



# TRADITIONAL UNDERGRADUATE EXTERNAL SCHOLARSHIP DEFERRAL REQUEST

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

Payment for fall semester is due August 24<sup>th</sup>. Payment for spring semester is due January 4<sup>th</sup>. This includes financial aid having been disbursed and personal payments received. The remaining balance to be paid through external scholarships not yet received by the University must be deferred to avoid late payment penalties. To request a deferral:

**Step 1:** Complete a GFU "Payment Estimator": [www.georgefox.edu/offices/sfs/online-forms.html](http://www.georgefox.edu/offices/sfs/online-forms.html). Please save the estimator. You are required to supply a copy of the Payment Estimator when you return this form.

**Step 2:** Review your [mygfu.georgefox.edu](http://mygfu.georgefox.edu) missing checklist items to determine which scholarships are missing.

**Step 3:** Review the scholarship notification you received to determine why the scholarship is delayed. You may need to call the organization that awarded you the scholarship to ask for the guidelines to your scholarship. You will need to furnish us with a copy of that "notice" (email, certificate, letter, etc.) to complete this process. Based on the reason for the delay, choose the appropriate option below:

### External Scholarship #1:

- I have reason to believe that the scholarship payment will reach George Fox by the end of the first month of the semester. (If confirmation of enrollment is required by the scholarship organization you must request "confirmation" from the Registrar's Office and submit it to the appropriate party.)
- My scholarship requires grades or proof that I have completed the semester. (Payment deferred 30 days past end of semester.)

Name of Scholarship: \_\_\_\_\_ Semester: \_\_\_\_\_ Amount to Defer: \_\_\_\_\_

Contact Name from the Scholarship Org (if known): \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

### External Scholarship #2:

- I have reason to believe that the scholarship payment will reach George Fox by the end of the first month of the semester. (If confirmation of enrollment is required by the scholarship organization you must request "confirmation" from the Registrar's Office and submit it to the appropriate party.)
- My scholarship requires grades or proof that I have completed the semester. (Payment deferred 30 days past end of semester.)

Name of Scholarship: \_\_\_\_\_ Semester: \_\_\_\_\_ Amount to Defer: \_\_\_\_\_

Contact Name from the Scholarship Org (if known): \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

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I understand that I am responsible for all costs associated with my enrollment and that failure to make payments when due will result in a one percent late payment fee calculated on the past due balance (12 percent APR) in addition to enrollment and transcript holds. I also understand that if my account must be submitted to a collection agency, I am responsible for all costs incurred including attorney and collection fees.

➤ **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 4:** Return this signed and completed form with a copy of Payment Estimator and a copy of your scholarship notice to the address below.

**Step 5:** Periodically review your student account to see if your scholarship has been received. If not, contact your scholarship organization again.

**For assistance, call 503.554.2301**

Return to: Student Financial Services Office, 414 N. Meridian Street #6129, Newberg, OR 97132  
Form may be faxed to 503.554.3880 or emailed to: [studentaccounts@georgefox.edu](mailto:studentaccounts@georgefox.edu).