BURSAR PAYMENT WORKSHEET

GRADUATE STUDENT SPRING SEMESTER 20_____

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

(Instructions for completing Bursar Payment Worksheet are available at financeadmin.lehigh.edu under Graduate Forms.
(NOTE: if University is closed on January 2nd, Worksheet is due the 1st business day of January)
Completed Worksheet may be faxed to 610.758.3033, emailed to bursar@lehigh.edu sent via secure **Filesender** (see Bursar Webpage) or Mail to Bursar's Office at 27 Memorial Drive West, Bethlehem PA 18015.

Last Name_____ **First**_____ **LIN**_____

Daytime Phone _____ Email Address_____

Adjustment Description:	**Amount:**
1. Enter the "**TOTAL DUE**" from your invoice.	
2. Enter tuition charges for courses registered AFTER billing cycle	
3. Health Insurance	
4. Enter $50 or $75 if participating in Graduate Tuition Deferment Plan	
5. Enter $25 or $50 if participating in Graduate Tuition Payment Plan	
6. Adjusted Total Charges (add amounts on lines 1 through 5)	
7. **Loan** applied for but not yet disbursed: Please specify name _____	
8. Enter amount of tuition deferred on **Graduate Student Application to Defer Payment.** (Completed application must be submitted and is available on the Bursar Web Page under Graduate Forms.	
9. Enter amount of tuition deferred on **Graduate Student 3 Payment Plan** (Completed Form must be submitted and is available on the Bursar Web Page under Graduate Forms.	
10. **Less Grants/Scholarships accepted but not yet disbursed:**	
➢ University Tuition Award: Please specify Dept _____ *University Tuition Award Form* is available on Bursar Web Page under Graduate Forms.	
➢ University scholarship: Please specify name	
➢ Other: Please specify name	
11. Total Deferred Credits (add amounts on lines 7 through 10)	
12. AMOUNT REMITTED: *by January 2nd to avoid $200 late payment fee* (Line 6 Adjusted Total Charges less Line 11 Total Deferred Credits)	

PAYMENT INFORMATION: Online payments can be made from the Bursar Web Page by selecting "*PAY TUITION ONLINE*" taking you to the ***e-Bill Suite.*** Log in using your Lehigh User ID and password. Payments may be completed via Echeck or Credit Card (Visa, MasterCard, Discover and American Express).

REQUIRED SIGNATURE

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Student Signature Date

My signature acknowledges the *Deferred Amount* constitutes a loan made by Lehigh University to me. This loan shall be paid 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 by date specified, this loan shall be repaid by Student and/or Parent/Guardian to Lehigh University, on demand together with interest at 9% per annum. I acknowledge this loan shall constitute a "student loan" and shall not be discharged or dischargeable in any proceeding filed under the United States Bankruptcy Code. The academic records of the student named above are subject to be closed until I have satisfied all the requirements of this agreement. In the event of failure to repay this loan, borrower(s) agrees to pay collection fees up to 33 1/3% of the unpaid DELAY IN PAYMENT DEFERRED AMOUNT.