



**Emporia State University
Tuition and Fee Deferment
SUMMER 2008**

**Emporia State University
Cashiering Services
1200 Commercial, Box 4080
Emporia, KS 66801**

(Please Print)

Student's Name: _____
Last First MI

ESU ID# _____

Billing Address: _____

Phone # _____

City, State, Zip _____

Day Time Phone # _____

E-Mail Address: _____

COMPLETED FORM MUST BE RETURNED BY THE MONDAY BEFORE CLASSES BEGIN

Policies concerning tuition, fees and all other charges are set by the Board of Regents and the University and are subject to change. This deferment is subject to all applicable policies, incorporated herein by this reference, and available online at: <http://www.emporia.edu/busaff>. Please be aware of the following terms and policies which are also applicable to this deferment:

1. This Tuition and Fee Deferment allows for the deferment of tuition and fees *until approved financial aid is disbursed*. The student is responsible for full payment of all tuition, fees and all other charges incurred by the dates set forth in all applicable university policies and also as set forth in this Tuition and Fee Deferment.
2. **A non-refundable \$25 administrative fee** will be assessed for processing.
3. Under the Tuition and Fee Deferment, the full payment is due by the deferment date granted.
4. The Tuition and Fee Deferment will not be available if a prior deferment is outstanding. Students with any outstanding obligations will not receive transcripts or be allowed to enroll until obligations are met.
5. **WITHDRAWAL** – Any student wishing to withdraw from the University and be considered for a refund or be relieved of their financial obligation **MUST** initiate the withdrawal process through Registration prior to the end of the refund period. Please see the Class Schedule available in Registration or <http://www.emporia.edu/busaff/refund.htm> for the policy and refund schedule.
6. Billings from the Cashiering Services will be sent monthly. Student is responsible for following University policy to insure their billing addresses remains current. A student's account having an unpaid balance after the deferment period will be referred to a professional collection agency. Holds will be placed on the student's account. You agree to the release of your student account information for the purposes of collecting amounts owed.
7. Any financial aid recipient (loans, grants, scholarships, etc.) needs to complete a "Title IV Authorization Release Non-Institutional Charges and Prior Year Charges Form" on file. This form is available through the student's **Buzz In** account (<http://buzzin.emporia.edu>). The student is responsible for any account balance remaining after aid is applied.

Note: All deferments are due by the 10th day of class. ESU understands that exceptions do apply, therefore, a deferment extension may be requested for any student waiting on **approved** PELL financial aid. To request an extension, you must schedule an appointment with the Deferment Office (620-341-5340). Extensions will be granted on a case-by-case basis and are NOT automatic.

Deferment Charge through the 10th day of class	\$25.00
Deferment Charge through the 20th day of class	\$40.00
Deferment Charge through the 40th day of class	\$60.00

I hereby authorize Emporia State University to apply my available financial aid to my semester charges. If my financial aid is not enough to pay the full balance, I understand I am responsible for all charges including but not limited to the additional charges indicated herein. I promise and agree to pay Emporia State University the amounts due and all administrative fees, late payment fees, costs, and related expenses in collecting this debt. I hereby acknowledge that I have read and understand all of the information listed above and have received a copy of this agreement prior to the consummation of this transaction.

Student Signature _____ Date _____ Co-Signer _____ Date _____
(If under 18 years old, guardian must co-sign.)

Deliver by Mail to: Emporia State University, Cashiering Services, Campus Box 4080, 1200 Commercial St., Emporia, KS 66801
Deliver by Fax to: 620-341-6770, or Deliver in Person to: Cashiering Services, Plumb Hall 104