



**SPRING 2025 REMITTANCE WORKSHEET**  
SEE REVERSE SIDE FOR INSTRUCTIONS

PCID #	Name <i>Please enter name as it appears on the statement</i>	Balance Due (per eBill Statement)
P		<b>\$ (A)</b>

**Section 1: Outside Scholarships and Private Student Loans <sup>1</sup>**

Scholarships Please \_\_\_\_\_ \$ \_\_\_\_\_  
 Itemize \_\_\_\_\_ \$ \_\_\_\_\_  
 Private Loan NAME OF LENDER \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Outside Scholarships/Loans - \$ \_\_\_\_\_

**Section 2: Monthly Payment Plan <sup>1</sup>**

Spring semester deduction - \$ \_\_\_\_\_

<sup>1</sup> Note: only make a deduction for Outside Scholarships, Private Student Loans, and Monthly Payment Plans that **do not already appear** on the eBill Statement.

**Section 3: Financial Aid Credits (not listed on eBill), 529 Remittances, Other Credits**

Please \_\_\_\_\_ \$ \_\_\_\_\_  
 Itemize \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 PLUS Loan \_\_\_\_\_ \$ \_\_\_\_\_ x 95.728%  
 Total Other Financial Aid or Credits - \$ \_\_\_\_\_

**(B) Total Deductions (Credits) Sections 1 + 2 + 3 - \$ \_\_\_\_\_ (B)**

**Section 4: Additional Charges / Declined Aid to be added to account**

(If you are declining any loans, please email [awarddecline@albright.edu](mailto:awarddecline@albright.edu))  
 (If you are adding or changing a meal plan, please email [reslife@albright.edu](mailto:reslife@albright.edu)) <sup>2</sup>

<sup>2</sup> Resident Freshman students must maintain The Gold or Silver meal plan.

Please \_\_\_\_\_ \$ \_\_\_\_\_  
 Itemize \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**(C) Total Deductions (Credits) sum of Section 4 + \$ \_\_\_\_\_ (C)**

**REVISED BALANCE DUE (amount to remit) (A) – (B) + (C) = \$ \_\_\_\_\_**

**Check payments (payable to Albright College)** can be remitted to P.O. Box 673, Ithaca, NY 14851-0673.

Electronic payments (electronic check, credit cards, debit cards etc.) may be issued online at LIONPAY:

Student: [selfservice.albright.edu](https://selfservice.albright.edu) ->Finances ->LionPay  
 Authorized Payer: <https://commerce.cashnet.com/Albrightpay>



## SPRING 2025 REMITTANCE WORKSHEET INSTRUCTIONS

The "TOTAL PAYMENT DUE" shown on your eBill is entered into your remittance worksheet in block (A) titled "**BALANCE DUE**". This remittance worksheet is used to list additional credits or charges, if applicable, **that are not listed on your current eBill Statement**.

### **Section 1 - Outside Scholarships and Private Loans**

Awards from private organizations may be disbursed in one or two installments. You will need to check with the scholarship organization for the amount of the credit to take for the spring semester. If you have not already done so, please send a copy of the outside scholarship notification to the Financial Aid Office.

Approved private student loans can be listed in section 1. Most educational loans are disbursed directly to the College.

### **Section 2 - Monthly Payment Plan**

If you have enrolled in a monthly payment plan to spread your semester expenses over five months, you may deduct this amount in section 2.

There is still time to enroll in a monthly payment plan by logging into LionPay and viewing payment plan options.

### **Section 3 – Financial Aid Credits (not listed on eBill), 529 Remittances, Other Credits**

If you are missing required documents or have been selected for verification and that process was not complete at the time of billing, anticipated financial aid credits will NOT be reflected on the eBill. If you receive a new financial aid award letter prior to the due date of January 6, 2024, you may deduct any new or additional credits, including PLUS loans, detailing the type and amount for the spring semester. If you do not receive a new award letter prior to the due date, there may be missing or incomplete verification documentation. It is extremely important that you contact the Financial Aid Office at 610-921-7680 or at [finaid@albright.edu](mailto:finaid@albright.edu) to resolve this issue.

You may also use this section to reflect credit for any pending payments such as 529 remittances or other pending credits not currently reflected on the current eBill Statement.

### **Section 4 – Additional Charges / Declined Aid to be added to Account**

Please use this section to add in charges (e.g. room and/or meal plan charges) that are not already reflected on the eBill, to correct room and/or board charges assessed in absence of your actual selection, and/or to add back credits for any loans that you have decided to decline.

### **REVISED BALANCE DUE**

The subtotals for sections 1, 2 and 3 are summed in Block B (*Total Deductions/Credits*). Block B is then subtracted from Block A (*Balance Due per eBill Statement*), and any items in Block C (*Total Additional Charges*) are added to result in the *Revised Balance Due*, which should be remitted by January 6, 2025.