



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

PLEASE PRINT USING INK

**SPRING 2012**

Last Name	First Name	Middle Initial
Current Address (Number and Street)		Hartnell Student ID# or SSN
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** apply for financial aid for the 2011-2012 year. However, in the event that I am NOT eligible for Financial Aid, I am responsible for paying the full balance of my enrollment/tuition fees by March 9, 2012. If I am PELL eligible, my PELL disbursement will be applied directly to my account balance; and I am responsible for any remaining balance to be paid in full by March 9, 2012.

**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 9, 2012, that I will have a "Business Office" hold placed on my student account which will prevent me from obtaining my official transcript, final grades, registering for future semesters, using the College Library, etc.

I have read and fully understand the terms and conditions as outlined above.

Student's Signature	Date
---------------------	------

**Students may be their fees by any of the following ways:**

1. Cash/VISA/Mastercard payments may be made to the Cashier's Office in-person
2. VISA/Mastercard payments may be made by using the ASAP\* telephone registration system by calling (831) 755-6755
3. VISA/Mastercard payments may be made by using PAWS for Students at [www.hartnell.edu](http://www.hartnell.edu)
4. Checks/money orders may be mailed to the following address (be sure to indicate your student ID #) on your check/money order:

Hartnell College ATTN: Cashier's Office, 411 Central Avenue, Salinas CA 93901

**FINANCIAL AID OFFICE STAFF AUTHORIZATION:**

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

Students Projected PELL Eligibility: \$ \_\_\_\_\_

Students Projected Remaining Balance Owed: \$ \_\_\_\_\_

*White: Cashier's Office    Yellow: Student Copy (after authorization)*    FA Lead Approval & Date: \_\_\_\_\_

# Out of State Tuition Assistance Request

## Instructions:

1. All Out-of-State Students must submit a FAFSA for the 2011-2012 year by December 16, 2011.
2. Student submits the Out-of-State Tuition Assistance Request form to the Financial Aid Department by January 3, 2012.
3. Any and all documents that are requested from the Financial Aid Office must be submitted no later than January 13th 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 Out-of-State Tuition Assistance Request form; or if not eligible for financial aid, it will be noted on the request form also by January 13th.
5. A Financial Aid staff person will walk a copy of the to the Cashier's Office. The Cashier will then update the student's account to reflect the authorization of this request.
6. The student will be notified by phone and/or email the status of their eligibility by January 20th. 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 PELL eligible, the student's financial aid award will be applied to their balance. The student must pay the remaining balance by March 9, 2012.
  - b. If the student is not eligible for financial aid, the student must pay half of their outstanding balance by January 20th; and the remaining balance by March 9, 2012.