



ACADEMY OF MUSIC
LAWRENCE UNIVERSITY

Statement Information:

- Monthly statement
 - The statement will show transactions (registrations, fees, payments, scholarships) for the current month in the upper table. Any payments made in previous months will **NOT** show as transactions on this statement; they will, however, be reflected in the previous balance in the statement summary.
 - The pending charges section will reflect installment payments due in future months, along with the date they will be due.
 - To review charges/credits from previous months, log into online statement and choose preferred statement date.
- Statement summary
 - Previous balance includes any payments/charges from previous months.
 - Current amount due reflects amount due on the due date.
 - Total account balance includes pending charges and credits.
- Installment plan
 - Families that chose the installment plan when registering will notice a *credit* in the current transactions. The credit is for the **total balance to be divided into installments**. There will also be a charge for the current installment amount. *The installment fee is \$8.00.*
 - Installment payments due in future months will show in the *pending charges* section, along with the date they will be due.
 - ***If you would like to pay in installments and did not indicate this when registering, please contact the Academy at 920-993-6278.***
- Payments may be made by check, credit card or online
 - Complete credit card information on statement or write check and mail/drop-off to the Academy. Mailing address is: 711 E. Boldt Way, Appleton, WI 54911. Walk-in address is: 100 West Water Street, Appleton, WI 54911.

Online Payment Instructions:

You can check your monthly state by logging in to Voyager:

<http://go.lawrence.edu/academy-billing>

- Log into Voyager using your User ID and PIN sent previously. If you have lost your User ID and/or PIN, please contact 920-993-6278 or LU Helpdesk- 920-832-6570
- Once you have logged in, click on the **Academy of Music** box on the top right side of the screen. You will have two options.
 - **View my statement**
 - Once your statement opens, always check your statement date to be sure you are viewing the current statement. The statement will only show transactions for the current month.
 - Review your registration/charges, payments and credits to date. Current charges and credits will show in the top section. Pending payments due in future months, will show in the lower section.
 - To pay online click **Pay or Donate Online** to make a payment. You will be directed to the payment screen. Once you choose the payment type and amount, you will be directed to *Cashnet* to complete the payment.
 - Once in *Cashnet*, you may pay by credit card or electronic funds transfer (*EFT).
 - You may **print your statement** by choosing the print icon in your browser and pay by mailing a check to Lawrence Academy of Music at 711 E. Boldt Way, Appleton WI 54911. You may also drop-off in person to the Academy building at 100 West Water Street, Appleton WI 54911.
 - You can also choose **View Another Statement** to view a statement from a previous month.
 - **Pay or Donate Online**
 - You may choose this button to go directly to the payment screen. Once you choose the payment type and amount, you will be directed to *Cashnet* to complete the payment.

Note: All Academy statements are month-based, NOT semester-based. Please review the previous months' charges and credits before calling with billing questions.

** Payment by EFT is preferred method. The Academy is not charged any transaction fees when payments are made by EFT.*