

INSTRUCTIONS for COMPLETING YOUR SPRING SEMESTER 4 PAYMENT PLAN APPLICATION

Participation in Lehigh University's undergraduate Four Payment Plan (4PP) is **optional**. **To participate, please complete and return the application along with your first installment payment to the Bursar's Office by December 1st.** *If you choose not to participate, payment for your spring semester charges is due in full by January 3, 2017.*

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 and on our web-site at financeadmin.lehigh.edu/bursar by clicking on the "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 January 3rd.** Unpaid past due balances may jeopardize your student's spring semester registration.
3. Total your estimated expenses 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 may apply for *Federal Direct (Subsidized and Unsubsidized) and Federal PLUS loans*. Please be sure to enter net amount of the loan after such 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 by mail, fax or Bursar's Office Drop Box by the **December 1st deadline**.
10. Questions? Please visit our FAQ's at financeadmin.lehigh.edu/bursar

Important Notes:

- ***The 4 Payment Plan application may not be used for requesting changes to Meal Plans, GoldPlus Accounts, or other charges. Your student may complete additions/changes to Meal Plans or GoldPlus Accounts from the Portal or Visit the Residential Services web page.***
- *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.*