

# Student and Family News from the Bursar

## Payment Plans

### What you need to know.....

The Cardinal Registration Payment Plan (CRPP) is a 4-payment plan designed for students who have registered on or before July 1, 2016. This plan, along with the appropriate down payment, is due July 29, 2016. See payment schedule below.

Another payment plan, the Short Term Payment Plan (STPP), is available for students who have registered after July 1, 2016. This 3-payment plan will be available August 1, 2016 and due August 26, 2016.

We want to remind you that as you add/drop classes this

semester you will need to adjust your monthly payment for your payment plan accordingly. The Bursar's office will not be able to change the plan on your account once it has been processed.

Also, please take this time to remind yourself, or anyone paying your bill on your behalf, of the payment due dates. These dates can be found at the bottom of this page, on your payment plan form and on **our website**.

**Please note:** Should a late fee be incurred for payment not received by the due date, the fee will not be waived as the dates are published publicly. We will

send *reminder* notices before the due dates. We encourage you to set up your authorized payers so they receive these reminders as well.

1. **Logon to ULINK**
2. Select the "Student Services" tab
3. Under "Tuition-Fees-Payment Options"
4. Select "Authorized Payer"
5. Select "Add an Email Address"
6. From the drop down box, select from one of the choices in the drop down box:
  1. SF-PAYER1
  2. SF-PAYER2
  3. SF-PAYER3
  4. SF-PAYER4
7. Enter Email Address
8. Select Save

### CRPP Payment Plan Due Dates:

Monthly Payment	Enrollment Deadline	Payment Due Date
1	July 29, 2016	July 29, 2016
2		August 26, 2016
3		September 16, 2016
4		October 14, 2016

PLEASE REMEMBER TO CONTINUALLY CHECK YOUR  
CARDMAIL THROUGHOUT THE SEMESTER FOR IMPORTANT  
INFORMATION FROM THE BURSAR'S OFFICE.

PLEASE VISIT OUR WEBPAGE AT  
[LOUISVILLE.EDU/BURSAR](http://LOUISVILLE.EDU/BURSAR) FOR THE MOST UP TO DATE  
INFORMATION.

Fall 2016  
Due Date:

July 29, 2016

## Metro College/UPS

If you are a Metro College student for the Fall 2016 semester, please remember to sign your Metro College/UPS agreement by the due date.

Please click [here](#) for more information regarding the Metro College payment process.

### **Tuition Remission**

#### **What you need to know**

If you are an employee or employee's dependent receiving tuition remission, you no longer need to send in an approval form. However, if your dependent is a new student for Fall 2016 or has not been enrolled in the last year, you must fill out a tuition remission form. Once approved by HR, it is sent to our office for processing. Remember, remission covers the cost of the *actual* tuition and not bundled fees. (Please click [here](#) for more information regarding Tuition Remission and Bundled Fees).

Please note that you are responsible for these fees and any other fees/charges on your account before the specified due date. In addition, we want to remind employees who took Summer 16 courses that HR cannot offer approvals until Summer 16 grades have posted.

**Don't forget to  
set up your PIN  
and Authorized  
Payer(s).**

Bursar's Office  
**Houchens Building**  
Suite 101

Cashiering Hours  
Monday - Friday  
9:00 am - 4:30 pm

Customer Service Hours  
Monday - Friday  
9:00 am - 5:00 pm

Phone: 502-852-6503  
Fax: 502-852-7032