DeSales University

BALANCE RECONCILIATION FORM

PLEASE COMPLETE, SIGN AND RETURN THIS RECONCILIATION FORM *ONLY IF YOUR PAYMENT DIFFERS FROM THE INVOICE.*

Student Name	**Account ID Number**	**Telephone Number**

If you are remitting payment to DeSales University that is different than the amount on your invoice, please complete this worksheet, including the required signatures, and return it **no later than August 6** with your remittance and upper portion of your invoice.

Instructions:

1. Enter the balance due from your invoice on the **total balance due** line.

2. Complete the pertinent sections of the reconciliation form and/or provide documentation corresponding to any changes you need to make to the balance due.

   DeSales Payment Plan—This payment plan is for the fall semester only. Enter the amount of your payments remaining for August through November.

   Federal Loan Programs—Loan applications must be submitted and approved by the bank in order to take a deduction from your invoice. **Please complete the Loan Deferment Applicant Statement on the reverse side of this form.**

   Financial Aid deductions should correspond to your Financial Aid Award Letter and should be deducted only if they were not already included on your invoice.

   Outside Scholarships—Provide a copy of the award notification and means by which payment will be made to DeSales. If this is an annual award, only indicate one-half of the amount for the fall semester.

3. Add or subtract the changes you documented to calculate the amount owed. **The parent/guardian and the student must sign the reverse side if any changes are made to the amount owed.**

STUDENT INVOICE CHANGES

Invoice total balance due	_____
Federal Direct Sub Loan	_____
Federal Direct UnSub Loan	_____
Federal Direct PLUS Loan	_____
Private Educational Loan	_____
Federal Pell, SEOG, or other grant	_____
PA or other state grant	_____
University scholarships/grants	_____
Outside scholarships	_____
Federal Work Study or Institutional Employment	NOT DEDUCTIBLE
Other _____ (describe)	_____
Other _____ (describe)	_____
DeSales Payment Plan	_____
AMOUNT REMIITTED WITH FORM	_____
WEB PAYMENT BY DUE DATE	_____
PENDING 529 PLAN PAYMENT	_____

529 Plan Expected Disbursement Date

_____
(date)

LOAN DEFERMENT APPLICANT STATEMENT

This form serves as notification to the Bursar's Office of pending eligibility for Federal Direct Subsidized, Unsubsidized, Parent PLUS Loan, or Private Educational Loans. Only loans that have been approved and certified by the Financial Aid Office should be listed on this form. Deferment of the balance due will not be granted if necessary steps are incomplete. No refund will be issued on tentative credits.

(Initial) _____ I request this semester bill will be covered by the loans noted below and request that the balance due is deferred until the loan funds are sent to DeSales.

Direct Sub/Unsub Loan - $_____
(semester amount – 2% for origination fees)

Direct PLUS Loan - $_____
(semester amount – 5% for origination fees)

Private Education Loan - $_____

_____
Lender's Name (if known)

**This amount cannot exceed 98% of one-half of the annual loan or one-half of the annual loan eligibility (assume a 2% loan origination fee is charged by the lender) for a Federal Direct Subsidized Loan and Unsubsidized Loan, or 95% of one-half of the annual loan or one-half of the annual loan eligibility (assume 5% loan origination fee is charged by the lender) for Federal Direct PLUS Loans. Some lenders do not charge fees; however, you should assume that fees may be charged for purposes of completing this form.*

Most loan proceeds will be received by Electronic Funds Transfer (EFT). If the loan proceeds are received by paper check, we understand that it is the applicant's responsibility to endorse the loan check within three (3) working days of being notified by the Bursar's Office of its receipt.

If the loan is not approved, we agree to make direct payment to the Bursar's Office on or before the due date appearing on our billing statement, or immediately upon notification of the loan being rejected, whichever occurs later.

Any federal loan program proceeds received by DeSales University that create a Title IV credit balance will be refunded to the student unless you provide written notification to the Bursar's Office that you would like the credit to remain on your account. These loan proceeds may also be used to pay allowable current year educationally-related charges other than tuition, fees, and contracted room and board throughout the academic year.

Please note that by signing this form, you are authorizing the credit to remain on your account either until the end of the academic year or until you request the funds to be disbursed to you.

☐ By checking this box, you are authorizing federal loan proceeds to be used to pay allowable current year educationally related charges other than tuition, fees, and contracted room and board.

If at any time you choose to rescind your authorization, please submit a written statement to that effect to the Bursar's Office.

REQUIRED SIGNATURES

A parent or guardian *and* the student must sign this form

_____ _____
Student's Signature Date Parent/Guardian Signature Date

In signing this document, parents or guardians acknowledge that they become, in accordance with the terms, personally liable for any amount deferred; and that DeSales University is empowered to collect this amount from them without first attempting to collect from the student.