

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

Center/unit _____

Billing term _____

Name _____ Student ID # _____

Address _____
(street) (city) (state) (zip)

Please complete the form using the instructions on the next page.

(1)	Amount due on current billing term	\$ _____	(2)		
	Financial aid			Maximum veteran's deferral	\$ _____
	TAP	\$ _____			
	Perkins	\$ _____		Divided by two	\$ _____
	Pell	\$ _____			
	SEOG	\$ _____			
	Other _____	\$ _____			
	Total aid	\$ _____			
	Balance due	\$ _____			
	Maximum veteran's deferral	\$ _____		Payments due	\$ _____

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

(4)
 Student agrees to make two payments of \$ _____. Payments are deferred until the third and fourth month of the term.

Students will not be permitted to register for subsequent terms or future registrations will be subject to cancellation if there is a balance due on the current term.

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 Accounts approval

Deferral approved Deferral expires _____

Deferral not approved. Reason _____

 Signature of Business Services official

 Date

The **Veteran's Request for Deferral** is a payment plan option available only to our veteran students who are eligible for and using certain veteran benefits for school. This is a fee free payment plan, that allows eligible veteran's to defer payment until the third and fourth months of the term, at which time one half of the veteran's deferral will be due by the first of the month.

Eligibility – A student is eligible for this payment plan if:

- a) they are eligible for veterans benefits under a chapter where benefit checks are sent directly to the student (i.e., Chapter 30, Chapter 1607, etc.), and
- b) the student intends to use the veteran benefit for this registration.

If you meet the criteria outlined above and would like to apply to be a part of this VA Payment Plan please complete the following Veteran's Request for Deferral form in full. Incomplete forms will not be accepted.

Please note that you will be required to complete this form *each* semester that you are enrolled and eligible to use your veteran's benefits.

Should you have any questions about this payment plan or how to complete the form please do not hesitate to contact Business Services.

Instructions for Use of Veteran's Deferral Form

1. The form is to be completed by the veteran-student at the time of enrollment and faxed or mailed to Office of the Registrar.
2. Deferral: must be requested by the veteran before the beginning of each billing term. Future requests for deferral will be considered only if previously deferred balance has been paid in full.
3. Instructions for box (1):
 - indicate amount due, for current term, in space provided
 - indicate current term financial aid awards, if any
 - indicate total aid for current term
 - subtract total aid from amount due on bill and indicate result in space marked "balance due"
 - if balance is zero 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 two
 - result are the payments due by the first of the month during the third and fourth months of the term
5. Instructions for box (3):
 - indicate in space provided the balance from box (1)
 - amount indicated is the amount Student Accounts is authorized to defer on the basis of veteran's benefits
6. Instructions for box (4):
 - indicate in space provided the payments due from box (2)
7. Student must complete and sign the student certification section.
8. One half of the veteran's deferral will be due by the first of the month during the third and fourth months of the term. The student will receive billing statements from Business Services which outline the payment due dates.
9. Return the completed form to SUNY Empire State College, Office of the Registrar, 2 Union Ave., Saratoga Springs, NY 12866-4390. Or fax to Office of the Registrar at 518-580-0105.
10. After the form is received, authorized college official must approve or deny request for deferral after determining validity of entries in box (3) and in student certification.
11. If request for deferral is approved, the form is retained by Business Services as authority for deferral and the student will be sent a billing statement outlining payment amounts and due dates.