

**INSTRUCTIONS**  
**LAKE REGION STATE COLLEGE-GFAFB**  
**MONTHLY PAYMENT PLAN *and/or* DEFERMENT REQUEST**  
**for TUITION, FEES**  
**for Spring SEMESTER 2019**

- STEP 1: Enroll in classes.
- STEP 2: Determine your Account Balance and enter the amount on Line 1 of the Monthly 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>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 (701-662-1504 or toll-free 800-443-1313, Ext 1504).
- STEP 3: Enter the total on Line 1.
- STEP 4: On Line 2, enter the amount of **grants, waivers, scholarships and loans** you are anticipating to receive for Spring Semester.
- STEP 5: Subtract Line 2 from Line 1 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 6: To determine the amount to enter on Line 4, divide the amount on Line 3 by four. The result is your monthly payment.  
There may be changes to your account balance, after completing this contract, that will affect the amount of your remaining monthly payments. Examples of possible changes may relate to, but are not limited to, changes in enrollment, changes in anticipated financial aid. It is your responsibility to adjust the remaining monthly payments accordingly.  
(see Line 7 for the portion of your account balance due on the due date).
- STEP 7: 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 Monthly Payment Plan contract to the Administrative Services Office. The deadline to submit the contract, with the first payment is January 18, 2019
- STEP 9: Complete the Student Name and Address Information section, sign the form, and submit the contract to the Administrative Services Office at LRSC or at the GFAFB 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:
- 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>MY LRSC>Campus Connection>Sign In>Self Service>Campus Finances>Pay Online Now.**
- Lake Region State College**  
**Administrative Services Office**  
**1801 College Dr N**  
**Devils Lake ND 58301-1598**  
**or**  
**Lake Region State College GFAFB**  
**319 MSS/DPE**  
**Tuskegee Airmen. Blvd.**  
**Grand Forks AFB ND 58205-6336**