



# Veteran's Request for Deferral of Payment of Tuition and Fees

Center/unit \_\_\_\_\_

Billing term \_\_\_\_\_

Name \_\_\_\_\_ ID# (SS#) \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Please read instructions on reverse of pink copy

(1)	Amount due on current billing term	\$ _____	(2)		
	Financial aid			Maximum veteran's deferral	\$ _____
	TAP	\$ _____		Divided by four	\$ _____
	Perkins	\$ _____		Monthly payment due	
	Pell	\$ _____		Beginning at enrollment	\$ _____
	SEOG	\$ _____			
	Other _____	\$ _____			
	Total aid	\$ _____			
	Balance due	\$ _____			
	Maximum veteran's deferral	\$ _____			

(3) Student may defer \$ \_\_\_\_\_ [indicate balance from (1) above]

(4) Student agrees to make monthly payments of \$ \_\_\_\_\_ beginning on the date of enrollment.

Students will not be permitted to continue their enrollment for subsequent billing periods unless amount deferred is paid in full before the end of the billing term. Failure to make scheduled monthly payments may result in student's disenrollment from the college.

**Student Certification:** I have applied for VA benefits under Chapter \_\_\_\_\_ and hereby request a veteran's deferral in the amount of \$ \_\_\_\_\_ [not to exceed the amount in item (3)]. I understand that I am responsible for making payments regardless of whether or not benefit checks are received.

Signature of student \_\_\_\_\_

Date \_\_\_\_\_

### For Office Use Only

Office of the Registrar confirmation \_\_\_\_\_

Student Accounting approval

Deferral approved  Deferral expires \_\_\_\_\_

Deferral not approved. Reason \_\_\_\_\_

Signature of Business Services official \_\_\_\_\_

Date \_\_\_\_\_

## Instructions for Use of Veteran's Deferral Form

1. The form is to be completed and processed by the veteran-student at the time of enrollment and forwarded by the center to Office of the Registrar.
2. Deferral: must be requested by the veteran before the beginning of each billing term. Veteran's requests for deferral after the initial deferral will be honored only if the previously deferred amounts have been paid in full.
3. Instructions for box (1).
  - Indicate amount due, for current term, in space provided.
  - Indicate current period financial aid awards, if any.
  - Indicate total aid for current period.
  - Subtract total aid from amount due on bill and indicate result in space marked "balance due."
  - If balance is 0 or less no further action is necessary, student is not eligible for veteran's deferral.
4. Instructions for box (2).
  - Indicate amount from balance due in box (1).
  - Divide by four.
  - Result is the payment due monthly, with first payment due at enrollment.
5. Instructions for box (3).
  - Indicate in space provided the balance from box (1).
  - Amount indicated is the amount Student Accounting is authorized to defer on the basis of veteran's benefits.
6. Instructions for box (4).
  - Indicate in space provided the monthly payment due from box (2).
7. Student **must** complete (and sign) the student certification section.
8. The first monthly payment is due at enrollment date and monthly thereafter. The student will not receive a monthly bill.
9. Return all copies to Empire State College, Office of the Registrar, Two Union Avenue, Saratoga Springs, NY 12866-4390.
10. After student has signed, authorized college official must approve or disapprove request for deferral after determining validity of entries in box (3) and in student certification.
11. If request for deferral is approved, one copy is to be retained by Student Accounting as authority for deferral. One copy will be sent to the veteran for his/her record and a copy to the center for their files.