**GNPEC SAMPLE STUDENT LEDGER CARD**

The student ledger card is the document that summarizes the financial transactions pertaining to each student’s attendance at the institution including a listing of all costs charged to the student and all fees received from the student or any other funding source on behalf of the student.

# INSTITUTION NAME

# ADDRESS

**STUDENT LEDGER CARD**

Last name First Middle

Address

City State Zip Code

Phone(H) Phone (C) E-mail Course Title: Session: Morning Afternoon Evening Saturday

Days Program Start Date Program End Date

Length Price Reg. Fee Tuition

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Receipt Number | Description of Transaction (Source) | Amount Charged to account | Amount Credited to account | Old Balance | Balance |
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Authorized Signature Date

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Printed Name and Title of Authorized Signer