

## Tuition Billing and Payment

- How do I know when my bill is ready to be paid?

You will receive an email several weeks to months before the start of the semester (Summer, Fall, Spring) with instructions for viewing your account and upcoming due dates. You can view your payment dashboard at any time for a current term balance or an account balance that includes past and present terms.

- Where do I go to view my bill?

Your payment dashboard! [Learn more about this new tool.](#)

Go to **MyLBC** from the [student portal](#) or from within the LBC mobile app. Under *My Finances*, click **Payment Dashboard**, and then in the middle of the page, click **My Payment Dashboard**. The dashboard will open. If it does not, you must allow pop-up windows for the site by clicking the notification in your URL bar. On your dashboard, *Term Balance* will show the current amount due. *Account Balance* includes the amount owed across all past and present semesters.

- What are my payment options?

**Online:** Make a [one-time payment](#) or [set up a payment plan](#) on your payment dashboard, located on **MyLBC**. Payments from a bank account, credit card (2.65% convenience fee), and international currency are accepted online.

**Mail:** Pay by check or money order, made payable to *Lancaster Bible College* and mailed to: LBC Solution Center, 901 Eden Road, Lancaster, PA 17601.

**In-Person:** Stop by the Solution Center in the Esbenshade Building on the Lancaster campus.

- How do I set up a payment plan?

On your payment dashboard, click **Make Payment**, and then click the **Payment Plan** tab. Follow the prompts carefully, making sure to read and understand the contract. Note that a payment plan will automatically adjust the payment amount to account for changes to your account, such as bookstore purchases, fees, or tuition changes.

There is a \$25 enrollment fee and payments can be connected to a bank account or card. You can schedule when payments are drawn within a 10-day window without a late fee. After the 10<sup>th</sup> day, a late fee will be automatically applied to your next payment. You can update the payment method, payment date, or make an additional one-time payment at any time; however, you cannot cancel a payment plan once it is set up.

Details related to payment plans for Summer and Fall 2023 are on the next page.

- What happens if I still have a balance owed when classes begin?

Your balance must be paid in full or a payment plan set up by the due date stated in your email from the Solution Center. Failure to make payment arrangements will result in your access to class being delayed. If tuition remains unpaid with classes not attended beyond the first week or so of class, you run the risk of being unenrolled from classes. A one-time \$150 account fee is applied to any unpaid balance over \$500 or a \$50 monthly fee to any balance over \$100. Any student with a balance owed will not be able to register for the next term's classes.

- How can I obtain a tuition statement for my employer or other entity?

Please email the Solution Center at [solutions@lbc.edu](mailto:solutions@lbc.edu) with your request.

## Payment Plans Available

### Summer 2023

#### Traditional Undergraduate only

Length of plan	2-Month
Enroll in Payment Dashboard	Starts April 17 Ends June 4
First installment	June 5
Last installment	July 3
Frequency	First Monday of month
Grace days (no late fee)	10 calendar days
Down payment	20%
Application fee	\$25
Late fee	Approx. \$5 (refer to contract)
Non-sufficient funds fee	\$20

#### Global (Adult Edu, Sem/Grad, Doc)

Length of plan	3-Month
Enroll in Payment Dashboard	Starts April 17 Ends July 2
First installment	June 5
Last installment	August 7
Frequency	First Monday of month
Grace days (no late fee)	10 calendar days
Down payment	25%
Application fee	\$25
Late fee	Approx. \$5 (refer to contract)
Non-sufficient funds fee	\$20

### Fall 2023

#### Traditional Undergraduate only

Length of plan	5-Month
Enroll in Payment Dashboard	Starts July 1 Ends August 6
First installment	August 7
Last installment	December 4
Frequency	First Monday of month
Grace days (no late fee)	10 calendar days
Down payment	None required
Application fee	\$25
Late fee	Approx. \$5 (refer to contract)
Non-sufficient funds fee	\$20

Length of plan	4-Month
Enroll in Payment Dashboard	Starts September 4 Ends November 5
First installment	September 4
Last installment	December 4
Frequency	First Monday of month
Grace days (no late fee)	10 calendar days
Down payment	25%
Application fee	\$25
Late fee	Approx. \$5 (refer to contract)
Non-sufficient funds fee	\$20

#### Global (Adult Edu, Sem/Grad, Doc)

Length of plan	4-Month
Enroll in Payment Dashboard	Starts August 1 Ends September 3
First installment	September 4
Last installment	December 4
Frequency	First Monday of month
Grace days (no late fee)	10 calendar days
Down payment	None required
Application fee	\$25
Late fee	Approx. \$5 (refer to contract)
Non-sufficient funds fee	\$20

Length of plan	3-Month
Enroll in Payment Dashboard	Starts September 4 Ends November 5
First installment	October 2
Last installment	December 4
Frequency	First Monday of month
Grace days (no late fee)	10 calendar days
Down payment	25%
Application fee	\$25
Late fee	Approx. \$5 (refer to contract)
Non-sufficient funds fee	\$20