

Instructions to Access the Online Deferment Request

You will have log into your AP OneStop and select the Web Self-Service tab:

1. From your AP self-service, select the “*FINANCIAL AID & VETERANS AFFAIRS*” tab
2. Choose the “*ELIGIBILITY*” option
3. Select the “*STUDENT REQUIREMENTS*” option
4. Click the “**Fee Deferment**” link---(this will be term specific)
5. Select the choice and click “*CONTINUE*”
6. This will complete the “online fee deferment request” which will also update your student requirement to “RECEIVED”

You will see the following message when you click on the Fee Deferment link:

Personal Information Advancement Officers Student Employee WebTailor Administration **Financial Aid and Veterans Affairs**

Search SITE MAP HELP EXIT

Fee Deferment Authorization

I authorize Austin Peay State University to deduct from my financial aid award any charges due by me for the term specified. I hereby acknowledge that I am personally responsible for these charges if for any reason my award is not finalized. My grades, transcripts, and registration will be withheld until this deferment is paid in full. I further understand that if I drop classes or withdraw from school, I will be subject to university and Title IV repayment and refund policies. I agree to pay any balance due the university not covered by financial aid. Should the balance remain unpaid for more than 90 days, I understand the balance will be turned over to a collection agency and I will be responsible for all costs associated with such action. This deferment is for the account balance due at the time of this deferment.

I understand this deferment is a **one-time opportunity**, and my fees are only deferred and not paid. I further understand a fee deferment will not be an option for me in future enrollments.

I understand it is my responsibility to accept my financial aid awards on APSU OneStop and to fulfill any outstanding requirements.

Depending on your expected award amount and total education cost, books may be authorized in the amount of \$500 for full time enrollment and \$250 for less than full time. Book vouchers require a valid APSU student ID and Title IV Authorization approval.

I do not authorize a fee deferment and will be responsible for full payment of all charges.

RELEASE: 1.0

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Once you select continue, you will see this message:

Fee Deferment Request Received

***** We have received your request to authorize your financial aid fee deferment.
Please allow **2 business days** for processing. *****

If you have any questions, please contact the Office of Student Financial Aid & Veterans Affairs at 931-221-7907 or toll-free at 877-508-0057.

RELEASE: 1.0

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The main campus deferment dates are posted online at <http://www.apsu.edu/vaoffice/vadatamc.aspx>.

Please remember that you must complete the online request at least 2 business days in advance.

1. Upon **approval**, the fee deferment request will be changed to “complete” under student requirements. Your account should also have a message that you are confirmed
2. If **denied**, you will be sent an email to your AP LiveMail account. The fee deferment under student requirements will be updated to a status of “waived”. You may be denied for one of the following reasons:
 - a. if you have not submitted your certification request form
 - b. you changed your program of study and have not submitted the correct VA paperwork
 - c. you have not registered for your classes
 - d. you have an outstanding balance (parking ticket, library fines, tuition and fees from a previous term)