



PETITION FOR DELAY OF PAYMENT OF ENROLLMENT/ TUITION FEES FOR OUT-OF-STATE STUDENTS Spring 2020

_____	_____	_____
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** apply for financial aid for the 2019-2020 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 **January 9, 2020**. 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 20, 2020**.

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 **January 9, 2020**, 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 pay 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 PAWS for Students at www.hartnell.edu

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 2019-2020 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 prior to the **Spring 2020 Registration Payment Deadline that applies to the student's registration period**. *Please see Student Fee Collection Policy.*
3. Any and all documents that are requested from the Financial Aid Office must be submitted no later than **January 3, 2020** 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 24, 2020**.
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 by **January 24, 2020**. 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 20, 2020**.
 - b. If the student is not eligible for financial aid, the student must pay their outstanding balance by **January 9, 2020**.