



Student Accounts Office
Lawrence University
711 E Boldt Way
Appleton, WI 54911

(920) 832-6547
student_accounts@lawrence.edu

Lawrence University Monthly Payment Plan

Lawrence University is pleased to offer an interest-free monthly payment plan. This payment option allows you to spread your annual balance over **10 months** (August through May).

IMPORTANT INFORMATION

- Payment is due on the 15th of each month. Below are the due dates for the 10-month payment plan

Payment #	Due Date
1	August 15
2	September 15
3	October 15
4	November 15
5	December 15
6	January 15
7	February 15
8	March 15
9	April 15
10	May 15

- Finance charges will be assessed for past-due payments. Please see the Student Payment Agreement and Disclosure Statement for details (http://lawrence.edu/info/offices/financial_services/student_accounts).

HOW TO APPLY

- Review your “Total Account Balance” on your July billing statement.
If your loan, scholarship, or grant is not on your billing statement: Contact the Financial Aid Office at financial.aid@lawrence.edu or 920-832-6583.
- Complete the Monthly Payment Plan Enrollment Form. **Note:** the form must be **signed**.
- If paying by check, mail the Monthly Payment Plan Enrollment Form along with your check (payable to “Lawrence University”) to the address above.
- If paying online, the Monthly Payment Plan Enrollment Form can be submitted by email (student_accounts@lawrence.edu), fax (920-832-6952), or mail.
- Your first payment and the Monthly Payment Plan Enrollment Form must be received **by August 15**.



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UNIVERSITY
APPLETON, WISCONSIN

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Monthly Payment Plan Enrollment Form

DETERMINING YOUR MONTHLY PAYMENT AMOUNT

1. Locate your **“Total Account Balance”** on the bottom line of your July billing statement.
2. Enter your **Total Account Balance** here: \$_____
3. Divide your Total Account Balance by 10 and enter it here: \$_____.
This is your **Monthly Payment Amount**.

Do NOT deduct any of the following when determining your Total Account Balance:

- Student employment
- Outside scholarships
- 529 or college savings plans

FIRST PAYMENT METHOD

- My check or money order for \$_____ is enclosed.
- My payment was made online on ___/___/___ for \$_____.

STUDENT AND PAYER INFORMATION

STUDENT'S NAME _____ LAWRENCE ID# _____

PAYER'S NAME _____

PAYER'S ADDRESS _____

CITY _____ STATE _____ ZIP _____

PAYER'S PHONE # DAY: _____ ALT: _____

PAYER'S EMAIL _____

Lawrence University reserves the right to terminate the student's privilege of paying on his/her account under the monthly payment plan. Lawrence University's Student Payment Agreement and Disclosure Statement governs all accounts, including those on the monthly payment plan. Please see the Statement for details.

PAYER'S SIGNATURE (REQUIRED)

STUDENT'S SIGNATURE (REQUIRED)

For Internal Use Only

Approved By: _____
Date: _____
Ref #: _____