



## INSTRUCTIONS for COMPLETING YOUR FALL SEMESTER 4 PAYMENT PLAN APPLICATION

Enclosed is an application for your optional participation in Lehigh University's undergraduate 4 Payment Plan (4PP). **To participate, please complete and return the enclosed application along with your first installment payment to the Bursar's Office by July 1st.** *If you choose not to participate, payment for your fall semester charges is due in full by August 1<sup>st</sup>.*

1. Complete Student Name and Lehigh Identification Number (LIN)
2. Enter all applicable expenses in the ESTIMATED EXPENSES per SEMESTER section. Additional information about room and meal rates may be found on the reverse side of the application and on our web-site at: [go.lehigh.edu/bursar](http://go.lehigh.edu/bursar) by clicking on the "Undergraduate Fee Schedule" link.  
(Please note: any remaining account balance from a previous semester is not eligible to be included in your payment plan.) **All prior account balances must be paid in full by August 1<sup>st</sup>.** Unpaid past due balances may jeopardize your student's fall semester registration.
3. Total your estimated cost for the semester.
4. Enter all applicable credits in the ESTIMATED CREDITS per SEMESTER section. (Please enter individual loan, grant, and scholarship amounts in the applicable spaces in the far right column, and then total the individual categories in the middle column. **PLEASE NOTE: Work Study awards cannot be included.**) Origination fees apply for Federal Direct and Federal Direct Parent Loans (PLUS). Please be sure to enter net (disbursed) amount of the loan after fees have been deducted. Your financial aid information may be found in the Campus Portal. Using the secure login, Select > Banner Icon > Financial Aid Tab.
5. Total your estimated dollar credits for the semester.
6. Subtract "TOTAL CREDITS" from "TOTAL COST" to determine your "PLAN AMOUNT".
7. Divide your "PLAN AMOUNT" by 4 to determine your monthly installment amount.
8. Complete parent/guardian information and sign the application at the bottom of the form.
9. Return white copy of the application along with your first installment payment in the enclosed envelope or the bursar FileSender located on the bursar web page by the July 1st deadline.
10. Questions? Please visit our FAQ's on the Bursar Page at [go.lehigh.edu/bursar](http://go.lehigh.edu/bursar)

### Important Notes:

- ***The 4 Payment Plan application may not be used for requesting changes to Meal Plans or GoldPlus Accounts. You must complete changes online to initiate additions/changes to Meal Plans or GoldPlus Accounts.***
- *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.*