Explanation of Invoice

Keystone College
One College Green
La Plume, PA 18440-1099

Student Invoice/Schedule

(b) ID Number: 1234

Date: 6/15/20XX (c)

Date Due: 8/01/20XX (d)

Balance: $ 670.00 (e)

(a) Jane Doe
1 College Street
Anytown, USA 12345

(g) This is your invoice which may include INTERSESSION detail as well. Financial obligations must be met by 8/01/XX to maintain registration and housing. If you have pending aid or if you are anticipating aid that is not shown on your invoice, contact Financial Assistance & Planning.

(f) **METHOD OF PAYMENT**

Check $□□,□□□.□□
(Make Checks Payable to Keystone College)
----- OR -----
Credit Card *(Complete the Following Information)*
VISA [ ] MASTERCARD [ ] DISCOVER [ ] AMERICAN EXPRESS [ ]
Account Number: _____
Expiration Date: _____ $□□,□□□.□□
Signature: _____
Total Enclosed $□□,□□□.□□

Return this section with your payment to ensure proper credit

Keystone College - INVOICE

(h) *Charges/Adjustments*		*Payments/Credits/Anticipated Credits* (i)	
Tuition	9,385.00	Keystone Grant	2,000.00
Comprehensive College fee	425.00	Metro Commuter Grant	250.00
Education curriculum fee	20.00	Federal Subsidized Stafford	2,750.00
Parking fee	50.00	Federal Unsubsidized Stafford	2,500.00
		Federal Unsub Stafford #2	1,000.00
Total Charges:	8,970.00	Total Credits:	8,500.00

(j) *Previous Balance*	(k) *Current Charges*	(l) *Current Credits*	(m) *Current Balance*	(n) *Pending Fin. Aid*	(o) *Amount Due*
$200.00	$9,880.00	$8,500.00	$470.00	$00.00	$670.00

Jane Doe - (1234)

(p) Keystone College - SCHEDULE

DEPT	CAT#	SEC	Course Title	Credits	Days	Start/Stop	BDLG	Room
EDUC	331	01	Language Arts and Literacy II	3.0	R	17:30/20:15	LIBR	104
ART	305	01	Experiencing the Arts	3.0	F	18:30/21:00	LIBR	211

**** The Information above reflects charges, financial aid, and schedule as of this statement date.***

(a) Name of the student and the invoicing address.

(b) Student ID number

(c) This is the date that the invoice was last generated in the system.

The top part of the form should be returned to Keystone College with payment.

(d) This is the date that the balance (e) is due to Keystone College.

(e) This is the balance of the student's account and is the amount owed to Keystone College.

(f) This information pertains to the students ***Method of Payment***. Check or credit cards are accepted.

(g) Invoice message gives details about your invoice

(h) The ***Charges/Adjustments*** column itemizes the fees and tuition charges.....
and gives a total amount at the bottom right side of the column.

(i) The ***Payments/Credits/Anticipated Credits*** column itemizes payments made to Keystone College. This column also includes loans and grants, anticipated to be applied to the account.

(j) The ***Previous Balance*** is anything that is owed to the college before the invoice date (c) and is not in the itemized ***Charges/Adjustment*** column (h)

(k) The ***Current Charges*** is the total of charges from the ***Charges/Adjustment*** column (h)

(l) The ***Current Credits*** is the total of the amount listed in the ***Payments/Credits/Anticipated Credits*** column (i)

(m) The ***Current Balance*** is the difference when the ***Current Credits*** (l) are subtracted from the ***Current Charges*** (k). This does not include the ***Previous Balance*** (j)

(n) The ***Pending Fin. Aid*** is any financial aid that is expected to be applied to the students account. It is a reminder that it is incomplete.

(o) The ***Amount Due*** is the total of the ***Current Balance*** (m) and the ***Previous Balance*** (j)

(p) This is a quick look at the student's upcoming semester schedule.

Note: This example form is for instructional purposes.
The tuition costs and fees used may not be the actual amounts.