

Traditional Undergraduate Students

Using Your Online Pre-Bill and Payment Contract to Gain Financial Clearance

1. View Your Real-Time Pre-Bill on WebAdvisor

- Log into MyCLU, select WebAdvisor; Students, and then “View/Print Pre-Bill” in the Business Office section.
- Only you have access to WebAdvisor, so please be sure to share your “Balance Due to CLU” information with other responsible parties if appropriate. You will use this total to help complete your Payment Contract.
- Select the appropriate term, student type, and click the acknowledgment box.

2. Verify and Print Your Pre-Bill

- Verify the tuition, fees, room, and board charges are accurate.
 - Verify that you have “accepted” all the Financial Aid awards you want credited to your student account.
 - Note the “Balance Due to CLU” and print your Pre-Bill.
- For questions on your tuition and fees charges contact Student Accounts at (805) 493-3180. For questions on your room and board contact Residence Life at (805) 493-3220. For questions on your loans, grants, and scholarships, contact Financial Aid at (805) 493-3115.

3. Submit Your Payment Contract

- You may now submit your online Payment Contract electronically by clicking on the link located in your online Pre-Bill. This must be completed each semester.
- You may also find this link on the Student Accounts website at: www.callutheran.edu/student_accounts/forms/

4. Follow Through on Your Selected Payment Option

- Please note: your Financial Clearance date changes each semester.
- Selecting Option 1 will only give you Financial Clearance if your balance due to CLU is showing zero or a credit.
- Selecting Option 2 will give you Financial Clearance when your payment for the balance due to CLU is received by the Business Office.
- Selecting Option 3 will give you Financial Clearance if and when your payment plan enrollment amount equals your balance due to CLU.

