

LAKE ERIE
COLLEGE
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Bursar's Office

Student billing information:

- All students billing is on-line. You will be provided a user name (your student ID number) and password by the registrar's office. Your billing will be found by logging on to LEC Access for Students and then click on the "Course and Fee Statement" tab on left side of the screen.
- Semester bills are due as follows: December 1, spring semester, May 1, summer semester and August 1, fall semester. To meet these dead lines the following needs to be complete:
 1. Apply for financial aid, complete all required information, including having any verification issues completely resolved.
 2. Request all loan funds and complete the promissory notes, this includes Stafford Loans, Perkins Loans, Plus Loans and any private loan funds being used.
 3. Pay all out of pocket expenses not met with the above mentioned financial aid and loans by the semester due date
 4. Late fees of \$165.00 are assessed each semester for late payment and/or for returning students registering after the semester due date.
- On-line payment options may be accessed by logging onto the LEC home page, under financial aid, Payment Gateway which will accept payment from your Discover Card, Master Card, and Visa Card, checking account and/or savings account.
- Tuition and fees are published each academic year and found under financial aid on the home page as are the refund schedules for the semester. (Remember to pay close attention to the refund dates when thinking about dropping classes.)
- To contact the bursar's office by phone 440-375-7022 or by email bursar@lec.edu.

Office is staffed by:

- Ruth Kelley, Head Cashier
- Martha Mansfield, Assistant to the Bursar
- Sharon L. Pratt, Bursar

Office hours are:

- 8:30 AM to 4:30 PM – Monday through Friday
- Walk-up window 9:00 AM to 4:00 PM – Monday through Friday.