

Explanation of Invoice

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

b ID number: 123456

Keystone College

Student Business Services

First Floor, Ward Hall
StudentAccounts@Keystone.edu
(570) 945-8369

a Jane Doe
1 College Street
Anytown, USA 12345

c Date : 07/12/2013
d Balance Due Date : 8/1/2013
e Amount Due: \$ 7,978.00

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

Please indicate account name and ID number on your remittance, or return this portion with your check. Receipts will be issued only on request.
Payments should be mailed to Keystone College, One College Green, PO Box 50, LaPlume, PA 18440.

Student Accounts Receivable

AR

b ID number: 123456

f Beginning Balance: .00

Date	Description	h Charges	i Credits	Total
07/10/2013	Course Fee PHED 1110 F2F 005	25.00	.00	25.00
07/10/2013	Course Fee IT 1115 F2F 005	40.00	.00	65.00
07/10/2013	Full Time Tuition	10,150.00	.00	10,215.00
07/10/2013	Comprehensive College Fee	450.00	.00	10,665.00
07/10/2013	Student Health Insurance	1,691.00	.00	12,356.00
07/10/2013	Room Charge	2,475.00	.00	14,831.00
07/10/2013	Resident Meal Plan 19	2,425.00	.00	17,256.00
07/10/2013	Resident Room Security Deposit	200.00	.00	17,456.00
07/10/2013	Registration Fee	350.00	.00	17,806.00
07/10/2013	NSO Fee	150.00	.00	17,956.00
* 07/10/2013	KC Initial Opportunity Grant	.00	-500.00	17,456.00
* 07/10/2013	Trustee Scholarship	.00	-4,250.00	13,206.00
* 07/10/2013	Keystone College Grant	.00	-595.00	12,611.00
* 07/10/2013	Resident Hall Grant	.00	-1,000.00	11,611.00
* 07/10/2013	PHEAA State Grant	.00	-1,995.00	9,616.00
* 07/10/2013	Direct Unsubsidized Loan	.00	-990.00	8,626.00
* 07/10/2013	Federal Pell Grant	.00	-448.00	8,178.00
Subtotal:				j 8,178.00

* Indicates Unreleased Financial Aid.
Beginning balance includes historical third party amounts.

- 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.
- 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.** The Beginning Balance is anything that is owed to the college before the invoice date (c) and is not in the itemized in Charges or Credits columns
- G.** Date and description of **Charges or Credits**.
- H.** **Charges** are the costs applied to the student's account and owed to the College.
- I.** **Credits** are amounts paid to the College, including **Payments, Credits, and Anticipated Credits**. This column lists loans and grants anticipated to be applied to the account.
- J.** The subtotal is the difference when the **Credits** are subtracted from **Charges**.