

INSTRUCTIONS
LAKE REGION STATE COLLEGE
PAYMENT PLAN *and/or* DEFERMENT REQUEST
for TUITION, FEES, HOUSING, FOOD SERVICE and BOOKSTORE charges
for Fall Semester 2018

- STEP 1: Enroll in classes and, if applicable, submit a contract for Housing and Food Service.
- STEP 2: 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:
Campus Connection>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 3: Obtain an **estimate of costs** for books and required materials from the LRSC Bookstore and enter the amount on Line 1.b.
NOTES - Students anticipating excess financial aid can charge at the Bookstore only through August 29, 2018.
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If no excess aid is anticipated, charges can be made with an approved contract through September 5, 2018.
- STEP 4: Add the amounts in Lines 1.a. and 1.b. and enter the total on Line 1.c.
- STEP 5: On Line 2, enter the amount of **grants, waivers, scholarships and loans** you are anticipating to receive for Fall 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 6: 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 7: To determine the amount to enter on Line 4, divide the amount on Line 3 by four. 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 payments. 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 8: 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 September 5, 2018. 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 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.
- Payment can be made by cash, check, e-check, credit card, debit card or wire transfer. Do not send cash in the mail.
- You may also pay online at the following navigation.**
www.lrsc.edu>Campus Connection>Student Center> Finances>Pay Online Now

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