

# SPRING 2022 – IMPORTANT INFORMATION (revised)

## Payment Plan Information

Monday, November 29, 2021	<ul style="list-style-type: none"> <li>• Online payment plan <b>open</b> date.</li> </ul>
Saturday, January 7, 2022	<ul style="list-style-type: none"> <li>• Online payment plan <b>closes</b>.</li> </ul>

## Book Voucher Information

Wednesday, November 3, 2021	<ul style="list-style-type: none"> <li>• Book voucher open date.</li> </ul>
Friday, January 21, 2022	<ul style="list-style-type: none"> <li>• Last day to use book voucher.</li> </ul>

## Additional Information Regarding Book Vouchers

- If book voucher dates change, students will be notified via e-mail.
- Students **ONLY** qualify for book vouchers, if they receive a book scholarship or have excess financial aid.
- Students qualifying for book vouchers will receive an e-mail to their Lincoln University e-mail account from the bookstore with instructions on how to make book purchases.
- If you believe you should have a book voucher and have not received an e-mail from the bookstore, contact **Office of Student Financial Services – Student Accounts Division** prior to the book voucher deadline date.
- Prior to using your book voucher, check your student statement to make sure all your charges have been assessed to your student account, for example, room and meal charges.

## Refund Schedule (Tentative) Information

Wednesday, February 16, 2022	<ul style="list-style-type: none"> <li>• First refund.</li> </ul>
Wednesday, March 30, 2022	<ul style="list-style-type: none"> <li>• Second refund.</li> </ul>
Wednesday, March 2, 2022	<ul style="list-style-type: none"> <li>• First refund, first-time borrowers.</li> </ul>

## Additional Information Regarding Refunds

- The University **mandates** all students complete a direct deposit form for refunds. Please visit Self-Service and click Banking Information 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.

## Withdrawal and/or Drop Schedule Information

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

January 10 - January 16	100% Refund
January 17 - January 23	50% Refund
January 24 - January 30	25% Refund
After January 31	No Refund

**For more information about withdrawal/drop dates go to:**

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

If the university is closed or you are having trouble withdrawing or dropping classes, please e-mail the Registrar's Office at [registrar@lincolnu.edu](mailto:registrar@lincolnu.edu). All e-mails must be received and dated by withdrawal deadline dates to receive applicable refunds.



## OTHER IMPORTANT REMINDERS

- Make sure you have completed all FAFSA requirements for the Spring 2022 by the deadline date. Contact Financial Aid at 573-681-5041 or [financialaid@lincolnu.edu](mailto:financialaid@lincolnu.edu) for more details.
- **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 Self-Service.
- **Full payments** can be made via your Self-Service account or by contacting the Cashier's Office at 573-681-5085.
- **Billing statements are not** mailed. Access your billing statement via Self-Service. It is the student's responsibility to review billing statements, as applicable.
- The University reserves the right to make changes to deadline dates and schedules, as applicable.

### For more general information:

Office of Student Financial Services  
Student Accounts Division  
103 Young Hall

#### Website:

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

#### Book Appointment:

[Book Appointment with Student Accounts](#)

#### E-mail:

[studentaccounts@lincolnu.edu](mailto:studentaccounts@lincolnu.edu)

#### Call us:

573-681-5278