

## Fall 2021 - Financial Aid Deferment Request Form

Carefully read over policy to avoid Late Fees (\$50.00 Initial then \$5.00 Daily)

\*\*Only submit this request if you are asking for Campus Town to defer your rent payment because you are waiting for your Financial Aid Refund check to cover your rent.

\*\*Each semester (Fall and Spring) a resident must submit a new request for Financial Aid Deferment with Campus Town

This is a **request** for Campus Town to review your financial aid documents to see if they cover 100% of your rent or a **significant amount** of your rent to defer your rent payment. We will review request and support document (TCNJ INVOICE) then we will email you a decision.

**PLEASE BE AWARE**, your rent payment is deferred until our established due dates (November 1<sup>st</sup> for Fall and March 15<sup>th</sup> for Spring). Regardless if you have received your refund check from your financial aid, you must pay your Rent in full by the established due dates.

PLEASE READ the policy so you understand your obligations **IF** you are approved for Financial Aid Deferment.

1. 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. **Parking Fees are NOT covered by Financial Aid.**
2. Check your TCNJ PAWS account for invoice – you must submit your TCNJ invoice with this form that reflect financial aid/scholarship.  
\*\*To get your TCNJ Invoice: log into your PAWS account, Go to Main Menu – go to Student Self Service – Select Campus Finances then View Bill. – We need a **PDF version** of your TCNJ Bill
3. **Failure to submit Campus Town Deferment Form will incur normal Late Fees: \$50.00 Initial Late Fee then daily Late Fee of \$5.00, as outlined in Lease Agreement.**
4. Resident is responsible for depositing their Financial Aid/Scholarship refund in their personal bank account and then make a payment directly to Campus Town on any remaining balance within 10 business days of the refund disbursement date or by established due dates (November 1<sup>st</sup> for Fall or March 15<sup>th</sup> for Spring) whichever comes first.
5. If Approved, 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 be in violation of the lease and appropriate legal actions will be taken.

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

I understand that it is my responsibility to **pay the difference** between the anticipated financial aid/scholarship and the Semester Rent balance due by the dates outlined in the Lease Payments Schedule – on or before August 1<sup>st</sup> for Fall 2021 and on or before January 1st for Spring 2022.

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.

I understand that loan information obtained from sources other than the Resident's PAWS account may impact our ability to verify information and/or approve deferment request.

**I understand that I am responsible for the full amount of the Lease payment, regardless of any changes to the anticipated financial aid/scholarship refund or the funds have not been distributed by expected due dates.**

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