

## How to complete registration

Please note that your registration must be completed by the published payment due date or the date that is listed on the on-line fee bill remittance stub.

**Zero balance fee bills:** If your fee bill balance is \$0, you are still required to complete registration by selecting the Complete Registration button from the “Fee Bill” application via PAWS, or returning the on-line fee bill remittance stub to the Bursar’s Office by the payment due date. **Completing registration will prevent your course reservations from being dropped from your schedule.**

### Payment Options:

**1) On-line check/bank draft:** Pay your fee bill with an on-line check/bank draft via PAWS from the “Fee Bill” application. The charge will post to your designated bank account within two business days. An approved payment in process will protect your schedule from being purged. Please note that a \$25 service charge will be assessed on all payments returned NSF.

**2) Credit card:** Pay your fee bill with a Master Card, Visa, Discover, or American Express credit card via PAWS from the “Fee Bill” application. Please note that a 2.5% processing fee is added to credit card payments. Allow two business days for the payment to credit your Bursar account. An approved payment in process will protect your schedule from being purged.

**3) Mail:** Return the on-line remittance stub and payment to the address listed on the remittance stub.

**4) In person:** Pay by cash, check or money order in 125 Thomas Boyd Hall.

### Payment Plans:

Payroll Deduction (if eligible), and the Deferred Payment Plan can be selected on PAWS.

**Student Aid and Scholarships:** If you anticipate some form of aid (scholarship, grant, loan, or exemption), please observe the following:

- All anticipated aid, scholarships and exemptions indicated are contingent upon the specified requirements for receiving such aid. If for any reason you do not receive an anticipated award, you will be responsible for the full balance of your account.
- Anticipated financial aid printed on the fee bill reflects only the amount of aid needed to apply to fees as of the date of this notice.
- If your financial aid is greater than the amount that you owe the University, you will be issued the remaining balance which will be processed the first week of class and be deposited into your designated bank account via direct deposit or sent as a paper check to the local mailing address. Aid balances that occur after the first day of classes will be issued as received.
- The anticipated aid will be applied to all current debt and to new semester charges.
- Students awarded federal student/parent loan funds have the right to cancel all or part of their loans through the Office of Student Aid and Scholarships within 30 days of the first class day. If you do cancel, you become responsible for the LSU account balance.

**Direct Deposit:** Payroll, student financial aid, credit balance refunds, travel reimbursements, and other non-payroll university reimbursements may be deposited directly to your designated bank account. Refer to the “Direct Deposit” application under “Financial Services” from your PAWS account.

**Service Charge:** Students who do not complete registration by the published deadline date will be subject to cancellation of their course schedule and assessment of the late registration service charge of \$75 when they complete registration.

## ◀ SPECIAL PAYMENT OPTIONS ▶

### Deferred Payment Plan

The University offers a deferred payment plan as a payment option. Eligible students are allowed to defer up to one-half (1/2) of their current semester charges. Payment of one-half (1/2) of current semester charges plus any account balance must be received by the due date.

#### Eligibility

All students are eligible for their initial deferred payment plan. Any future deferred payments are granted based on the individual credit history established with the University. Students who default on a deferred payment plan are ineligible to receive a deferment for one calendar year.

#### Terms

- A \$15 service charge will be assessed on all deferments.
- If payments are not received by the Office of Bursar Operations on or before the tenth (10<sup>th</sup>) calendar day following the scheduled due date, a five percent (5%) late fee will be assessed.
- If the amount due plus the 5% late fee is not received within fourteen calendar days after notification of delinquency, the University will withhold grades for the current semester, withhold transcripts and prevent completion of registration for a future semester until the amount due plus a **\$75** financial reinstatement fee is paid.
- In the event of withdrawal from the University before complete payment has been made, any credit or refunds due the student as provided for in accordance with current University regulations will be applied to the student's account. The balance must be paid.
- All **LOANS and GRANTS** made through or in conjunction with the University will be applied to the student's account.
- If necessary for LSU to commence legal action against the student to enforce the terms of this agreement, and the student's account is turned over by the University to an attorney-at-law for collection, by suit or otherwise, the student will be obligated to pay all court costs and legal interest from the date the debts are due (pursuant to LSA-CC article 2000) and \$100 or a sum equal to thirty-three and one third percent (33 1/3%) additional of the total amount due and owing as attorney fees, whichever is higher.

## Deferred Due Dates

Spring Semester due dates are as follows:

DATE DUE	AMOUNT DUE
March 1	1/3 of total deferred
April 1	1/3 of total deferred
May 1	1/3 of total deferred

Summer Term due dates are as follows:

DATE DUE	AMOUNT DUE
July 1	1/2 of total deferred
August 1	1/2 of total deferred

Fall Semester due dates are as follows:

DATE DUE	AMOUNT DUE
October 1	1/3 of total deferred
November 1	1/3 of total deferred
December 1	1/3 of total deferred

### Payments

Payments are to be made via PAWS on-line

or  
at

The Office of Bursar Operations  
125 Thomas Boyd Hall

### **LSU Employee Payroll Deduction**

Full-time, non-faculty employees with at least one year of service may elect to pay their fees through payroll deduction. To pay fees through payroll deduction students must follow the procedure listed below.

- Using PAWS select payroll deduction as a payment option. **This must be done each semester.**
- Have a current, pending or approved payroll appointment.

**NOTE:** Student employees (paid on student wage) are not eligible for payroll deduction.

Graduate Assistants and employees who make this selection must indicate via PAWS, by the due date, that they are completing registration even if the balance is zero.

Once fee bills are available, students may not delete payroll deductions via PAWS. Third party payroll deductions cannot be selected via PAWS. The payroll deduction option may be selected until students have completed registration.