



# PETITION FOR DELAY OF PAYMENT OF ENROLLMENT FEES FOR OUT-OF-STATE STUDENTS Spring 2021

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Current Address (Number and Street)

\_\_\_\_\_  
Hartnell Student ID #

\_\_\_\_\_  
City, State, Zip Code

(\_\_\_\_\_)\_\_\_\_\_  
Area Code Telephone Number

\_\_\_\_\_  
Hartnell E-mail address

**STUDENT STATEMENT:** I would like to request a delay of my enrollment/tuition fee payment for Spring 2021. I understand that I must apply for financial aid for the 2020-2021 year before submitting this petition. However, if I am NOT eligible for financial aid, I am responsible for paying the full balance of my enrollment fees by January 14, 2021. If I am eligible for financial aid, my financial aid will be applied directly to my enrollment fees; and I will be responsible for paying any remaining balance in full by March 19, 2021.

**CONDITIONS:** I understand that I may request one Petition for Delay of Payment of Enrollment Fees per semester. I must have a current application on file and cannot hold a prior semester balance before submitting a petition. If I do not fulfill this petition's obligations, I will NOT be eligible to request future Delay of Payment Petitions. There are no time extensions allowed on this request.

I further understand that if I DO NOT pay my full balance by February 6, 2021, I will have a "Business Office" hold placed on my student account. Business Office holds will prevent me from obtaining my final grades, registering for future semesters, using the College Library, submitting future Petitions of Delay of Payment, 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. VISA/MasterCard payments may be made by using Self-Serve at [www.hartnell.edu](http://www.hartnell.edu)

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**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. Out-of-State Students looking to petition for a delay of payment must submit a FAFSA for the 2020-2021 year **at least 3 weeks before** submitting their Petition for Delay of Payment Form to the Financial Aid Department at [finaid@hartnell.edu](mailto:finaid@hartnell.edu) from your Hartnell email account.
2. Students must submit the Petition for Delay of Payment of Enrollment Fees form to the Financial Aid Department before the **Spring 2021 Registration Payment Deadline that applies to the student's registration period**. *Please see the Student Fee Collection Policy.*
3. Any documents requested from the Financial Aid Office for your financial aid file must be submitted no later than **January 14, 2021**, 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 Fees for Out of State Students Form. If the student is not eligible for financial aid, it will be noted on the request form by **February 5, 2021**.
5. The Financial Aid Department will then update the student's account to reflect this request's authorization.
6. The student will be notified by email of the status of their eligibility. It is the student's responsibility to follow-up with the financial aid office regarding their request status.
7. It is the student's responsibility to pay the following:
  - a. If financial aid eligible, the student's financial aid will be applied to their balance. The student must pay the remaining balance by **March 19, 2021**.
  - b. If the student is not eligible for financial aid, the student must pay their outstanding balance by **January 14, 2021**.