

# CALDWELL UNIVERSITY BURSAR PAYMENT WORKSHEET

**This form must be completed, signed, and returned by August 15, 2019**

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

1. Copy the "Amount Due" from the enclosed invoice on Line 1 ..... \_\_\_\_\_  
*Line 1*

2. Grants and Scholarships: If you have Grants or Scholarships which are **not** already subtracted on the bill, **YOU MUST ATTACH A COPY OF YOUR FINANCIAL AID AWARD**, and subtract them in this section. **DO NOT LIST LOANS IN THIS SECTION – DO NOT LIST WORKSTUDY.**

**TOTAL GRANTS AND SCHOLARSHIPS – FALL ONLY** ..... \_\_\_\_\_  
*Line 2*

3. Less Loans not showing on the bill, **which you have applied and been approved for:** (Fall Amt. only)

Type of Loan: \_\_\_\_\_ Fall Amount: \_\_\_\_\_

**TOTAL LOAN AMOUNT FOR FALL SEMESTER** ..... \_\_\_\_\_  
*Line 3*

4. Third Party Payments Expected: (Attach Proper Authorization)  
(Ex.; DVR, Commission for the Blind, VA, Company Up-Front Payment)

Third Party Source \_\_\_\_\_ Payment Amount Expected \_\_\_\_\_  
*Line 4*

5. **SUBTRACT ALL CREDITS AND ENTER TOTAL:**  
(Add Lines 2, 3 and 4, enter Total of credits on Line 5) ..... \_\_\_\_\_  
(If line 5 is greater than line 1, no payment is due at this time; enter "0" in Line 6). *Line 5*

6. **TOTAL PAYMENT DUE** (Charges Minus Credits: Line 1 Minus Line 5) ..... \_\_\_\_\_  
*Pay this Amount*

**\*Payment Plan Option:**

*If you wish to pay the Amount Due in convenient monthly payments, please refer to the enclosed Payment Plan Insert. All Payment Plans are Single Semester, and are managed by Nelnet (formerly TMS).*

*Once you have joined, and paid the enrollment fee and first payment, complete the information below and return the worksheet by the due date.*

Payment Plan Account # \_\_\_\_\_ Fall Semester Budget Amount: \_\_\_\_\_

**\*See enclosed Methods of Payment Sheet For Payment Instructions, then Enter Your Method Here:**

\_\_\_\_ Check Enclosed Credit Card Confirmation No. \_\_\_\_\_ E-Check Conf. # \_\_\_\_\_

**REQUIRED SIGNATURE:** "I understand that enrollment in classes constitutes a financial obligation. My failure to drop or withdraw in a timely manner does not relieve me from this obligation. I understand that nonattendance in class does NOT classify as an official withdrawal. I agree that an unpaid balance will be placed with a collection agency and will be assessed collection fees of up to 45% of the original debt."

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_