

Important Notice:

If you would like to use your financial aid to cover Campus Town rent, it is important you review the steps below:

- Complete the Campus Town Financial Aid Deferment Form (**scroll down to access it**).
- Submit a copy of your TCNJ Bill (which can be obtained through your PAWS account). [Click here](#) to view a sample TCNJ Bill.
- Once the deferment form and TCNJ Bill are received, Campus Town will amend the Lease Payment Schedule outlined on the lease as follows:
  - Fall/Spring Payments are due within 10 days of refund disbursement
- The completed Financial Aid Deferment Form and a copy of your TCNJ Bill can be emailed to [campustown@cocm.com](mailto:campustown@cocm.com) or handed in to our office, M-F (9am – 5pm)
- If the Campus Town Deferment Form for **Fall 2017** is not submitted to the Leasing Office before **August 1, 2017**, you will be responsible for the full financial terms of your lease. Please submit the form in a timely manner!
- **If you have any difficulty completing the form or have general questions, please do not hesitate to contact our office at [campustown@cocm.com](mailto:campustown@cocm.com) or 609-273-7925. Please direct financial aid/TCNJ bill questions to TCNJ Financial Services at 609-771-2211. It is important to get the completed Campus Town Financial Aid Addendum Form submitted to our office first. TCNJ bills are generally released by the college the end of July, early August.**
- Please keep in mind that the:
  - Resident will make payment, as outlined in the lease payment schedule, of any amount that will not be covered by the anticipated Financial Aid/Scholarship refund.
  - Resident is responsible for depositing their Financial Aid/Scholarship refund and making payment directly to Campus Town on any remaining balance within 10 business days of the refund disbursement date.

Financial Aid/Scholarship Payment Plan Addendum

Name of "Resident"(print legibly): \_\_\_\_\_ Campus Town Apt #: \_\_\_\_\_

Campus Town offers the option for students who are awaiting refunds from TCNJ, due to Scholarship and/or Financial Aid awards, to defer Fall and/or Spring payments until that refund is received, as outlined below. Summer payments CANNOT be deferred and are due as outlined in the lease. Students who defer payment for Financial Aid awards are NOT eligible to enroll in an Installment Payment Plan. Resident must submit a new Financial Aid/Scholarship Payment Plan Addendum **each semester** by August 1<sup>st</sup> (Fall Semester) and January 2<sup>nd</sup> (Spring Semester).

**All students who wish to defer must agree to the terms below to enroll:**

1. Resident must provide proof of Financial Aid/Scholarship refund amount to Campus Town with this form by stated deadline each semester.
2. Resident will make payment, as outlined in the lease payment schedule, of any amount that will not be covered by the anticipated Financial Aid/Scholarship refund.
3. Resident is responsible for depositing their Financial Aid/Scholarship refund and making payment directly to Campus Town on any remaining balance within 10 business days of the refund disbursement date.

Campus Town will amend the Lease Payment Schedule outlined on the lease as follows:

- Fall Payment due: 10 business days after the refund disbursement date or by November 1, whichever comes first.
- Spring Payment due: 10 business days after the refund disbursement date or by March 15, whichever comes first.

Failure to meet these Lease payment deadlines may result in assessment of ALL applicable late fees, the Resident will surrender possession of the leased space, and Campus Town will block access to the space and/or remove Resident's belongings to clear the space, at the Resident's expense.

Initial \_\_\_\_\_ I understand that it is my responsibility to fulfill the above terms without reminder.

Initial \_\_\_\_\_ I understand that failure to fulfill my responsibilities above may result in assessment of all applicable late fees and all collection remedies to be immediately taken without any notice.

Initial \_\_\_\_\_ I understand that any amount due to Campus Town that is not fully covered by a verified Financial Aid/Scholarship refund is due to Campus Town per the established Lease Payment Schedule.

Initial \_\_\_\_\_ I understand that loan information obtained from sources other than the Resident's PAWS account will not result in payment deferral

By signing below I acknowledge that I have read, understand, and agree to the terms set forth in this addendum:

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_



Questions? Contact the management office at: [campustown@cocm.com](mailto:campustown@cocm.com) / 609-273-7925  
All persons will be treated fairly and equally without regard to race, color, religion, sex, family status, disability, national origin, or source of income

