



## Statement Information

### Monthly Statement

- The statement will show transactions (registrations, fees, payments, scholarships) for the current month in the upper table. Any payments made in previous months will NOT show as transactions on this statement; they will, however, be reflected in the previous balance in the statement summary.
- The pending charges section will reflect installment payments due in future months, along with the date they will be due.
- To review charges/credits from previous months, log into online statement and choose preferred statement date.

### Statement Summary

- Previous balance includes any payments/charges from previous months.
- Current amount due reflects amount due on the due date.
- Total account balance includes pending charges and credits.

### Installment Plan

- Families that chose the installment plan when registering will notice a credit in the current transactions. The credit is for the **total balance to be divided into installments**. There will also be a charge for the current installment amount. *The installment fee is \$12.00.*
- Installment payments due in future months will show in the pending charges section, along with the date they will be due.
- The Community Music School does not store your card information, and **monthly installments are not automatically paid.**
- ***If you would like to pay in installments and did not indicate this when registering, please contact the Community Music School at 920-993-6278.***

### Payments may be made by check, credit card, or online

- Complete credit card information on statement or write check (payable to Lawrence Community Music School) and mail/drop-off to the Community Music School.
  - **Mailing address:** 711 E. Boldt Way, Appleton, WI 54911
  - **Walk-in address:** 100 West Water Street, Appleton, WI 54911

## Online Payment Instructions

You can check your monthly statement by logging in to Voyager:

**<http://go.lawrence.edu/cms-billing>**

- Log into Voyager using your User ID and PIN sent previously. If you have lost your User ID and/or PIN, please contact us at 920-993-6278 or LU Helpdesk at 920-832-6570
- Once you have logged in, click on the Community Music School box on the top right side of the screen. You will have two options.
- **View my statement**
  - Once your statement opens, always check your statement date to be sure you are viewing the current statement. The statement will only show transactions for the current month.
  - Review your registration/charges, payments, and credits to date. Current charges and credits will show in the top section. Pending payments due in future months, will show in the lower section.
  - To pay online click **Pay or Donate Online** to make a payment. You will be directed to the payment screen. Once you choose the payment type and amount, you will be directed to Cashnet to complete the payment.
    - Once in Cashnet, you may pay by credit card or electronic funds transfer (\*EFT).
  - You may print your statement by choosing the print icon in your browser and pay by mailing a check to Lawrence Community Music School at 711 E. Boldt Way, Appleton WI 54911. You may also drop-off in person to the Community Music School building at 100 West Water Street, Appleton WI 54911.
  - You can also choose **View Another Statement** to view a statement from a previous month.
- **Pay or Donate Online**
  - You may choose this button to go directly to the payment screen. Once you choose the payment type and amount, you will be directed to Cashnet to complete the payment.

***Note: All Community Music School statements are month-based, NOT semester-based. Please review the previous months' charges and credits before calling with billing questions.***

*\* Payment by EFT is preferred method.*

*The Community Music School is not charged any transaction fees when payments are made by EFT.*

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**Mailing Address:** 711 E. Boldt Way, Appleton, WI 54911  
**Walk-in Address:** 100 West Water Street, Appleton, WI 54911

**Information:** 920-832-6632      **Billing:** 920-993-6278  
**Email:** [cms@lawrence.edu](mailto:cms@lawrence.edu)

<http://go.lawrence.edu/cms-billing>