

**Office of the Controller  
Undergraduate Student Calculation of Charges  
Agreement  
2009/2010**

*Tuition/Fee Payment/Insurance Waiver Information*

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***Student Accounts Important Dates***

*Website for LMU-Prowl and MyLMU: [www.lmu.edu](http://www.lmu.edu)*

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|---|------------------|
| •Last day to Advance Register without obtaining Financial Clearance | <b>7/31/2009</b> |
| •Financial Clearance Payment Deadline                               | <b>7/31/2009</b> |
| •Late Clearance Fee Assessed (\$95.00)                              | <b>8/01/2009</b> |
| •Start of Course Cancellation                                       | <b>8/07/2009</b> |
| •Deadline to submit Sickness Insurance Waiver                       | <b>9/01/2009</b> |
| •Late Registration Ends:  | <b>9/04/2009</b> |
| •Deadline to add/drop course and receive 100% Tuition Credit        | <b>9/04/2009</b> |

*This form may be obtained via download from: [www.lmu.edu/studentaccounts/](http://www.lmu.edu/studentaccounts/)  
Visit our Web site for Student Account Information*

(Agreement enclosed- -must be completed & return)

## Instructions for Completing the Calculation of Charges Agreement

Please print and complete the identification and address information. Decide to calculate the semester or the full year options and work down that column. List amounts on the lines to the right.

### Tuition, Fees, and Expenses:

- Full-time tuition is applicable for 12, semester hours. If attending part-time, multiply the per unit rate by the number of semester hours.
- Mandatory fees must be listed on your agreement calculation.
- Include the \$150 payment plan enrollment fee if you choose option 6. If you select option 1, you will not be assessed the payment fee. The balance due must be returned with your agreement. Company reimbursement participants must pay a semester deferment fee. A \$50.00 10 or 12 payment plan fee is charged for enrollment in our ACH checking deduction plans, options 2-5.
- If you have been awarded financial aid to cover the expenses in full, a late fee will not be assessed.
- The recreation fee is required for all full-time undergraduate students. The registration fee is required for all students.
- The freshmen/transfer orientation fee is required for all new students. The media fee is mandatory for all full-time students.
- Accident insurance is mandatory if talking 7 or more semester hours. All students may waive the mandatory sickness insurance by completing the waiver on the back of the agreement. Retroactive waivers are not accepted.

### Residence Fee

Pricing may vary for special living accommodations. Semester break periods are included in apartment prices. If you have not received your housing assignment by the financial clearance deadline, calculate the cost of your first choice. It is the responsibility of the student to contact Student Accounts should the assignment differ from original calculation.

### Board/Meal Plans

Food plans are mandatory for all LMU students living in residence halls. Students living in residence halls who do not select a food plan from the four plans offered will automatically be enrolled in the default food plan 'N' of \$2,200 Lion dollars for the year. Food plans may not be canceled once selected. Traditional LION meal plan changes may be done during the third and fourth weeks of each semester. *COMMUTERS AND STUDENTS LIVING IN APARTMENTS ARE NOT REQUIRED TO PURCHASE THE MANDATORY FOOD PLAN.*

### Financial Aid:

List the financial aid reflected on your financial aid award letter. Exclude work-study, transfer-work, loyola-work and scholarships not yet acknowledged by the Financial Aid Office. Federal Stafford Loan programs may be subject to a 3% lender fee associated with Federal Loan Programs. You may list faxes or tuition remission programs. Financial aid listed will be verified against awarded amounts for accuracy. Pre-approvals for Parent PLUS and student alternative loans must be submitted with this agreement. If you have not received your award by the financial clearance deadline, please calculate your expenses based on this agreement and submit payment. Upon receipt of your award, it is your responsibility to contact the Student Accounts Office to revise your agreement.

### Current balance:

If you have an outstanding balance due from a previous semester, list it on this line. If you have paid the Fall 2009 housing processing fee, list it as a credit on this line. Please note: the \$250 Commitment Fee is non-refundable and may not be subtracted on this agreement. Previous balance due must be paid in full and may not become part of a new payment plan. Continuing students may refer to their most recent billing statement or refer to their online account summary.

### Balance Due LMU:

This is the result of your total expenses, minus your financial aid offsets, plus or minus your current account balance. If you have a final credit balance, you may allocate a portion or all of the anticipated credit to your OneCard Flex account. This value may be used to pay for books, laundry services, or food purchases and will be available approximately one week before the semester begins. OneCard Flexi spending amounts may not be financed through a payment plan. However, you may purchase additional Flexi credits by including the amount with your payment.

Please make your check payable to Loyola Marymount University and mail your agreement and payment to the following address:

**Loyola Marymount University  
Bank of America – Remittance Processing  
File #53675  
Los Angeles, CA 90074-3675**

**\*\*Do not send financial aid materials or any other correspondence to the above address\*\***

Agreements received after 07/31/09 will be assessed a \$95.00 late fee. LMU is not responsible for mailing delays. Your agreement will be rejected if improperly completed. LMU reserves the right to modify fees and amounts listed on this agreement.

Student Accounts office hours are Mon-Fri 8:30 AM to 5:00 PM PST. By phone from 8:30 AM to 12:00 PM and 1:00 PM to 4:30 PM PST. Phone: (310) 338-2711 FAX: 310 338-2325. Extended walk-in service is available Wednesday's until 7:00 PM. Email: [StudAcct@lmu.edu](mailto:StudAcct@lmu.edu) Home page: [www.lmu.edu/controller/studentaccounts/](http://www.lmu.edu/controller/studentaccounts/)

**Keep this page for your records**

# Calculation of Charges Agreement – Fall 2009/Spring 2010

LMU Controller's Office

200930

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STUDENT ID (Required for processing)

**STUDENT INFORMATION**

LAST NAME		FIRST	M.I.	Telephone No.	
BILLING ADDRESS		APT #	CITY	STATE	ZIP CODE

Tuition, Fees & Expenses Fall 2009/Spring 2010		Fall 2009 Semester	Fall/Spring 09/10	Amount
Tuition - Undergraduate	Full-Time (12+ Sem. Hours)	\$17,365.00	\$34,730.00	\$
Tuition - Undergraduate	Part-Time (per Unit)	1,447.00	1,447.00	\$
Student Activity Fee: Mandatory	Full-Time	85.00	170.00	\$
	Part-Time (\$7 x # Sem. Hours)	---	---	\$
International Student Fee		50.00	100.00	
Registration Fee: Mandatory	Full-Time	57.00	114.00	\$
Accident Insurance: Mandatory	(7 or more Sem. Hours)	201.00	201.00	\$
Sickness Insurance: Mandatory	(Complete waiver on back)	673.00	673.00	\$
Recreation Center Fee: Mandatory	Full-Time	67.00	134.00	\$
Freshmen/Transfer Orientation Fee:	(Mandatory - All New Students)	214.00	214.00	\$
Media Fee: Mandatory	(Full-Time Students)	70.00	70.00	\$
Payment Plan/Defer Fee: Options 2-5	(10 & 12 Month ACH Deduction)	n/a	50.00	\$
	Option 6 (10 Month Check Mailing Plan)	n/a	150.00	\$

<b>Residence Fee</b> (Standard leases, you may list special rates here)				
Desmond, Doheny, Rosecrans, Whelan, Huesman & Sullivan Halls		4,075.00	8,150.00	
Del Rey North & South Halls		4,340.00	8,680.00	
McKay Hall		4,365.00	8,730.00	
McCarthy & Rains Halls (Regular Double)		4,630.00	9,260.00	
Hannon & Tenderich Apartments (Fall Semester pro-rated)		5,820.00	10,370.00	
O'Malley & Leavey # 4/5/6 Apartments (Fall Semester pro-rated)		6,196.00	11,040.00	
Other Special Leasing Accommodations - Please indicate here				
		<b>Residence Fee:</b>		\$

<b>Board Programs—Required Residence Hall Food Plans</b>				
Plan L (Non-Refundable Declining Balance Plan)		4,000.00	4,000.00	
Plan I (Non-Refundable Declining Balance Plan)		3,100.00	3,100.00	
Plan O (Non-Refundable Declining Balance Plan)		2,650.00	2,650.00	
Plan N (Non-Refundable Declining Balance Plan)	Default Plan	2,200.00	2,200.00	
Supplemental Food Plan – S value in \$100.00 increments				'S' Value
('S' Plan is a non-refundable board plan available to full-time undergraduates only)				
		<b>Food/Board Plan:</b>		
		<b>Total Expenses:</b>		\$

<b>Subtract &amp; Itemize Awarded Net Financial Aid &amp; Net Loans</b> (Exclude Work Study or Loyola Work Earnings)						
LIST FIN-AID	AMOUNTS	FIN-AID	AMOUNTS	FIN-AID	AMOUNTS	<b>Subtract Financial Aid:</b>
_____	_____	_____	_____	_____	_____	

**Current Balance on Account: (Credit)/Debit** (Housing processing fee is a Credit here) \$

**Balance Due LMU or (Credit) Excess:** Even if no balance is calculated, you must complete and return this form \$

- Option 1 (Payment in Full Semester or Year):** Please submit balance due payment with this Agreement by **7/31/2009** \$
- Option 2 (Continue Existing 10 Month ACH Checking Deduction):** Divide by 10 and return form by **6/30/09** \$
- Option 3 (Continue Existing 12 Month ACH Checking Deduction):** Divide by 12 and return form by **5/31/09** \$
- Option 4 (New Enrollment 10 Month ACH Checking Deduction):** Divide by 10 and return form by **6/30/09** \$
- Option 5 (New Enrollment 12 Month ACH Checking Deduction):** Divide by 12 and return form by **5/31/09** \$
- Option 6 (Standard 10 - Month Plan):** Divide balance by 10. Send July & August (2) initial check payments by **7/31/2009** \$

**OneCard Flexi Dollars:** You may use any credit towards Flexi Dollars in \$100 increments by entering here or by adding to your initial check payment or ACH deduction amount. (Initial ACH deduction will be adjusted) \$

<input type="checkbox"/> ACH Monthly Deduction	<input type="checkbox"/> Existing ACH Checking <input type="checkbox"/> Options 2 or 3	<input type="checkbox"/> Completed <b>New</b> Application for ACH Automatic Checking Deduction <input type="checkbox"/> Options 4 or 5	
CHECK PAYMENT (Options 1 or 6) <input type="checkbox"/> Check Enclosed (Payable to LMU)	CHECK AMOUNT ENCLOSED \$	Work/Cell Contact No.	Email Contact:

I understand that refunds or cancellations for tuition are made in accordance with the refund schedule in the University Catalog after an official withdrawal from LMU has been processed by the Registrar/Housing Offices. I understand refunds/cancellations are not granted to a student who withdraws from a portion of their total academic program after the 100% drop/add refund period. My signature below authorizes Title IV aid, State Cal Grants, and FFELP electronic loan funds to be credited to my Student Account. I authorize the excess current year aid to be applied to prior balances. I agree to pay other cost I may incur at LMU. I accept responsibility for payment of actual cost and expenses of collection including, without limitation, reasonable attorney's fees and collection cost. I waive any applicable statute limiting the period within which a complaint may be filed in the event of default on this obligation for a period of (4) years

**Student Signature** x **Date:** 200930-\_\_\_\_032509

