April 24, 2017

Parents of: Newly Admitted Students

Welcome to the University Laboratory School. We would like to share important information regarding the upcoming academic school year. Louisiana State University has granted University Laboratory School parents access to the online billing process through the myLSU portal used by Bursar Operations.

Parents will be granted access using the email address on record as a logon ID. The account may then be viewed through a process the University calls “myProxy.” Email addresses on record were provided to our office by University Laboratory School. If your email address has changed, email us immediately with your student’s full given name and your new email address. The email should be sent to bursar@lsu.edu with the subject “Lab School Proxy”.

In the coming days, you will receive an email with instructions on accessing your child’s account. The myLSU portal will ease and streamline the registration process and allow you to make online payments.

The billing statement for 2017-2018 tuition and fees will be available online on May 19, 2017.

- No late registrations will be accepted.
- Deadline is June 16, 2017.
- Any student who is not registered on or before June 16th will forfeit their spot.
- Unregistered students will be replaced by a candidate that has applied for admission.

Please contact University Laboratory School if you have any questions or concerns about these dates.

In addition to standard tuition and fees, each family may make selections for a meal plan and payment plan options. Since your child is a new student, the following defaults will be loaded (Meal Plan: Yes and Deferment Plan: Two Payment Deferment Plan (50% down, 50% due December 1st)). Families wishing to change these defaults can do so by submitting an online selection change form. The link to the form will be in an email that will be sent by May 1 or on the Lab School website home page under “News and Events” (http://www.uhigh.lsu.edu/). A description of the available options is attached.

Please verify these selections are correct when you access the online billing statement. You should submit an online selection change form ONLY if you would like to make a change to the default selections. If the default selections are accurate, please DO NOT submit a change form.

An attachment with important registration due dates and payment option information is included.

Sincerely,

Bursar Operations
Attachment