GRADUATE STUDENT STAFF  
FEE DEFERMENT PROCEDURES  
For Graduate Staff Experiencing Temporary Financial Difficulties  
Effective 8/01/08 for the 2008-2009 Academic Year  

Special fee deferment arrangements have been made for graduate student staff who are experiencing temporary financial difficulties. The temporary nature of this provision addresses the financial problems caused when fees and tuition are due prior to the student’s first pay date in the fall.

This **Special Deferment** is available for graduate student staff members whether new to the University or continuing as an employee.

**Guidelines**-
- A temporary fee deferment is available for the fall semester only.
- The University will temporarily defer fees and will establish a due date of October 20, 2008. The balance will be due in full and the Installment Plan will not be available.
- The amount of the fee deferment will not exceed $1,300.00. Students whose fee assessment exceeds this total will be responsible for payment of the difference.
- The University will not charge the normal $30 fee deferment fee.

**Before requesting a fee deferment the student will**-
- Make sure that he or she has a valid local address in the registrar’s system.
- Verify that their graduate staff appointment is approved and processed into the bursar system.

**On the date of the fee deferment request the student will**-
- Request the fee deferment in person by applying in Hovde Hall room 14 between the dates of August 1st through August 29th (the date of final cancellation).
- Bring his or her Purdue University ID card.
- Meet with a bursar office representative who will discuss with the student his or her eligibility for a fee deferment based on temporary financial difficulties.
- Be required to sign and date an agreement form indicating the acknowledgement of the deferment terms. This form will include the student’s PUID number, amount of the deferment and due date of the deferment. For the fall 2008 semester the due date will be October 20, 2008. If payment is not submitted by the agreed due date a late fee of $17.50 is applicable.

**After the meeting, the student will**-
- Complete the registration payment process by confirming enrollment online at the myPurdue student portal. Payment for any amounts assessed over and above the deferment should also be satisfied online to avoid registration cancellation.