6 through 8)  

### 10. AMOUNT REMITTED: **by January 2nd to avoid $200 late payment fee**  
(Adjusted Total Charges less Pending Credits: line 5 minus line 9)  

**REQUIRED SIGNATURES**  
A parent or guardian *and* the student must sign this form.  

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**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 and the parent/guardian by signing above. The deferral loan shall be paid without interest to Lehigh University immediately upon receipt by the student and/or Parent/Guardian of the funds anticipated from the indicated source(s). If the anticipated funds are not received, the deferral loan shall be repaid by student and/or Parent/Guardian to Lehigh University, on demand together with interest at 6% per annum. The deferral loan shall be the joint and several obligation of student and parent/guardian. Further, Student and Parents/Guardian acknowledge 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.**  

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Office Use Only: **Date Received**  
Cleared for Registration by