



**PETITION FOR DELAY OF PAYMENT OF
ENROLLMENT/ TUITION FEES
FOR OUT-OF-STATE STUDENTS
Spring 2024**

Last Name	First Name	Middle Initial
Current Address (Number and Street)		Hartnell Student ID #
City, State, Zip Code	Area Code Telephone Number	E-mail address

STUDENT STATEMENT: I would like to request a delay of my enrollment/tuition fee payment. I understand that I **must** complete and submit a **2023-2024 FAFSA**. However, in the event that I am NOT eligible for federal financial aid, I am responsible for paying the full balance of my enrollment/tuition fees by **January 16, 2024**. If I am eligible for federal financial aid, I must complete my financial aid file as soon as possible. Once complete, my federal aid disbursement(s) will be applied directly to my account balance; and I am responsible for any remaining balance to be paid in full by **March 15, 2024**.

CONDITIONS: I understand that I may request one Petition for Delay of Payment per semester. If I do not fulfill the obligation of this Petition to Delay Payment I will **NOT** be eligible to request future Petitions of Delayed Payments. There are no time extensions allowed on this request.

I further understand that if I **DO NOT** pay the full balance by the **March 15, 2024**, that I will have a "Business Office" hold placed on my student account which will prevent me from registering for future semesters, using the College Library, etc.

I have read and understand the terms and conditions as outlined above, as well as the instructions and deadlines outlined on page two.

Student's Signature	Date
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Fees can be paid on-line through [PAWS](#) or [Self-Serve Student Planner](#). The system accepts VISA, MasterCard, American Express, and Discover Cards.

FINANCIAL AID OFFICE ONLY:

Student's Current Balance owed \$: _____ as of _____ FAFSA received on: _____

Students Projected Title IV Eligibility: \$ _____ Students Projected Remaining Balance Owed: \$ _____ as of _____

File status: _____ Date: _____ SAP Status: _____ Date: _____

Notes:

FA Lead Approval & Date: _____

Instructions and DEADLINES:

1. All Out-of-State Students must submit a FAFSA for the 2023-2024 year **at least 3 weeks prior** to submitting their Petition for Delay of Payment Form to the Financial Aid Department.
2. Student must submit the Petition for Delay of Payment of Enrollment Fees form to the Financial Aid Department no later than 5:00 PM on the date of the **Spring 2024 Registration Payment Deadline that applies to the student's registration period.** **Please see [Enrollment Fees Policy](#).*
3. Any and all documents that are requested from the Financial Aid Office must be submitted no later than **January 16, 2024** to ensure that there is sufficient time to process the student's financial aid file.
4. Upon review of the student's financial aid file, the financial aid staff will determine the amount of the award the student is eligible for and record it on the Petition for Delay of Payment of Enrollment/Tuition Fees for Out-of-State Students form; or if not eligible for financial aid, it will be noted on the petition form.
5. The Financial Aid Department will then update the student's account to reflect the authorization of this request.
6. The student will be notified by email the status of their eligibility. It is the student's responsibility to follow-up with the financial aid office regarding the status of their request.
7. It is the student's responsibility to pay the following:
 - a. If eligible for federal aid, the student's financial aid award(s) will be applied to their balance. The student must pay the remaining balance by **March 15, 2024.**
 - b. If the student is not eligible for financial aid, the student must pay their outstanding balance by **January 16, 2024.**