

Payment Deferral Request

An approved Payment Deferral Request will prevent an account from being referred to the VCU Collection Unit and being assessed additional collection costs, as long as the approved payment schedule is maintained. The registration and official transcript/diploma hold will remain on an account until the balance is paid in full.

Date of request

--	--

(Month)

--	--

(Date)

--	--

(Year)

Year and semester that the balance occurred

Semester

--

 1= spring
 2= summer
 3= fall

Year

--	--	--	--

Student Number

--	--	--	--	--	--	--	--	--	--

Student Email Address_____

Name

Last	First	MI
------	-------	----

Mailing address

Street			Home or Cell Telephone () -
City	State	Zip Code	Work Telephone () -

Current Balance: \$_____ 35% of Current Balance: \$_____
Proposed Payment Schedule:

Payments must be listed as weekly, bi-weekly or monthly and must include specific dates and amounts.

Payment Dates
Payment Amounts

[illegible]

- The minimum balance required in order to qualify for a payment deferral request is \$300.**
- Payment deferral requests will not be reviewed until the required minimum payment of 35% of the outstanding student account balance has posted to the student's account.**
- Payment deferral requests are not finalized until approved by the Student Accounting Department.**
- Students will receive email confirmation of the approved request. Unless the student receives confirmation from the Student Accounting Department, the deferral payment plan is not valid.**
- Approval of a payment deferral request keeps the account balance from being referred to the VCU Collection Unit for one cycle.**
- The Student Accounting hold will remain until the balance is paid in full.**

Student's Signature

Date



For Student Accounting Use Only

Date Paid _____ **Amount paid \$** _____

Approved _____ **Denied** _____

Approver's Signature _____ **Date** _____

Method of Student Notification:

- ☐ **Email**
☐ **Mail**
☐ **In Person** **Student's Initials** _____
☐ **Telephone** **Date & Time** _____