Third Party Payments
The University will temporarily clear student account balances if presented with written authorization from a third party or sponsoring company that intends to make payment on your behalf. Students must submit official written authorization and complete a Deferred Payment Plan Agreement Form, along with payment for any remaining balance due. Additional information on third party payments can be found online at: http://liu.edu/About/Administration/University-Departments/SFO/Third-Party.aspx

PAYMENT PLANS
The University offers two basic types of interest-free payment plans to assist students with managing the cost of their education each term:

- **Monthly Plans** are offered to students who make payment arrangements before the start of the term. **Monthly Plans** provide the most affordable payment options to our students and immediately place you in good financial standing. The balance is spread across 4-6 equal monthly installments with at least two payments due prior to the start of the term.

- **Term Plans** are offered to students who need to make payment arrangements at or after the start of the term. **Term Plans** should only be used as a last resort because the number of installments is limited to 2-3 monthly payments. In addition, your total balance due must be covered by an appropriate combination of approved aid, applied aid, and/or an initial student payment.

The University must approve your signed Payment Plan Agreement Form and receive your first initial payment for your account to remain in good financial standing. There is a $35.00 enrollment fee per term that is due with your first payment. To enroll in a payment plan, please complete the Payment Plan Enrollment Form located on the back of your Statement of Account and return it to the address provided. You may also enroll in a payment plan at the Office of Student Financial Services on your campus.

WITHDRAWAL POLICY
If you register for courses and decide not to attend, you must officially withdraw your registration prior to the end of the first week of classes to avoid liability. You can withdraw online using your MyLIU account through the first week of the term. After the first week of classes, you must complete an Application for Withdrawal Form and receive official approval from the Office of the Registrar on your campus. Non-attendance and/or non-payment do not constitute official withdrawal from the University.

LIABILITY SCHEDULE
The calculation of your tuition and fee liability, if any, is based on the date of your official withdrawal in accordance with University policy.

**Traditional Fall/Spring Liability Schedule**

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to start of term</td>
<td>0%</td>
</tr>
<tr>
<td>During 1st calendar week</td>
<td>0%</td>
</tr>
<tr>
<td>During 2nd calendar week</td>
<td>25%</td>
</tr>
<tr>
<td>During 3rd calendar week</td>
<td>50%</td>
</tr>
<tr>
<td>During 4th calendar week</td>
<td>75%</td>
</tr>
<tr>
<td>After 4th week</td>
<td>100%</td>
</tr>
</tbody>
</table>

*This schedule is not applicable to non-traditional sessions, such as Summer, Weekend, or Winter Sessions. The University’s full Withdrawal and Liability Schedule is located at the end of the Schedule of Tuition and Fees which can be viewed online at: http://www.liu.edu/About/Administration/University-Departments/SFO/Tuition.aspx. Room and board charges must be cancelled through the Office of Residence Life. Liability for these charges will be assessed at the time of cancellation.

Questions?
Go online at www.liu.edu or call the Office of Student Financial Services at your campus:

**Brooklyn Campus, Hudson Graduate Centers, West Point, and Global College**
Long Island University
Integrated Student Financial Services
1 University Plaza
Brooklyn, New York 11201-8423
Tel: 1 (718) 488-1037
Email: finaid@brooklyn.liu.edu

**C.W. Post, Riverhead, and Brentwood Campuses**
Long Island University
Office of Student Financials
720 Northern Boulevard
Brookville, New York 11548
Tel: 1 (516) 299-2323
Email: bursar@cwp.liu.edu
INTRODUCTION
While a quality education is of immeasurable value and a wise investment, managing the cost of higher education is of critical importance for you and your family. The goal of Long Island University’s Office of Student Financial Services is to provide you with flexible payment solutions in order to meet your financial obligations and educational goals.

TUITION & FEES
Students are billed for tuition and fees at the time of registration. Room and board charges are reflected at the time of room assignment. Students must make satisfactory payment arrangements prior to the start of each term or before moving into residence halls to remain in good financial standing.

A complete Schedule of Tuition and Fees can be found online at: http://www.liu.edu/About/Administration/University-Departments/SFO/Tuition.aspx

FINANCIAL OBLIGATIONS
Students are liable for all charges incurred at the time of registration or room assignment. Students must make satisfactory payment arrangements prior to the start of each term or before moving into residence halls to remain in good financial standing.

The University’s policies and procedures governing Student Financial Services can be found online at: http://www.liu.edu/About/Administration/University-Departments/SFO/Policies.aspx

STATEMENT OF ACCOUNT
You will receive a Statement of Account each month via mail and/or email that displays your activity for the period. It is your responsibility to make satisfactory payment arrangements by the payment due date. A brief description of your Statement is as follows; remember that your entire transactional history can be found online using your MyLIU account.

Prior Account Activity
This section displays the total cumulative unpaid amount due from previous billing periods. You can refer back to your prior statements or MyLIU account for detailed account activity.

Current Account Activity
This section displays detailed account activity for the billing period presented and includes:

- Tuition, fees, room, board, health insurance, and other miscellaneous charges incurred from your enrollment activity and/or room assignment.
- Federal, state, institutional, and other financial aid disbursed to your account.
- Deposits and payments made by you or on your behalf.
- Refund check(s) issued.

Anticipated Financial Aid
This section illustrates pending financial aid for the specified term. Once approved, it will be applied against charges incurred within the current account activity section and in accordance with Federal, state, and institutional guidelines. It is imperative that you complete all financial aid requirements to have your anticipated aid approved. You must accept or decline any Federal Direct Student Loans or Work Study by logging into your MyLIU account. First time Federal student loan recipients and parent PLUS loan borrowers must complete Entrance Counseling requirements and sign a Master Promissory Note (MPN) to be eligible for funds.

Total Amount Due
This represents a summation of all financial activity as of the statement date and is the amount you must pay or make arrangement for by the payment due date. Please note that modifications to your financial aid package and/or financial aid disbursement rules may change your total amount due.

Term Summary
This section displays summarized account activity for current and future terms. Charges, payments, disbursed financial aid, and refunds are displayed here for reference purposes. Please note that financial aid is not included in this section until it is disbursed to your account.

Additional Account Information
This section includes important messages that are pertinent to your account. Please review this section each month.

PAYMENT ARRANGEMENTS
Long Island University offers convenient options to pay your account balance due. We offer many different payment methods, including check, all credit and debit cards, ACH, money order, and wire transfer.

MyLIU
You can use your MyLIU account to securely pay your balance online at https://my.liu.edu using a check, credit or debit card by clicking on the Make a Payment link from your Student Center homepage or from within the Account Inquiry section. To log into the Payment Gateway, enter your MyLIU user name and password. From here, you may also set up an authorized user account so that a relative, guardian, or employer can pay any outstanding balance on your behalf. If you need assistance with making a payment online, please visit the Center for Student Information website at http://studentcenter.liu.edu.

Payment by Mail
If paying with a check or money order by mail, please date the payment appropriately and make it payable to Long Island University. Any payment not honored by the bank is subject to a $25 returned item fee and may restrict your future payment options to certified check, money order, or credit card. You may also receive an additional charge from your financial institution. The University is not responsible for fees assessed by your bank.