

A. **FINANCIAL INFORMATION**: Business Office

After completing your registration and Drop & Add, students are requested to do the following in order to complete their registration. **All students sponsored by foundations, embassies and other institutions** should print their Statement of Fees, sign it and submit it to the Business Office before the payment deadline, otherwise **their courses will be deleted.**

**It should be noted that students who have outstanding fees will not be allowed to register.**

1. Students who have Financial Aid are requested to pass by the Financial Aid office. Otherwise, **financial aid will not be deducted from their tuition.**
2. Students who are **granted a loan for the first time** are requested to pass by the Business Office along with their parents in order to sign the Loan contract. Statement of Fees cannot be printed if the Loan contract is not signed.
3. After the completion of steps 1, and 2, where applicable, students who **need to defer their payments** should pass by the Business office, in person, in order to get the appropriate approval and sign an acknowledgment note.
4. Students who are **granted a Loan** should pass by the Business office in order to sign a Loan promissory note.
5. After completing the steps 1 to 4 where applicable, students will be asked to **print their statement of fees (SOF) directly from the web** and process the payment at one of the following banks:

Byblos Bank (All branches)	Audi Bank (All branches)
BLOM Bank (All branches)	Bank of Beirut (All branches)
Fransabank (All branches)	Bank Med (All branches)
BBAC (All branches)	
6. Payment can be done in Lebanese pounds or US Dollars and in the amount shown on your SOF as **TOTAL DUE.**
7. Payment should be processed by **cash or by a banker's check or certified check** payable to the order of the bank - LAU account.
8. **Failing to pay within the set deadline will result in CANCELLING the registration.**

In order to generate the **SOF** from the web, please follow the steps mentioned below:

1. Enter your Internet Browser (Explorer, Netscape).
2. In the space provided for http address, type: [www.lau.edu.lb](http://www.lau.edu.lb). This will lead you to LAU home page.

3. Choose the *Academics option*.
4. Choose the *Log in to Banner Student System option*.
5. Enter your *ID Number* and *Pin Number* in order to Login to the Banner secured area.
6. Choose the *Student Services and Financial Aid* option.
7. Choose the *Student Record* option.
8. Choose the *Print Statement of Fees* option.
9. The Statement of Fees will appear on the screen. You just have to print **three** copies of it and present them to one of the specified banks, within the set deadline.

In case you face any problem please contact the Business Office.