

## ANNUAL BILLING SCHEDULE (2003-04)

BILLING REFERENCE		*BILL RUN* (Wednesday)	BILL MAIL DATE (Friday)	PAYMENT DUE DATE (Friday)
#1	FALL-1	July 16	July 18, 2003	August 8, 2003**
#2	FALL-2	Aug. 13	August 15, 2003	September 5, 2003
#3	FALL-3	Sept. 10	September 12, 2003	October 3, 2003
#4	FALL-4	Oct. 8	October 10, 2003	November 7, 2003
#5	SPR-1	Nov. 12	November 14, 2003	December 5, 2003**
#6	SPR-2	Dec. 10	December 12, 2003	January 5, 2004
#7	SPR-3	Jan. 14	January 16, 2004	February 6, 2004
#8	SPR-4	Feb. 11	February 13, 2004	March 5, 2004
#9	SPR-5	March 10	March 12, 2004	April 9, 2004
#10	SUM-1	April 14	April 16, 2004	May 7, 2004**
#11	SUM-2	May 12	May 14, 2004	June 4, 2004
#12	SUM-3	June 9	June 11, 2004	July 9, 2004**

\*Charges must be on the B/R system by Bill Run date to be included on the billing statement for that month.

\*\*Schedule cancellations follow the due dates of the first billing cycles of the fall and spring semesters and the first and third cycles of the summer semester.

Bills are mailed to different address types according to the following priorities:

Billing - A unique "billing" address is NOT required, but used if specified

Mailing

Local

Permanent

NOTE: DATES ARE SUBJECT TO CHANGE.

Last Updated: December 4, 2003