



**PETITION FOR DELAY OF PAYMENT OF
ENROLLMENT/ TUITION FEES
FOR OUT-OF-STATE STUDENTS
Fall 2025**

_____ 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 **2025-2026 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 **August 18, 2025**. 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 **October 17, 2025**.

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 **October 17, 2025**, 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 2025-2026 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 **Fall 2025 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 **August 19, 2025** 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 **October 17, 2025**.
 - b. If the student is not eligible for financial aid, the student must pay their outstanding balance by **August 18, 2025**.