

# AVOID A REGISTRATION HOLD!

If you are paying any amount other than the exact balance shown on your invoice, explain how you calculated your payment by completing this Bursar Worksheet, & submit it with your payment. Complete ONE of the following sections (A or B) as applicable. See the enclosed Instructions for more information.

## Bursar Worksheet

Name \_\_\_\_\_ Account # \_\_\_\_\_ Term \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

### A. IF YOU RECEIVE A BARNARD GRANT:

Enter amounts that apply:

- a) ½ Federal Direct Stafford Loan *if not already deducted on bill* (minus 0.5% bank fee) \_\_\_\_\_
- b) ½ Perkins Loan *if promissory note is still to be signed* \_\_\_\_\_
- c) ½ Barnard Loan *if promissory note is still to be signed* \_\_\_\_\_
- d) ½ Federal Direct PLUS Loan *if not already deducted on bill* (minus 2.5% bank fee) \_\_\_\_\_
- e) ½ Alternative loan\* *if not already deducted on bill* (attach copy of application) \_\_\_\_\_
- f) Other\* (change of meal plan, tuition exemption, etc. Attach form.) \_\_\_\_\_

Total lines a through f. Transfer this amount to the bottom of your statement, & deduct it from the balance shown.

\*\*\*\*\*

### B. IF YOU DO NOT RECEIVE A BARNARD GRANT:

Enter amounts that apply:

- g) ½ State Scholarship/TAP Award\* (attach documentation) \_\_\_\_\_
- h) ½ PELL Grant\* (attach documentation) \_\_\_\_\_
- i) ½ Outside Scholarship\* (attach documentation) \_\_\_\_\_
- j) ½ Federal Direct Stafford Loan *if not already deducted on bill* (minus 0.5% bank fee) \_\_\_\_\_
- k) ½ Federal Direct PLUS Loan *if not already deducted on bill* (minus 2.5% bank fee) \_\_\_\_\_
- l) ½ Alternative loan\* *if not deducted* \_\_\_\_\_
- m) Other\* (Tuition Exemption, change of meal plan, etc. Attach form.) \_\_\_\_\_

Total lines g through m. Transfer this amount to the bottom of your statement & deduct it from the balance shown.

\* The absence of attached documentation each term will disallow your deduction & may incur a \$75 late payment fee.

PLEASE ATTACH THIS WORKSHEET TO YOUR STATEMENT OF ACCOUNT  
& RETURN BY DEADLINE