

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, form is due the 1st business day of January)

Forms may be faxed to 610.758.3033, attached to an email to inburs@lehigh.edu or mailed to Bursar's Office, or use Filesender (see Bursar Webpage)

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. Enter \$50 or \$75 if participating in Graduate Tuition Deferment Plan	
4. Enter \$25 or \$50 if participating in Graduate Tuition Payment Plan	
5. Adjusted Total Charges (add amounts on lines 1 through 4)	
6. Loan applied for but not yet disbursed: Please specify name _____	
7. Enter amount of tuition deferred on Graduate Student Application to Defer Payment. (Completed Form must be submitted and is available at http://www.lehigh.edu/~inburs/ under Graduate Forms)	
8. Enter amount of tuition deferred on Graduate Student 3 Payment Plan (Completed Form must be submitted and is available at http://www.lehigh.edu/~inburs/ under Graduate Forms)	
9. Less Grants/Scholarships accepted but not yet disbursed:	
➤ University Tuition Award: Please specify Dept _____ (<i>University Tuition Award Form</i> available at http://www.lehigh.edu/~inburs/ under Graduate Forms)	
➤ University scholarship: Please specify name _____	
➤ Other: Please specify name _____	
10. Total Deferred Credits (add amounts on lines 6 through 9)	
11. AMOUNT REMITTED: by January 2 nd to avoid \$200 late payment fee (Line #5 Adjusted Total Charges less Line #10 Total Deferred Credits)	

PAYMENT INFORMATION: Online payments can be made by clicking on link to "*Student Account Suite*" on left side of Bursar's Office home page. Login using your Lehigh User ID and password that you use for Lehigh email. Echeck or Credit Card (Visa, Mastercard, Discover and American Express) payments are accepted.

REQUIRED SIGNATURE

Student Signature Date

My signature below 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.