



ALBRIGHT SPRING 2019 REMITTANCE WORKSHEET  
SEE REVERSE SIDE FOR INSTRUCTIONS

PCID #	Name	Balance Due (per Statement)
		<b>(A)</b>

**Section 1: Outside Scholarships and Private Loans <sup>1</sup>**

Scholarships Please Itemize \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Private Loan NAME OF LENDER \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Outside Scholarships/Loans - \$ \_\_\_\_\_

**Section 2: TMS Monthly Payment Plan <sup>1</sup>**

Spring semester deduction - \$ \_\_\_\_\_

<sup>1</sup> Note: only make a deduction for Outside Scholarships, Private Loans, and TMS Monthly Payment Plans that **do not already appear** on the monthly Statement of Account.

**Section 3: Other (not already listed) Financial Aid or Credits**

Please Itemize \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 PLUS Loan \_\_\_\_\_ \$ \_\_\_\_\_ x 95.728% )  
 Total Other Financial Aid or Credits - \$ \_\_\_\_\_

**(B) Total Deductions (Credits)** Sections 1 + 2 + 3 - \$ \_\_\_\_\_ **(B)**

**Section 4: Additional Charges / Declined Aid to be added to account**

(If you are declining any loans, please email [awarddecline@albright.edu](mailto:awarddecline@albright.edu))  
 (If you are adding or deleting a meal plan, please email [housing@albright.edu](mailto:housing@albright.edu)) <sup>2</sup>

<sup>2</sup> Resident Freshman students must maintain The Gold or Silver meal plan.

Please Itemize \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**(C) Total Deductions (Credits)** sum of Section 4 + \$ \_\_\_\_\_ **(C)**

**REVISED BALANCE DUE** (amount to remit) (A) - (B) + (C) = \$ \_\_\_\_\_

Check payments (payable to Albright College) may be remitted to P.O. Box 673, Ithaca, NY 14851-0673.

Electronic payments (credit cards, debit cards, electronic check, etc.) may be made online at LIONPAY by Authorized Users at: [www.albright.edu](http://www.albright.edu) > Quick Links > LionPay (for Parents/Authorized Users) or <https://commerce.cashnet.com/Albrightpay>

**PLEASE MAKE A COPY OF THIS WORKSHEET FOR YOUR RECORDS and RETURN ORIGINAL TO STUDENT ACCOUNTS (PREFERABLY BY EMAIL or FAX).**



## SPRING 2019 REMITTANCE WORKSHEET INSTRUCTIONS

The **BALANCE DUE** on your Statement of Account is carried forward to your remittance worksheet in block (A). The remittance worksheet is used to list additional credits or charges, if applicable, **that are not listed on your current Statement**. Always return a copy of your remittance worksheet to the Student Accounts Office.

### **Section 1 - Outside Scholarships and Private Loans**

Awards from private organizations may be disbursed in one or two installments. You will need to check with your source for the amount of the credit to take for the Spring semester. If you have not already done so, please send a copy of the outside scholarship notification to the Financial Aid Office.

Private loans from outside sources may be deducted in section 1. Most educational loans are disbursed directly to the College. For a full-year loan, one-half will be disbursed in the Fall, and the other half in the Spring semester.

### **Section 2 - TMS Monthly Payment Plan**

If you have enrolled with TMS to spread your annual expenses over five months, the full budget amount can be reflected for the spring term. Adjustments to your budget plan can be made by contacting TMS at 1-800-722-4867 or at [www.albright.afford.com](http://www.albright.afford.com).

There is still time to enroll in a spring TMS monthly payment plan by calling 1-800-722-4867.

### **Section 3 – Other (not already listed) Financial Aid or Credits**

In most cases, your federal loans have already been listed on your Statement of Account, net of estimated origination fees.

If you receive a new financial aid award letter prior to the due date of January 9, 2019, you may deduct any new or additional credits, including PLUS loans, detailing the type and amount for the spring semester.

You may also use this section to claim credit for any recent payments or other pending credits not currently reflected on the current Statement.

### **Section 4 – Additional Charges / Declined Aid to be added to Account**

Please use this section to add in charges (e.g. room and/or meal plan charges) that are not already reflected on this Statement, and/or to add back credits for any loans that you have decided to decline.

### **REVISED BALANCE DUE**

Please add together the subtotals for sections 1, 2 and 3; and enter in to Block B (*Total Deductions/Credits*). Subtract Block B from Block A (*Balance Due per Statement*) and add Block C (*Total Additional Charges*). The result is the *Revised Balance Due*, which should be remitted by January 9, 2019.