

SUBMITTING YOUR REMITTANCE WORKSHEET

Please utilize the remittance worksheet below to inform the Business Office of any adjustments that you would like to make to your semester invoice. When completing the worksheet, please note the following.

1. Numbers should be entered as positive numbers only, including any entries for credits to your invoice.
2. To take a credit for the health insurance charge, an online insurance waiver form must also be completed at www.firststudent.com.
3. Only enter adjustments that are not already reflected on your invoice.
4. If you have no adjustments to your invoice, a remittance worksheet does not need to be completed or returned to the Business Office.
5. Once completed, the remittance worksheet and any other supporting documentation (i.e. scholarship letter), should be uploaded through Jayweb at https://jayweb.etown.edu/ICS/Student/Online_Forms/Business_Office.jnz?portlet=EX_FormFlow - Forms&screen=FormView&form=7a37882f-cd4e-4e98-995a-2cfac9043c30 or by navigating to the Business Office section within the Online Forms tab in Jayweb. *
6. Remittance worksheets may also be sent to the Business Office via email at busoffice-form@etown.edu.

*Please note that new students do not have access to upload remittance worksheets through Jayweb until after orientation. Prior to orientation, new students may email remittance worksheets to busoffice-form@etown.edu.

REMITTANCE WORKSHEET

ID #	Name	Balance on Invoice (A)
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LINE #1: OUTSIDE SCHOLARSHIPS AND PRIVATE LOANS*

Please _____ \$ _____
 Itemize _____ \$ _____
 Private Loan (LOAN ÷ 2) _____ \$ _____
 PLUS (LOAN ÷ 2 x 95.764%) _____ \$ _____
-\$ _____

LINE #2: TUITIONPAY MONTHLY PAYMENT PLAN*
 (Total contract ÷ 2 = semester deduction)

_____ -\$ _____

LINE #3: OTHER AID OR CREDITS

Please _____ \$ _____
 Itemize _____ \$ _____
 Insurance Waiver** _____ \$ _____
-\$ _____

(B) TOTAL CREDITS #1 thru #3 = \$(_____)

LINE #4: ADDITIONAL CHARGES TO BE ADDED TO INVOICE

Please _____ \$ _____
 Itemize _____ \$ _____
 _____ \$ _____
 Meal Plan Changes:
 Add Meal Plan _____ \$ _____
 Additional Jay Bucks _____ \$ _____
 Change Plan from _____ to _____ \$ _____
+ \$ _____

BALANCE DUE [(A - B) + Line 4] = \$ _____

Make checks payable to **Elizabethtown College**. Electronic check and credit card payments (Visa, American Express, MasterCard, and Discover) may be made online at www.etown.edu/businessoffice.

*Deductions for PLUS loans, Private loans, outside scholarships, and TuitionPay payment plans should be made on this worksheet only if they are **not** already listed on the invoice.

** In order to remove the insurance charge, the online insurance waiver form must be completed at www.firststudent.com or www.etown.edu/businessoffice.

Please log onto the Elizabethtown College Student Aid Portal at: finaidweb.etown.edu/NetPartnerStudent to view and accept/decline your financial aid awards.

REMITTANCE WORKSHEET INSTRUCTIONS

Please locate the enclosed invoice and your financial aid award letter. The invoice shows your comprehensive fee for the semester. The comprehensive fee **does not** include such items as overload credits, directed studies and other items noted as additional fees in the annual expense information. A link to this information is available via the Business Office website www.etown.edu/businessoffice. The invoice also lists anticipated credits for the institutional, federal and state aid itemized on your most recent financial aid award letter.

The **BALANCE DUE** on your invoice should be entered at point (A). The remittance worksheet is used to list additional credits (if applicable) that are **NOT** listed on your invoice.

LINE #1 - OUTSIDE SCHOLARSHIPS AND PRIVATE LOANS

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

In most cases, your federal loans (Direct Stafford, Direct PLUS) have already been listed on your invoice. An origination fee has been deducted from your federal loans. (Typically 4.236% for PLUS and 1.059% for Direct Stafford). **PRIVATE loans** from outside sources may be deducted at Line #1.

LOAN DISBURSEMENT INFORMATION

Most educational loans are made co-payable to both the student/parent and the College and funds are mailed or wired directly to the College. For a full-year loan, one-half will be disbursed in the fall and one-half in January.

LINE #2 – TUITION PLAN MONTHLY PAYMENT PLAN

If you have contracted with CASHNet to help budget your personal payments over time, you may deduct one-half of your annual tuition payment plan contract, regardless of your actual amount paid to date. Adjustments to contract credit amounts will be made by the College on your student account as changes to your total contract occur.

LINE #3 - OTHER AID/CREDIT

Sometimes there will be instances of late notification of institutional, state or federal awards that have not been verified at the time of your billing, and therefore not listed as credits on this invoice. If you receive a new financial aid award letter after our invoice, you may write-in those **approved** additional credits, detailing the type of award and semester amount.

You may also claim credit on line #3 for the deletion of additional fees such as insurance charges, recent payments or other pending credits. Please itemize any deductions taken.

LINE #4 - ADDITIONAL CHARGES TO BE ADDED TO INVOICE

Please use this space to add in any additional charges. If you want to change your meal plan or order additional Jay Bucks, please note the change on line #4. You would also use this space to add the cost for private music lessons and special course fees that are not already listed on your invoice.

BALANCE DUE

Please add together all credits for lines #1 through #3. Enter the total on the remittance worksheet at point (B). Subtract total (B) from total (A). Add in any charges from line #4 to get your **BALANCE DUE**.