



FALL 2020 REMITTANCE WORKSHEET
SEE REVERSE SIDE FOR INSTRUCTIONS

PCID #	Name <i>Please enter name as it appears on the statement</i>	Balance Due (per eBill Statement)
P		\$ (A)

Section 1: Outside Scholarships and Private Student Loans ¹

Scholarships
Please _____ \$ _____
Itemize _____ \$ _____

Private Loan NAME OF LENDER _____ \$ _____ (Total Annual Loan ÷ 2)

Total Outside Scholarships/Loans - \$ _____

Section 2: Monthly Payment Plan ¹

Fall semester deduction - \$ _____

¹ Note: only make a deduction for Outside Scholarships, Private Student Loans, and Monthly Payment Plans that **do not already appear** on the eBill Statement.

Section 3: Financial Aid Credits (not listed on eBill), 529 Remittances, Other Credits

Please _____ \$ _____
Itemize _____ \$ _____
_____ \$ _____

PLUS Loan _____ \$ _____ (Total Annual Loan ÷ 2
x 95.764%)

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)
(If you are adding or changing a meal plan, please email reslife@albright.edu) ²

² 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) can be remitted to P.O. Box 673, Ithaca, NY 14851-0673.

Electronic payments (electronic check, credit cards, debit cards etc.) may be issued online at LIONPAY:

Student: selfservice.albright.edu ->Finances ->LionPay
Authorized User: <https://commerce.cashnet.com/Albrightpay>



FALL 2020 REMITTANCE WORKSHEET INSTRUCTIONS

The "TOTAL PAYMENT DUE" shown on your eBill is entered into your remittance worksheet in block (A) titled "**BALANCE DUE**". This remittance worksheet is used to list additional credits or charges, if applicable, **that are not listed on your current eBill Statement**.

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 the scholarship organization for the amount of the credit to take for the fall semester and enter the fall amount in section 1. If you have not already done so, please send a copy of the outside scholarship notification to the Financial Aid Office.

Approved private student loans can be listed 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 - Monthly Payment Plan

If you have enrolled in a monthly payment plan to spread your semester expenses over five or four months, you may deduct this amount in section 2.

There is still time to enroll in a monthly payment plan by logging into LionPay and viewing payment plan options.

Section 3 – Financial Aid Credits (not listed on eBill), 529 Remittances, Other Credits

If you are missing required documents or have been selected for verification and that process was not complete at the time of billing, anticipated financial aid credits will NOT be reflected on the eBill. If you receive a new financial aid award letter prior to the due date of August 20, 2020, you may deduct any new or additional credits, including PLUS loans, detailing the type and amount for the fall semester. If you do not receive a new award letter prior to the due date, there may be missing or incomplete verification documentation. It is extremely important that you contact the Financial Aid Office at 610-921-7515 or at finaid@albright.edu to resolve this issue.

You may also use this section to reflect credit for any pending payments such as 529 remittances or other pending credits not currently reflected on the current eBill 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 the eBill, to correct room and/or board charges assessed in absence of your actual selection, and/or to add back credits for any loans that you have decided to decline.

REVISED BALANCE DUE

The subtotals for sections 1, 2 and 3 are summed in Block B (*Total Deductions/Credits*). Block B is then subtracted from Block A (*Balance Due per eBill Statement*), and any items in Block C (*Total Additional Charges*) are added to result in the *Revised Balance Due*, which should be remitted by August 20, 2020.