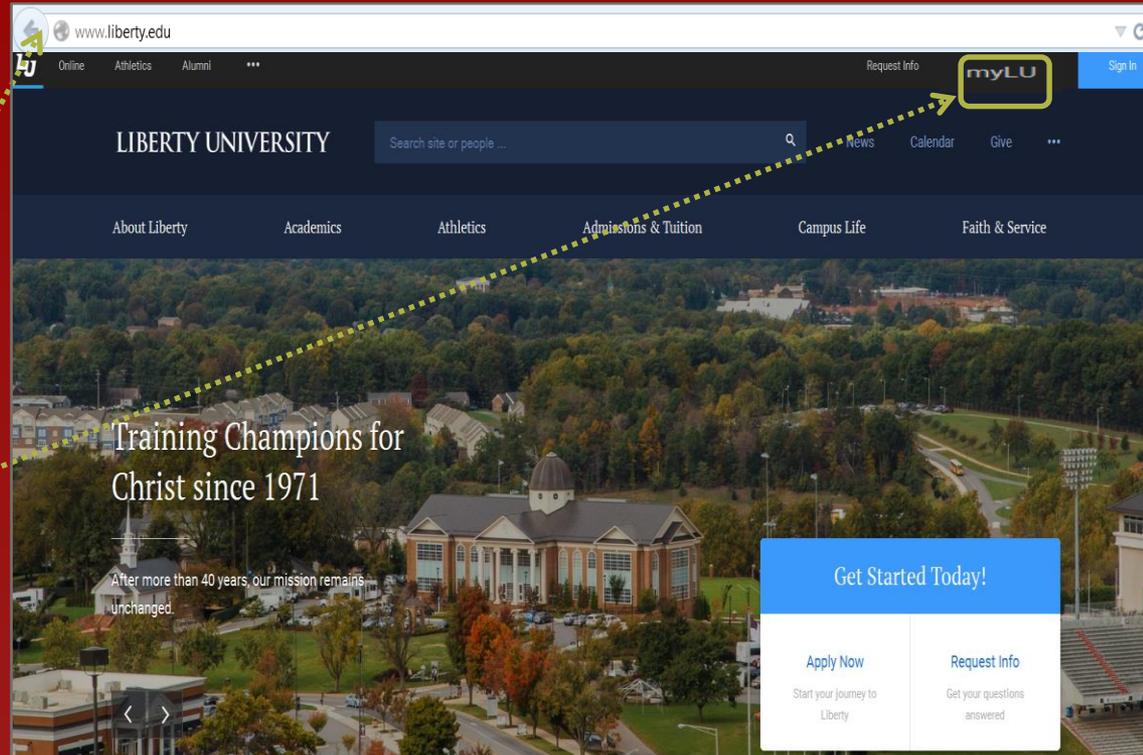


Liberty University Online Student Financial Check-In

From the
Liberty University home
page:

www.liberty.edu

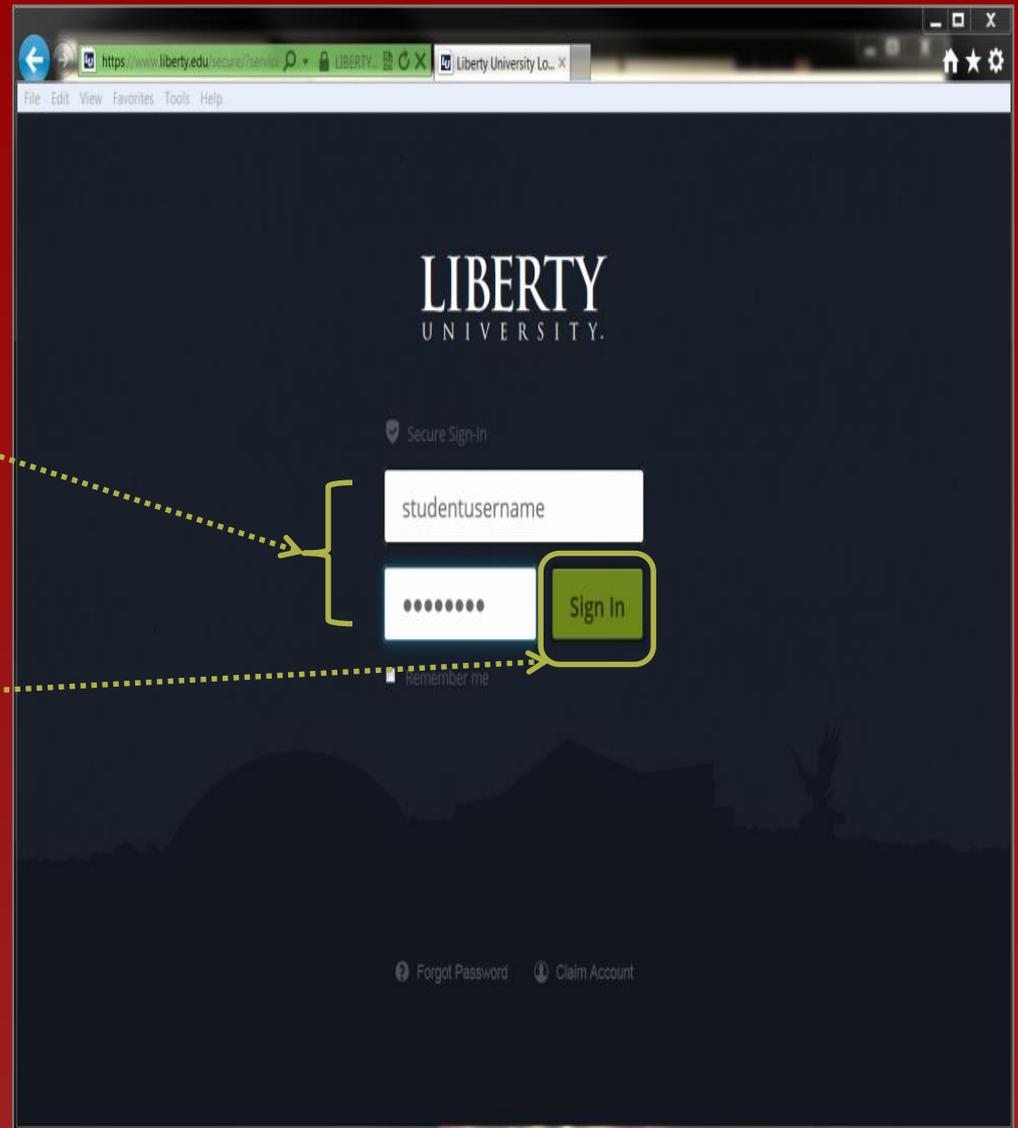
Select myLU



Student Login

Student Login

1. Enter username and password
2. Select Sign In



Student Login Portal and ASIST

My Access

Select the Financial
Check-In
icon from your accounts.

Announcements

[Announcements RSS](#)

My Access

My Accounts

- [ASIST](#)
- [Banner INB](#)
- [Blackboard](#)
- [Financial Check-in](#)
- [Flames Pass](#)
- [IT HelpDesk](#)
- [IPTV](#)
- [IT Marketplace](#)
- [Jump Forward](#)
- [Library](#)
- [Offices](#)
- [Online Communities](#)
- [Pharos Print Detail](#)
- [Travel](#)

LU Official Announcements

- [Free Starbucks Gift Cards from IT](#)
- [Holiday Parking In Effect for Spring Break](#)
- [Parking Garage Deliveries](#)
- [Gravel Road Leading to LCA Baseball Field Closed](#)
- [Parking on Champion Circle](#)
- [Resident Summer Registration - Opens Wed, Feb 5](#)
- [Lots Reserved for Basketball Game day Parking](#)

Financial Check-In

Select Term

Select Term

Students can return to ASIST Main Menu or Log Out.

Student Name and ID# are visible at the top right.

Students may contact the Student Accounts Office for assistance with Financial Check-In and/or the Financial Aid Office for questions regarding financial aid.

Click on the “Select” button for the appropriate term to proceed with Financial Check-In.

A brief tutorial is available for assistance with the Financial Check-In process.

LIBERTY UNIVERSITY.

Return to ASIST | Log Out

FINANCIAL CHECK-IN Select Term

Select Term

FALL 2016 Select

SUMMER 2016 Select

SPRING 2016 Select

FALL 2015 Select

Welcome

Our on-line Financial Check-In system allows students to make their financial arrangements through a convenient step by step process. Each term all students are required to complete Financial Check-In. To get started select a term.

Additional Contact Information

If you have questions or need assistance please contact the appropriate department: [Read More](#)

LU Student ID Number

Get Help

Student Accounts Office
Toll-Free: (866) 783-0191
Local: (434) 592-3600
Resident:
studentaccounts@liberty.edu
LUCO:
luostudentaccounts@liberty.edu

Financial Aid Office
Toll-Free: (888) 583-5704
Chat: www.liberty.edu/financialaid
Email: FinancialAid@Liberty.edu

Financial Check-In Tutorial

LIBERTY UNIVERSITY.

FINANCIAL CHECK-IN

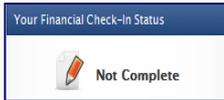
Preferences: 1 of 3 Complete

Financial Information: 2 of 3 Complete

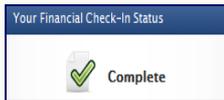
Financial Check-In Main Menu

FCI Main Menu

The Check-In Status box will indicate the following:



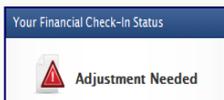
Not Complete: FCI is not completed



Complete: FCI is completed with no payment plan



Balance Due: Balance is generated after checking-in



Adjustment Needed: Payment plan is not on track

Each icon indicates a separate page in the Financial Check-In process. FCI is complete once a Check-In Receipt is generated.

The screenshot shows the main menu of the Financial Check-In system. It is divided into several sections:

- Preferences (0 of 4 Completed):** Contains four icons: Policies and Procedures, Course Registration, Book Voucher Advance, and Registration Projection.
- Financial Information (0 of 4 Completed):** Contains four icons: Authorizations, Financial Aid Summary, Summary of Account, and Payment Plan Selection.
- Contract Information (0 of 3 Completed):** Contains three icons: Address Verification, Payment Agreement, and Check-In Receipt.
- Your Financial Check-In Status:** A highlighted box on the right side showing "Not Complete" with a pencil icon, a message "You MUST complete Check-in to receive your new contract and receipt.", and "Amount Due \$1,140.00".
- Get Help:** Provides contact information for the Student Accounts Office and Financial Aid Office.
- Financial Check-In Tutorial:** A video player showing a tutorial for the FCI process.
- Feedback:** A button labeled "Tell us what you think" with a pencil icon.

Financial Check-In Policies and Procedures

Policies and Procedures

Select the first icon labeled Policies and Procedures in order to proceed through each icon.

Read each policy and procedure thoroughly.

Select "Accept & Continue" to proceed.

Preferences (0 of 4 Completed)

Policies and Procedures

Financial Check-In DEADLINES
Financial Check-In is required by all students each semester. A **\$125 Late Financial Check-In fee** will be charged to any student who either fails to complete Financial Check-In or completes Financial Check-In after the deadline date. Financial Check-In deadlines are given in Eastern Standard Time (EST). Financial Check-In deadline dates are available [online](#).

Financial Impact to Your Student Account

- Adding/Dropping or Withdrawal from Class*
 - For information about adding/dropping or withdrawing from classes and the potential financial/academic impact [Review Policy](#).
- Withdrawal from School*
 - For information about withdrawing from Liberty and the potential academic and financial impact, contact each of the following offices: Student Accounts, Financial Aid and On-line Academic Advising.
- Enrollment Status*
 - Students changing from full-time to part-time status may experience an increase in tuition rates and a reduction in financial aid.

Receiving Refunds

A personal code is mailed from BankMobile, to all Liberty University students upon completion of Financial Check-In. Follow the instructions included in the envelope to select how you would like to receive your refund. For more information visit [BankMobile](#).

Payment Plan Adjustments

If changes occur on the student's account that require a modification to the remaining installments, it is your responsibility to confirm the needed adjustment by going back through Financial Check-In to receive a new Check-In Receipt page reflecting the changes at least 5 days prior to the next draft date. * [Read More](#)

Your Financial Check-In Status

Not Complete

You **MUST** complete Check-in to receive your new contract and receipt.

Amount Due **\$1,140.00**

Get Help

Student Accounts Office
Toll-Free: (866) 783-0191
Local: (434) 592-3600
Resident: studentaccounts@liberty.edu
LUO: luostudentaccounts@liberty.edu

Financial Aid Office
Toll-Free: (888) 583-5704
Chat: www.liberty.edu/financialaid
Email: FinancialAid@Liberty.edu

Financial Check-In Tutorial

LIBERTY UNIVERSITY

FINANCIAL CHECK-IN

Preferences: 0 of 4 Completed

Financial Information: 1 of 1 Completed

Feedback

Tell us what you think

Back to Main Menu **Accept & Continue**

Financial Check-In Course Registration

Course Registration

Courses registered will display on this page.

Students should register for all courses at the beginning of open registration for each term. Changing the number of credit hours may affect your student account balance, payment plan, and/or financial aid qualification.

To make a change to your course schedule, select "Register for Courses." To proceed "Accept & Continue."

Preferences (1 of 4 Completed)

Policies and Procedures **Course Registration** Book Voucher Advance Registration Projection

Course Registration

Courses	Day(s)	Times	Locations	Credits
APOL 104	N/A	N/A	Online Course	3
BIBL 104	N/A	N/A	Online Course	3
				6

Course Registration

Students should register for all courses at the beginning of open registration for each term. Changing the number of credit hours may affect your student account balance, payment plan, and/or financial aid qualification.

Course Schedule

To make a change to your course schedule, select "Register for courses".

[Back to Main Menu](#) [Register for courses](#) [Accept & Continue](#)

Your Financial Check-In Status

 **Not Complete**

You **MUST** complete Check-in to receive your new contract and receipt.

Amount Due \$1,140.00

Get Help

 **Student Accounts Office**
Toll-Free: (866) 783-0191
Local: (434) 592-3600
Resident:
studentaccounts@liberty.edu
LUO:
luostudentaccounts@liberty.edu

 **Financial Aid Office**
Toll-Free: (888) 583-5704
Chat: www.liberty.edu/financialaid
Email: FinancialAid@Liberty.edu

Financial Check-In Tutorial

 **LIBERTY UNIVERSITY**

FINANCIAL CHECK-IN (1 of 4 Completed)

Preferences (1 of 4 Completed)



Financial Information (2 of 3 Completed)

Feedback

 Tell us what you think

Financial Check-In

Book Voucher Advance

Book Voucher Advance

LU Online student book voucher advance is only available for use at MBS Direct.

Students taking a residential or intensive course, the materials may not be available at MBS Direct. You may need to purchase the materials through the on-campus LU bookstore (Tip: price books first).

Vouchers can be requested in FCI up to 24 hours before they expire at MBS Direct.

How to add a book voucher amount:

- Select Add Amount, if desired.
- Enter the amount desired, and click OK.
- The amount is changeable if it shows the BV is a Pending Submission –by selecting the edit button and changing the amount.

A student must complete FCI creating a check-in receipt with a newly added book voucher to have it processed. A student may add a book voucher after having completed FCI by re-completing FCI creating a new check-in receipt with the newly added book voucher to have it processed.

Click on Accept & Continue to proceed.

Preferences (2 of 4 Completed)

Policies and Procedures ✓ Course Registration ✓ **Book Voucher Advance** Registration Projection

Online Book Vouchers

 **Vouchers requested result in a *charge* to your student account!**

- Online Book Vouchers may be used **ONLY** at MBS Direct, and **CANNOT** be used at the Liberty University on-campus bookstore.
- For books and shipping costs contact MBS at (800) 325-3252 or visit the [MBS Website](#)
- Once Check-In is complete funds will be available about six weeks prior to the start of the term. MBS will send a confirmation number and instructions to your Liberty email.
- Book Vouchers can be requested in Check-In up to 24 hours before they expire at MBS.

500.00 ✓ OK Cancel
(Maximum: \$1000.00)

500.00 Pending Submission

Select the 'Accept & Continue' button, **proceed** through each step, and then **VERIFY** the amount on the Check-In Receipt page.

Financial Check-In Registration Projection

Registration Projection

An estimated enrollment plan helps ensure that your financial aid budget is processed accurately.

Students should register for all courses at the beginning of each term's open registration.

Changing the number of credit hours may impact your student account balance, payment plan, and/or financial aid qualification.

To proceed, click on "Accept and Continue."

Preferences (3 of 4 Completed)

Policies and Procedures ✓ Course Registration ✓ Book Voucher Advance ✓ Registration Projection

Registration Projection

Courses	Fall 2016	Spring 2017	Summer 2017
Subterm A	0	0	0 ▼
Subterm B	0	6	6 ▼
Subterm C	0	0	Not Available
Subterm D	0	0	0 ▼
Subterm J	0	0	0 ▼
Law School	0	0	0 ▼
Resident	0	0	0 ▼
Total Credits	0	6	6

Liberty Online Registration Projection

- An estimated enrollment plan ensures that your financial aid budget is processed accurately.
- Students should register for all courses at the beginning of open registration for each term.
- Changing the number of credit hours may affect your student account balance, payment plan, and/or financial aid qualification. [Read More](#)

Back to Main Menu Accept & Continue

Your Financial Check-In Status

Not Complete

You **MUST** complete Check-in to receive your new contract and receipt.

Amount Due **\$1,140.00**

Get Help

Student Accounts Office
Toll-Free: (866) 783-0191
Local: (434) 592-3600
Resident:
studentaccounts@liberty.edu
LUO:
luostudentaccounts@liberty.edu

Financial Aid Office
Toll-Free: (888) 583-5704
Chat: www.liberty.edu/financialaid
Email: FinancialAid@Liberty.edu

Financial Check-In Tutorial

LIBERTY UNIVERSITY

FINANCIAL CHECK-IN

Preferences (3 of 4 Completed)

Financial Information (2 of 4 Completed)

Feedback

Tell us what you think

Financial Check-In Authorizations

Authorizations

Title IV refund preferences:

Select Refund my credit to have credit refunded through your selected refund preference, when eligible.

Select Hold my credit to have credit remain on account and apply toward future semesters until end of the academic year.

1098-T preferences:

Indicate if the 1098-T form is to be delivered electronically or by mail.

Select “Accept & Continue” to proceed.

Financial Information (0 of 4 Completed)

Authorizations | Financial Aid Summary | Summary of Account | Payment Plan Selection

Federal Refund Preference

Refund my credit Hold my credit

Student authorizes Liberty to refund credit balance resulting from Title IV aid to their [selected refund preference](#). Student authorizes Liberty to have credit balance held for a future term. (This will not apply for a future academic year).

Title IV Authorizations

- All Liberty students must complete this Authorization section.
- Title IV funds include: Stafford loans, PLUS loans, the Federal Pell grant, Federal SEOG (Supplemental Educational Opportunity Grant), Academic Competitiveness grant, SMART grant and TEACH grant.
- NOTE: At the end of the academic year, ALL Title IV credit balances must be refunded.
- Financial aid and refund policies: [Read More](#)

1098-T Preference

Send my 1098-T electronically Send my 1098-T by mail

1) Faster availability
2) Easy access
3) Can be printed at anytime
4) Eco-friendly
5) Cost efficient

1) Slower manual process
2) Paper copy
3) Original form can be lost

Form 1098-T

- Form 1098-T: Is a statement used to record qualified educational expenses and scholarships/grants information to determine a student's eligibility for the [American Opportunity](#), or the [Lifetime Learning](#) education tax credits.
- Students eligible to receive IRS Form 1098-T must select to receive it by LU email or by US mail.
- For more information click [1098-T](#).

[Back to Main Menu](#)

Your Financial Check-In Status

Not Complete

You **MUST** complete Check-in to receive your new contract and receipt.

Amount Due \$1,140.00

Get Help

Student Accounts Office
Toll-Free: (866) 783-0191
Local: (434) 592-3600
Resident:
studentaccounts@liberty.edu
LUO:
luostudentaccounts@liberty.edu

Financial Aid Office
Toll-Free: (888) 583-5704
Chat: www.liberty.edu/financialaid
Email: FinancialAid@Liberty.edu

Financial Check-In Tutorial

LIBERTY UNIVERSITY

FINANCIAL CHECK-IN

1) Faster availability
2) Easy access
3) Can be printed at anytime
4) Eco-friendly
5) Cost efficient

1) Slower manual process
2) Paper copy
3) Original form can be lost

Feedback

Financial Check-In

Financial Aid Summary

Financial Aid Summary

If no financial aid appears, click on the unsatisfied aid requirements link to review outstanding document(s).

Estimated financial aid elements will display in projected amounts if all requirements have been met.

Disclosure statement states that aid shown is only an estimate and not a guaranteed amount.

To proceed to the next page, select "Accept & Continue."

Financial Information (1 of 4 Completed)

Authorizations | **Financial Aid Summary** | Summary of Account | Payment Plan Selection

Financial Aid Summary

You have no financial aid available at this time.

Description	Amount
Total Financial Aid	\$0.00

NOTICE!

- You currently have **NO** financial aid awards; check to see if you have [unsatisfied aid requirements](#) or you may have been selected for verification.
- For questions contact Financial Aid: 888-583-5704, 434-582-2270, or email financialaid@liberty.edu
- You may also visit www.liberty.edu/financialaid for information on the web.
- Consumer information and policies regarding financial aid. [Read More.](#)

Back to Main Menu | **Accept & Continue**

Financial Information (1 of 3 Completed)

Authorizations | **Financial Aid Summary** | Summary of Account

Financial Aid Summary

Description	Amount
Federal Direct Subsidized Loan (Projected)	\$2,721.00
Federal Direct Unsub Loan (Projected)	\$3,463.00
Total Financial Aid	\$6,184.00

Projected Financial Aid Awards

- If your projected financial aid awards **DO NOT** appear complete/correct, check to see if you have any [unsatisfied aid requirements](#) or you may have been selected for verification.
- If you have any questions regarding the amount or availability of your awards please contact the Financial Aid Office: 888-583-5704, 434-582-2270, or email financialaid@liberty.edu
- You may also visit www.liberty.edu/financialaid for information.

Financial Aid

- The aid shown is an estimate of your financial aid awards and is **NOT** guaranteed.
- The financial aid application process must be completed prior to receiving estimated awards.
- Financial aid awards can also be affected by actual enrollment status, other financial aid, your Expected Family Contribution (EFC) from the FAFSA, the cost of attendance, length of enrollment, and previously borrowed federal student loan amounts.
- Consumer information and policies regarding financial aid. [Read More.](#)

Back to Main Menu | **Accept & Continue**

Financial Check-In Summary of Account

Summary of Account

Example: Summary of account with no projected payments or financial aid.

Example: Summary of account with financial aid projected.

To proceed to the next page, select "Accept & Continue."

Financial Information (2 of 4 Completed)

Authorizations Financial Aid Summary **Summary of Account** Payment Plan Selection

Summary of Account

Description	Charges	Payments
Previous Balance	\$0.00	
Tuition - Liberty Online	\$1,140.00	
Remaining Balance	\$1,140.00	

i **Summary of Account**
This is a summary of your charges, payments and estimated financial aid (if applicable). Please proceed to the next page by selecting "Accept and Continue" at the bottom of the page.

[Back to Main Menu](#) [Email Summary](#) [Accept & Continue](#)

Financial Information (3 of 3 Completed)

Authorizations Financial Aid Summary **Summary of Account**

Summary of Account

Description	Charges	Payments
Previous Balance	\$0.00	
Book Voucher Advance- Online	\$120.00	
Tuition - Liberty Online	\$2,610.00	
Federal Pell Grant (Projected)		\$1,444.00
Direct Subsidized Loan (Projected)		\$2,721.00
Credit Balance		\$1,435.00

i **Summary of Account**
This is a summary of your charges, payments and estimated financial aid (if applicable). Please proceed to the next page by selecting "Accept and Continue" at the bottom of the page.

[Back to Main Menu](#) [Email Summary](#) [Accept & Continue](#)

Financial Check-In Payment Plan Selection

Payment Plan Selection

Select a payment plan and draft date to review monthly amounts and draft dates.

Prior to the 15th of any month, a student must select a draft date of the 1st, 5th, 10th, 15th, 20th, or 25th for future drafts.

Past the 15th of any month, a student's remaining draft selections are the 15th, 20th, and 25th for future drafts.

Upon completing FCI, the first payment will draft the next day. *If you are using a credit card, it will be pinged immediately for verification.

To proceed to the next page, select "Accept & Continue."

Financial Information (3 of 4 Completed)


 Authorizations


 Financial Aid Summary


 Summary of Account


 Payment Plan Selection

Payment Plan Selection

Full Payment by Student
 4 Pay Plan (MD)
 3 Pay Plan (MI)
 2 Pay Plan (MJ)

To send a copy of your list of available payment plans to another of your email addresses or another person, enter the email address and click.

Enter email address

Select a Payment Plan

Once a payment plan has been selected, you will be asked to verify your address information on the next page, then proceed to enter your checking or credit card information.

Payment Plan Selection

Full Payment by Student
 4 Pay Plan (MD)
 3 Pay Plan (MI)
 2 Pay Plan (MJ)

4 Pay Plan (MD)

Description	Charges
Charges from Account Summary	\$1,140.00
Pay Plan Participation Fee	\$45.00
Total Charges	\$1,185.00

Future drafts will occur on the select -> of each month.

Scheduled Draft Date	Draft Amount
1. July 2, 2016 (TOMORROW)	\$296.25
2. August, 20 2016	\$296.25
3. September, 20 2016	\$296.25
4. October, 20 2016	\$296.25
Total Amount to be Drafted	\$1,185.00

Select a Payment Plan

Once a payment plan has been selected, you will be asked to verify your address information on the next page, then proceed to enter your checking or credit card information.

Select Draft Date

If you have chosen an installment plan, please select a date from the dropdown box listed above for your future drafts.

Your Financial Check-In Status

Not Complete

You MUST complete Check-in to receive your new contract and receipt.

Amount Due \$1,140.00

Get Help

Student Accounts Office
 Toll-Free: (866) 783-0191
 Local: (434) 592-3600
 Resident: studentaccounts@liberty.edu
 LUO: libertystudentaccounts@liberty.edu

Financial Aid Office
 Toll-Free: (888) 583-5704
 Chat: xxxxx.liberty.edu/financialaid
 Email: financialaid@liberty.edu

Financial Check-In Tutorial

LIBERTY

Financial Check-In

Published: 11/1/2015

Financial Information (of course)

Feedback

Financial Check-In Address Verification

Address Verification

Review contact information. It is important that Liberty has accurate contact information.

Your liberty email is the primary means by which all departments will communicate with you.

It is extremely important to check your Liberty email every day.

Please note: electronic billing statements will be sent to your Liberty email account.

If any update is needed, click on the link "Update Your Address."

To proceed to the next page, select "Accept & Continue."

Contract Information (0 of 3 Completed)



Address Verification



Payment Agreement



Check-In Receipt

Address Verification

Legal Home Permanent	Phone
----------------------	-------

1234 Student Drive
Lynchburg, VA 12345

Review Contact Information

It is important that Liberty has accurate and up to date contact information. Please make sure your mailing address is up to date. If what is listed above is correct, please continue to the next page.

Liberty University E-Mail

- Your Liberty University email account is the primary means by which all departments will communicate with you.
- It is extremely important to check your Liberty email every day.**
- Please note, electronic billing statements will be sent to your Liberty email account.

BankMobile

BankMobile maintains separate address information for each student. Updates done through ASIST or Financial Check-In will NOT update address information on file with [BankMobile](#).

[Update Your Address](#)

[Back to Main Menu](#)

[Accept & Continue](#)

Your Financial Check-In Status

Not Complete

You **MUST** complete Check-in to receive your new contract and receipt.

Amount Due **\$1,140.00**

Get Help

Student Accounts Office
Toll-Free: (866) 783-0191
Local: (434) 592-3600
Resident:
studentaccounts@liberty.edu
LUO:
luostudentaccounts@liberty.edu

Financial Aid Office
Toll-Free: (888) 583-5704
Chat: www.liberty.edu/financialaid
Email: FinancialAid@Liberty.edu

Financial Check-In Tutorial



Feedback

[Tell us what you think](#)

Financial Check-In

Payment Agreement and Check-In Contract

Contract Information

The Financial Check-In contract is a **legal and binding** contract. The contract informs you that payments will be automatically processed when enrolled in a payment plan.

The contract also states your responsibilities regarding any balance on your account.

After reading each section of the contract carefully, check the box "I agree to the Terms and Conditions."

To proceed to the next page, select "Accept & Continue."

Contract Information (1 of 3 Completed)

Address Verification **Payment Agreement** Check-In Receipt

Check-in Contract

Financial Check-In Contract
Standard Resident and Liberty Online contract

THIS CONTRACT IS LEGAL AND BINDING - Read and Select "I agree to the Terms and Conditions."

PRINT THE CHECK-IN RECEIPT/CONTRACT PAGE FOR YOUR RECORDS.

Liberty University offers students a Tuition Payment Plan as an alternative to paying the balance in full at registration. The Tuition Payment Plan (TPP) allows payment of tuition, fees, on-campus housing and dining (if applicable) through an automated draft system. Monthly installments are processed via (1) automatic draft from a bank account or, (2) automatic debit from a credit card account. The student and/or financially responsible party are liable for all expenses of the student at Liberty University and jointly agree to the following terms:

1. All outstanding balances must be satisfied prior to registration for the next term;
2. Initial payment of the total balance due for all tuition, fees, and on-campus housing charges less any approved financial aid (grants, loans, and scholarships) if applicable will be processed according to the payment option selected;
3. If charges or changes occur after this agreement is in place, resulting in an increase or decrease in the remaining installment amounts, it is the responsibility of the student and/or financially responsible party to confirm the adjustment of the Tuition Payment Plan, by logging onto ASIST, verifying, confirming, and receiving an updated Check-In Receipt page displaying changed installment amounts. This must be done through the Financial Check-In process at least 5 days prior to the draft date. (The system will calculate and display the new installment amounts). If the student and/or financially responsible party fails to confirm the adjusted installments, the previously confirmed installment(s) amounts will be processed. While it remains the responsibility of the student to manage adjustments to his/her payment plan Liberty University reserves the right to adjust any student's payment plan downward should Liberty University deem it necessary.
4. A payment made by web, mail, or over the counter to cover a particular draft or to cover the balance in full for any reason, will NOT prevent the next scheduled draft from being processed. It is the responsibility of the student and/or financially responsible party to confirm the adjustment of the Tuition Payment Plan, by logging onto ASIST, verifying and confirming changed installments through the Financial Check-In process at least 5 days prior to the draft date and receiving an updated Check-In Receipt page displaying changed installment amounts.

By checking this box, I hereby acknowledge and agree to having read, understood, and accepted the terms and conditions of the contract. By checking this box, I also hereby agree that I am liable for all costs and expenses at Liberty University, and promise to pay Liberty University, or any subsequent holder of debt, the balance plus interest and other fees which may become due.

Back to Main Menu **Accept & Continue**

Your Financial Check-In Status

Not Complete

You **MUST** complete Check-in to receive your new contract and receipt.

Amount Due \$1,140.00

Get Help

Student Accounts Office
Toll-Free: (866) 783-0191
Local: (434) 592-3600
Resident:
studentaccounts@liberty.edu
LUO:
lostudentaccounts@liberty.edu

Financial Aid Office
Toll-Free: (888) 583-5704
Chat: www.liberty.edu/financialaid
Email: FinancialAid@Liberty.edu

Financial Check-In Tutorial

LIBERTY UNIVERSITY

FINANCIAL CHECK-IN

Progress: 1 of 3 Completed

Financial Information (1 of 3 Completed)

Feedback

Tell us what you think

Financial Check-In Payment Agreement

Payment Plan Agreement Selecting a Payment Method

Review summary of account information and selected payment plan with scheduled draft dates and draft amounts.

Select a payment method: Credit/Debit Card or Checking Account.

Sample: Adding a Credit/Debit Card
Enter in payment and billing information for automatic payment processing.

You MUST click the "Save" button to save payment information and complete Financial Check-In.

After clicking "save," a message will appear that says "Please wait, completing Financial Check-In."

Your Financial Check-In receipt will then appear after processing.

Contract Information (1 of 3 Completed)

Address Verification **Payment Agreement** Check-In Receipt

Summary of Account

Description	Charges	Payments
Previous Balance	\$0.00	
Tuition - Liberty Online	\$1,140.00	
Remaining Balance	\$1,140.00	

Selected Plan

Plan Type: 4 Pay Plan (MD) - Fall 2016

Scheduled Draft Date	Draft Amount
1. July 02, 2016 ← First Draft	\$296.25
2. August 20, 2016	\$296.25
3. September 20, 2016	\$296.25
4. October 20, 2016	\$296.25

Select a payment method:

Add Credit/Debit Card Add Checking Account

i DEBIT CARD USERS: Debit cards often have daily limits that cause monthly drafts to fail. We strongly urge debit card users to consider the checking account option which will draft directly from your checking account and typically have no daily limits.

Email Address:

Edit Payment Information

Card Number:

Expiration Date: * (mm/yy)

Card Code: [What's this?](#)

Edit Billing Information

First Name:

Last Name:

Company:

Address:

City:

State: * Zip: *

Country:

Phone:

Fax:

Authorized Merchant

AuthorizeNet
Verified Merchant

Notice:
Financial Check-In will be complete once you have saved the account information.
Your Financial Check-In Receipt will appear and be sent to your Liberty email address.

Your Financial Check-In Status

Not Complete
You MUST complete Check-in to receive your new contract and receipt.
Amount Due \$1,140.00

Get Help

Student Accounts Office
Toll-Free: (866) 783-0191
Local: (843) 592-5600
Resident: studentaccounts@liberty.edu
LMO: studentaccounts@liberty.edu

Financial Aid Office
Toll-Free: (866) 588-5704
Chat: www.liberty.edu/financialaid
Email: financialaid@liberty.edu

Financial Check-In Tutorial

Feedback

Tell us what you think

Please wait, completing Financial Check-In...

Financial Check-In Check-In Receipt

Check-In Receipt

The Check-In Status will reflect as **Complete** in the upper right hand corner; additionally, the next draft date and amount will also be reflected for a payment plan.

The Check-In Receipt displays the following:

- Summary of Account
- Payment Plan draft dates and draft amounts
- Last four digits of account information
- Contract

A Financial Check-In receipt will be sent automatically to your Liberty email, and you also have the option to enter in an alternative e-mail address for the receipt to be sent to. You may print a paper copy for your records by selecting the **Printer Friendly** button.

Contract Information (3 of 3 Completed)



Address Verification



Payment Agreement



Check-In Receipt

 **Complete**

Next Draft July 2 , 2016

Draft Amount \$296.25

Get Help

Student Accounts Office
Toll-Free: (866) 783-0191
Local: (434) 592-3600
Resident:
studentaccounts@liberty.edu
LUO:
luostudentaccounts@liberty.edu

Financial Aid Office
Toll-Free: (888) 583-5704
Chat: www.liberty.edu/financialaid
Email: FinancialAid@Liberty.edu

Financial Check-In Tutorial

Feedback

 Tell us what you think

Check-In Receipt Printer-Friendly

 Congratulations! You have completed Financial Check-In: July 1, 2016 (1:49:35 PM) .
A confirmation e-mail with the information on this page has been sent to your LU email address.

 Email Check-In Receipt/Contract

Summary of Account

Description	Charges	Payments
Previous Balance	\$0.00	
Tuition - Liberty Online	\$1,140.00	
Pay Plan Participation Fee	\$45.00	
Remaining Balance	\$1,185.00	

Selected Plan

Plan Type: 4 Pay Plan (MD) - Fall 2016

Scheduled Draft Date	Draft Amount
1. July 02, 2016 ← First Draft	\$296.25
2. August 20, 2016	\$296.25
3. September 20, 2016	\$296.25
4. October 20, 2016	\$296.25

Payment Information

Card Holder Name:	Student Name
Card Number:	XXXXXXXXXXXX0002
Expiration Date:	12- 2016
Email:	student@liberty.edu

Contract

Financial Check-In Contract

Standard Resident and Liberty Online contract

THIS CONTRACT IS LEGAL AND BINDING - Read and Select "I agree to the Terms and Conditions."

PRINT THE CHECK-IN RECEIPT/CONTRACT PAGE FOR YOUR RECORDS.

Liberty University offers students a Tuition Payment Plan as an alternative to paying the balance in full at registration. The Tuition Payment Plan (TPP) allows payment of tuition, fees, and on-campus housing (if applicable) through an automated draft system. Monthly installments are processed via (1) automatic draft from a bank account or; (2) automatic debit from a credit card account. The student and/or financially responsible party are liable for all expenses of the student at Liberty University and jointly agree to the following terms:

1. All outstanding balances must be satisfied prior to registration for the next term;
By proceeding and completing financial check in, you are confirming that you have read and agree to abide by and be bound by all the academic honor and personal conduct codes that apply to you during your enrollment at Liberty University.

By checking this box, I hereby acknowledge and agree to having read, understood, and accepted the terms and conditions of the contract. By checking this box, I also hereby agree that I am liable for all costs and expenses at Liberty University, and promise to pay Liberty University, or any subsequent holder of debt, the balance plus interest and other fees which may become due.

Back to Main Menu

 Printer-Friendly