

# → DEFERMENT APPLICATION

## THE PROGRAM

Tiffin University offers an employee deferral program that allows you to defer the payment of your tuition until the end of the semester when you receive your grades. Both pages must be completed in their entirety in order to be enrolled in the deferral program. If you would like to participate in this plan, please return the forms completed along with a copy of your employer's reimbursement policy and/or company approval. The documents can be mailed, or emailed to the Office of Student Accounts. These documents, as well as your employer's policy, will be required **every semester** you would like to defer payment.

If your employer does not reimburse you at a rate of 100%, you will be responsible to make any payment that is not reimbursed by the due date on the statement you received.

Finally, this enrollment is not considered complete until the deferred payment application and a copy of your company policy and/or approval have been received.

If you are unsure of your balance please view your statement online or reach out to the Office of Student Accounts. If you have recently enrolled in courses you may not have received a statement at this time.

Instructions for viewing statements and making online payments is on **Page 2** of this document.

When completing **Page 4** of the application you will be asked to enter the date that deferred tuition is due by and the grace period end date. These dates change each semester, please use the table below to find the correct dates:

SEMESTER	TUITION DEFERMENT DATE	GRACE PERIOD ENDING DATE
Fall	January 1 <sup>st</sup>	30 Days After Term Ends
Spring	May 1 <sup>st</sup>	30 Days After Term Ends
Summer	September 1 <sup>st</sup>	30 Days After Term Ends

Mailing Address:

**Tiffin University**  
**Attn: Student Accounts**  
**155 Miami St.**  
**Tiffin, OH 44883**

Email: [StudentAccounts@tiffin.edu](mailto:StudentAccounts@tiffin.edu)

## → YOUR ONLINE ACCOUNT

You will access your student account online through the [Self-Service](#) page.

Log into your account if you have not already done so. Select the **“Finances”** tab at the top of the page and select **“Make a payment.”**

### TO VIEW A STATEMENT

- On the left side of the screen select **“Statements”** from the list of options
- To view your current balance select the most recent statement
- Statements are updated the first week of each month for students with a balance

### TO MAKE A PAYMENT

- While in your account **“Overview”** select **“Make Payment”** at the bottom right of the screen
- If you are on a payment plan there will be two boxes auto-filled with amounts, the **“Student Account Balance”** box and the **“Installment Payment”** box. There will be an “x” next to the amount filled in for the “Student Account Balance”, select the “x” to zero out that box so that you are only paying your installment balance. If you are not on the payment plan you can change the amount in the “Student Account Balance” box.
- Once you have entered the amount that you want to pay, click **“Continue”** and complete the **“Checkout”** process

*When completing the checkout process you will have two payment options: Credit/Debit card and Electronic Check. Credit and debit card transactions will have a convenience fee added before the transaction is completed. The fee is 2.75% for domestic cards and 4.25% for international cards. Electronic checks do NOT have a fee associated with the transaction, but can only be made from a United States bank account. For students who want to pay by electronic check or ACH from an international account, please contact the Office of Student Accounts for additional payment options.*



## DEFERRED PAYMENT APPLICATION

### Employer Reimbursement Note

Student I.D. # \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount to be deferred at this time \$ \_\_\_\_\_

I authorize the use of any Federal (Title IV), State, and Institutional Financial Aid, for which I may be eligible, to pay this deferred amount, accrued interest and any other accompanying fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Semester** \_\_\_\_\_

I, \_\_\_\_\_, promise to pay to Tiffin University located at 155 Miami St.

Tiffin, OH 44883, the principal sum of \$ \_\_\_\_\_ Dollars

I further understand and agree that

- (1) I promise to repay the deferred tuition by **30 Days After the Term Ends**.
- (2) I must return a copy of my Employer's Reimbursement Policy in order to have my tuition deferred.
- (3) If my employer reimburses less than 100% of tuition I must pay the remaining portion (via payment plan, financial aid, or cash) before the semester begins.
- (4) After expiration of the grace period, I will not be permitted to register for any additional classes until my account is paid in full.
- (5) I may, at my option and without penalty, prepay all or any part of the deferred tuition at any time.

Grace Period Ends: **30 Days After the Term Ends**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Form accurate as of 04/19/2023.