

University Housing Services  
2009-2010 Annual Student Housing  
**Initial Payment Reduction Request Form**

**Please print**

\_\_\_\_\_ / \_\_\_\_\_  
Last Name                      First Name                      M.I.                      SJSU ID#                      Contact number    cell    /    home

The purpose of this request is to defer a portion of the initial housing payment for residents receiving financial aid and/or scholarships. **Residents are expected to pay \$300.00 when submitting this request.** Initial payment deferral requests are granted based on established criteria.

1. UHS must be able to verify that the student FAFSA has been completed.
2. Student must not be on Academic Probation.
3. Student must have no outstanding items from the Financial Aid and Scholarship Office on the "to-do" list (found at my.sjsu.edu).
4. Student must have an EFC (expected family contribution) of zero (0) or have an award of \$ 10,000.00 of grants, loans and/or scholarships.
5. Student must not have any past due balance owed to the University.

**Please read the following information and initial the line preceding each paragraph to indicate that you have read and understood the terms of the deferral request.**

\_\_\_\_\_ **I understand that my contractual obligations and indebtedness are my responsibility.** I further understand that it is my responsibility to contact UHS in the event of any changes in my financial aid award, enrollment status, or any relevant development regarding my ability to make payments.

\_\_\_\_\_ **I understand** that any financial aid I receive will be applied to registration and any other outstanding debts, including unpaid housing balances. This will occur regardless of any prearranged payment deferral.

\_\_\_\_\_ **I understand** that I am responsible for making payment(s) in full according to the established due dates if financial aid will not cover all fees owed to SJSU.

\_\_\_\_\_ **I understand** that If Housing determines that I am not eligible for a housing extension, the HOUSING deferral service indicator will be removed. I will then be responsible for full payment of Housing fees by the June 17, 2009 deadline. To enroll in the Installment Payment Plan and manage my fees in 5 installments, I may go to my.sjsu.edu **Self Service > Student Center > Finances > Online Payments and Account Services > Student Account Home > Payments Plans.** I must enroll prior to **June 16<sup>th</sup>**. Enrollments after June 16<sup>th</sup> will have fewer payment options.

If I am a new spring student, Housing will verify my award in October. If my award is less than \$5,000.00 (excluding work study), I will then be responsible for full payment of Housing fees by the November 18, 2009 deadline. To enroll in the Installment Payment Plan and manage my fees in 5 installments, I may go to my.sjsu.edu **Self Service > Student Center > Finances > Online Payments and Account Services > Student Account Home > Payments Plans.** I must enroll prior to **November 17<sup>th</sup>**. Enrollments after November 17<sup>th</sup> will have fewer payment options

\_\_\_\_\_  
Licensee's Signature

\_\_\_\_\_  
Date

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**For Office Use Only**

Approved

Denied

Criteria

Comments: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Resident Account Coordinator Authorization

\_\_\_\_\_  
Date