

## SPRING 2020

### Payment Plan Deadlines

Wednesday, November 6, 2019	• Online payment plan <b>open</b> date.
Friday, January 10, 2020	• Online payment plan option <b>closes</b> .

### Book Vouchers

Monday, December 2, 2019	• “ <b>Tentative</b> ” book voucher open date.
Friday, January 17, 2020	• Last day to use book voucher.

### “**Tentative**” Refund Schedule

Wednesday, February 12, 2020	• First refund
Wednesday, April 8, 2020	• Second refund
Wednesday, February 25, 2020	• First refund, first-time borrowers.

### Additional Information Regarding Refunds

- **The University requires all students complete a direct deposit form for refunds. Please visit 306 Young Hall for applications.**
- If students do not have personal checking/savings accounts, the University will issue a bank card. Please visit 204 Young Hall for applications.
- Refunds are processed every two weeks
- If the office does not have direct deposit information, refunds will be mailed to the address our office has on file. Refund checks **cannot** be picked up at Cashiers Office.

### Forms to be Completed (forms found on Student Accounts webpage)

<https://www.lincolnu.edu/web/student-accounts/student-accounts>

- Financial agreement form
- Credit authorization form

### FOR MORE GENERAL INFORMATION:

Visit Us At:

<https://www.lincolnu.edu/web/student-accounts/basic-fees>

### FOR QUESTIONS/COMMENTS:

Contact Us:

Office of Student Financial Services  
820 Chestnut Street / 103 Young Hall  
Jefferson City, MO 65102

Phone: 573-681-5278

Fax: 573-681-5903

E-mail: [studentaccounts@lincolnu.edu](mailto:studentaccounts@lincolnu.edu)

## OTHER IMPORTANT REMINDERS FOR SPRING 2020

- If you need federal financial aid to support your financial obligations, please be sure to have completed all FAFSA requirements prior to the start of the semester, January 2, 2020.
- If you wish to drop a class without financial obligations, you must complete that process no later than Friday, January 17, 2020.
- **Parking permits** can be purchased at the Cashier’s Office.
- Please be sure to **check your Lincoln University email frequently** for account information.
- All account balance information can be viewed via WebAdvisor.
- **Full payments** can be made via your WebAdvisor account or by contacting the Cashier’s Office at 573-681-5085.
- **Billing statements** are no longer mailed out. Access your billing statement via WebAdvisor.
- The University reserves the right to make changes to deadline dates and schedules, as applicable.
- If the “tentative” book voucher open date changes, the University will notify you by University e-mail.

### WITHDRAWAL AND/OR DROP SCHEDULE

If a student drops or withdraws the following liability schedule applies:

January 13-January 19	100%
January 20-January 26	50%
January 27-February 2	25%
After February 2	0%