

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

**Only to be used if enrolled in both Terms 1 & 2**

The following contract serves two purposes. First, this contract allows for payment of your account balance at LRSC-GFAFB in four (4) monthly installments. Second, if anticipated financial aid is expected to cover 100% of your account balance, this contract serves as a request for payment deferment. If you have an approved third party governmental entity authorization on file in the Administrative Services Office providing for 100% of your account balance, you will not be required to complete this contract. This contract cannot be used if any prior unpaid account balance exists. Please note that the Payment Plan is subject to a \$25.00 fee.

After you have enrolled in classes, charges will be posted to your account. Please complete the following items and **mail the contract and the first payment by September 6, 2019 to:**

Administrative Services Office	Lake Region State College GFAFB
Lake Region State College	319 MSS/DPE
1801 College Dr N	Tuskegee Airmen. Blvd.
Devils Lake ND 58301-1598	Grand Forks AFB ND 58205-6336

1) Account Balance \_\_\_\_\_

To find your Account Balance, go to the LRSC website, click on the link for Campus Connection, and follow this navigation: [www.lrsc.edu](http://www.lrsc.edu)>MY LRSC>Campus Connection>Sign In>Student Self Service>Finances>Account Inquiry>Charges Due

2) Financial Aid Anticipated: (Lake Region Financial Aid Only) minus \_\_\_\_\_  
 (Grants, waivers, scholarships and loans only.)  
*Signature of Director of Financial Aid verifying amount of Financial Aid listed.*  
 (If "0", no signature needed) \_\_\_\_\_

3) Remaining Account Balance (Negative number indicates excess Fin. Aid) = \_\_\_\_\_  
 If \$0 or less, skip to Line 9.

4) Monthly Payment Amount (Line 3 divided by four) = \_\_\_\_\_

5) Payment Plan Enrollment Fee: (must be remitted with form) plus **\$25.00** \_\_\_\_\_

6) Payment Due by September 6, 2019 ( Amount on Line 4 + Line 5 ) = \_\_\_\_\_

7) Remaining monthly payments:  
 October 6, 2019 (Amount due is 1/3 of your remaining account balance)  
 November 6, 2019 (Amount due is 1/2 your remaining account balance)  
 December 6, 2019 (Amount due is your remaining account balance)

8) **A late fee of 1.75 %/per month will be applied to account balances for payments 30 days past due.**

**Note:** I will adjust my remaining payments for changes in Financial Aid and/or other Account Balance changes.  
**I understand that a Transcript Hold will be placed on my account if I am late on my payments.**  
**My contract may be terminated for late payments and cause the entire amount to be due.**

**Note:** Payments 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](http://www.lrsc.edu)>MY LRSC>Campus Connection>Sign In>Student Self Service>Finances>Pay Online Now

9) STUDENT NAME and ADDRESS INFORMATION:

STUDENT ID # \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

**This payment plan is only for the fall semester. Future semesters need a separate payment plan.**  
 LRSC is an equal opportunity institution.

**INSTRUCTIONS**  
**LAKE REGION STATE COLLEGE-GFAFB**  
**MONTHLY PAYMENT PLAN *and/or* DEFERMENT REQUEST**  
**for TUITION, FEES**  
**for FALL SEMESTER 2014**

- 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](http://www.lrsc.edu)>Campus Connection>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 Fall 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 Sept 5, 2014
- 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](http://www.lrsc.edu)>Campus Connection>Self Service>Campus Finances>Pay Online Now.

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