

# AVOID A REGISTRATION HOLD!

**Paying an amount that is not the balance on your bill? Explain below.**  
Complete ONE of the following sections (A or B) as applicable.  
See Payment Instructions for more information.

## Bursar Worksheet

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

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

Enter amounts that apply:

- a) 1/2 Federal Direct Stafford Loan *if not already deducted on bill* (multiply 1/2 of loan by .98941 to deduct fees) \_\_\_\_\_
- b) 1/2 Barnard Loan *if promissory note is still to be signed* \_\_\_\_\_
- c) 1/2 Federal Direct PLUS Loan *if not already deducted on bill* (multiply 1/2 of loan amount by .95764 to deduct fees) \_\_\_\_\_
- d) 1/2 Alternative loan\* *if not already deducted on bill* (attach copy of loan application) \_\_\_\_\_
- e) Other\* (Tuition Management Systems, 529 Tuition Plan, change of meal plan, tuition exemption, health insurance waiver, etc. Attach documentation.) \_\_\_\_\_

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

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

Enter amounts that apply:

- f) 1/2 State Scholarship/TAP Award\* (attach documentation) \_\_\_\_\_
- g) 1/2 PELL Grant\* (attach documentation) \_\_\_\_\_
- h) 1/2 Outside Scholarship\* (attach documentation) \_\_\_\_\_
- i) 1/2 Federal Direct Stafford Loan *if not already deducted on bill* (multiply 1/2 of loan by .98941 to deduct fees) \_\_\_\_\_
- j) 1/2 Federal Direct PLUS Loan *if not already deducted on bill* (multiply 1/2 of loan amount by .95764 to deduct fees) \_\_\_\_\_
- k) 1/2 Alternative loan\* *if not deducted* (attach copy of application) \_\_\_\_\_
- l) Other\* (Tuition Management Systems, 529 Tuition Plan, tuition exemption, change of meal plan, health insurance waiver, etc. Attach documentation.) \_\_\_\_\_

Total lines f through l. 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**