

# → 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. Each page 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 will be required **every semester**.

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.

When completing **Page 3** 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.

Instructions for viewing statements and making online payments is on **Page 4** of this document.

\*If you are an Edcor candidate you are required to submit documents every academic year.

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

Mailing Address:

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

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

A green arrow pointing to the right, containing the text 'DEFERRED PAYMENT APPLICATION' in a bold, black, sans-serif font.

**Employer Reimbursement Note**

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

Name \_\_\_\_\_

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

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

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

Employer \_\_\_\_\_

Employer Attention to Name \_\_\_\_\_

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

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

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

Employer Email \_\_\_\_\_

Ecdor Candidate (please circle)      Yes      No

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. Employer must pay 30 days after invoiced, otherwise account will be put on financial hold.

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

**Academic Semester and Year** \_\_\_\_\_

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 Semester 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.
- (6) If I am no longer employed with the company I have submitted this deferment packet for I understand I am responsible for my tuition charges in full.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Form accurate as of 10/1/2024.



# PAYMENT OPTIONS

You can access your student account online through the <https://selfservice.tiffin.edu> page.

## TO VIEW A STATEMENT

- Log into your self-service account. Select the **“Finances”** tab at the top of the page and select **“Statement.”**
- The most recent statement shows up.
- Statements are updated twice a month for students with a balance (positive and negative).

## TO VIEW A BALANCE

- Log into your self-service account. Select the **“Finances”** tab at the top of the page and select **“Balance.”**
- Under **“Options”** (top right corner), click on the semester you would like to view (defaults to current semester).
- Also click on **“Detail”** by Charges/Credits.

## TO MAKE A PAYMENT

- Log into your self-service account. Select the **“Finances”** tab at the top of the page and select **“Make a Payment.”**
- On the left side of the screen, select **“Make a Payment.”**
- Under the **“Student Account Balance”** box, select **“View Details.”** A window will pop up on the right side of the screen.
- Enter the amount that you want to pay, click **“Add to Payment”** and complete the **“Checkout”** process.

**Additional information on the next page.**

## TO SET-UP A PAYMENT PLAN

- Log into your self-service account. Select the **“Finances”** tab at the top of the page and select **“Make a Payment.”**
- Click on **“Payment Plans”** on the left side of the screen.
- Click **“View Payment Plan Options”** and enter plan amount and click **“Enroll.”**
- The next screen will show a schedule of payments for the plan.
- Accept the terms and conditions before selecting **“Continue.”**
- Once you have accepted enrolling you will have the option of setting up auto pay.

## TO ADD AN AUTHORIZED USER

- Log into your self-service account. Select the **“Finances”** tab at the top of the page and select **“Make a Payment.”**
- Select **“My Account”** at the top left of the screen.
- Scroll down to the **“Payers”** section and click on **“Send a payer invitation.”**
- You will enter the information of the user you are authorizing and click **“Send invitation.”**
- The user will receive an email with their account login information and a link to the Website.
  - The new user does not have to be a parent; it can be anyone you want to give access to your account.
  - We recommend this to students who have a parent/guardian or other individual making payments towards the account. The user will have access to financial information only. They will NOT be able to see grades.

*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 2.85% 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. You can also make payment in Cash or Check. Please make sure you are providing us with the appropriate student ID # to ensure the payment is applied.*

*If you are expecting financial aid please see the e-refund documentation to set-up electronic refund. Paper checks are not the recommended way to receive a refund because it can take up 20 days to arrive at the address on file.*

Student Accounts Team can be best reached at [studentaccounts@tiffin.edu](mailto:studentaccounts@tiffin.edu).