

**INSTRUCTIONS**  
**LAKE REGION STATE COLLEGE**  
**PAYMENT PLAN *and/or* DEFERMENT REQUEST**  
**for TUITION, FEES, HOUSING, FOOD SERVICE and BOOKSTORE charges**  
**for SUMMER SEMESTER 2019**

Enroll in classes and, if applicable, submit a contract for Housing and Food Service.

- STEP 1a: Determine your Account Balance and enter the amount on Line 1.a. of the Payment Plan contract.  
To find your Account Balance, go to the LRSC website, click on the link for Campus Connection, and follow this navigation:  
**www.lrsc.edu>MY LRSC>Campus Connection>Sign In>Student Center>Finances>Account Inquiry>Charges Due**  
If you are not able to access your account through Campus Connection or have questions about the information displayed, please contact the Administrative Services Office (701-662-1567 or toll-free 800-443-1313, Ext 567).
- STEP 1b: Obtain an **estimate of costs** for books and required materials from the LRSC Bookstore and enter the amount on Line 1.b.  
**NOTES - This is required only if you will be including Bookstore charges in this contract.**  
Students anticipating excess financial aid can charge at the Bookstore only through June 6, 2019.  
If no excess aid is anticipated, charges can be made with an approved contract through June 11, 2019.
- STEP 1c: Add the amounts in Lines 1.a. and 1.b. and enter the total on Line 1.c.
- STEP 2: On Line 2, enter the amount of **grants, waivers, scholarships and loans** you are anticipating to receive for Summer Semester.  
Obtain the signature of the Director of Financial Aid verifying the amount entered on Line 2.  
No signature is required if you have not applied for financial aid or no aid is anticipated (enter "0" on Line 2).
- STEP 3: Subtract Line 2 from Line 1.c. and enter the balance on Line 3.  
If the amount on Line 3 is \$0 or a negative number, skip to Line 8, complete the information, and submit the contract. In this case, the contract will serve as a Deferment Request, indicating that enough financial aid is in place (or is in process) to pay the account, and no fee will be charged.
- STEP 4: To determine the amount to enter on Line 4, divide the amount on Line 3 by two. The result is your payment.  
There may be changes to your account balance, after completing this contract, that will affect the amount of your remaining payment. Examples of possible changes may relate to, but are not limited to, changes in enrollment, changes in anticipated financial aid, and the difference between estimated and actual Bookstore charges. It is your responsibility to adjust the remaining payment accordingly (see Line 7 for the portion of your account balance due on the due date).
- STEP 5: On Line 5, enter the applicable Payment Plan enrollment fee (based on the balance stated on Line 3).
- STEP 6: Add Line 4 and Line 5 together and enter the total on Line 6. This is the payment that is due when you submit the Payment Plan contract to the Administrative Services Office. The deadline to submit the contract, with the first payment, is June 11, 2019. However, if you are including Bookstore charges in the contract, the deadline is earlier because an approved contract is needed to charge your books at the Bookstore (see applicable dates listed in STEP 3, above).
- STEP 7: Remaining payment (amount listed in **Item #4**) is due by July 11, 2019.
- STEP 8: Methods of payment. Payment can be made by cash, check, e-check, credit card, debit card, or wire transfer or online.  
Do not sent cash in the mail.
- STEP 9: Complete the Student Name and Address Information Section, sign the form, and submit the contract to the Administrative Services Office at LRSC with the payment amount listed on Line 6. Make sure you receive a copy of the approved contract for your records. If you are not able to personally deliver the contract and first payment, please mail them to:  
We will mail you a copy of the approved contract.

**Lake Region State College**  
**Administrative Services Office**  
**1801 College Dr N**  
**Devils Lake ND 58301-1598**