



Financial Aid Deferment Request

We recognize that many students depend upon various sources of financial aid in order to pursue higher education. While we are not required to lease to students who are dependent upon financial aid, we are pleased to do so. We will defer a portion of the total rent due to accommodate financial aid disbursement, so long as the following conditions are met:

1. You must pay a **\$25.00** non-refundable service fee at the time you make application to pay your rent using financial aid deferment.
2. You must submit to our office the following as part of the request packet:
 - Financial aid award letter;
 - Proof of registration outlining cost of tuition.
3. You agree and understand that the rent deferment expires on October 31 of each fall semester and February 28 of each spring semester. After such dates, all unpaid amounts are due and payable. A separate deferment request must be filled out for the summer months.
4. When you receive your financial aid funds, your rental obligation under your Lease Contract is immediately due. Late charges and other collection procedures will be applied if any amounts owed are not paid when due. At the time the disbursement is made, you must pay the entire total for the semester, as applicable. We define the fall semester as August – December and the spring semester as January – April.
5. You must pay a minimum amount of **\$50.00** toward your total rent upon occupancy and on the first day of each month thereafter until you receive your financial aid disbursement. When you receive your financial aid funds, the remaining amount of your rental obligation is immediately due. Late charges and other collection procedures will be applied if any amounts owed are not paid when due.
6. The General Manager must approve this deferment request, as evidenced by signature below, before the deferment is effective.
7. In the event that we do not receive full payment of all rental obligations due under your Lease Contract by the Rent Deferment Expiration Date, you will be held to the collections process outlined in the Lease Contract and a hold will be placed on your student account at TSTC.

Your financial aid payment plan is as follows unless you are disbursed your financial aid check prior to the deferment expiration dates in #3 above. At the time the disbursement is made you must pay the entire total for the five installments in fall and the four installments in spring regardless of the schedule outlined below (Check one only):

Fall <input type="checkbox"/> Aug 1 \$50 Sep 1 \$50 Oct 31 balance of housing fees through Dec	Spring <input type="checkbox"/> Jan 1 \$50 Feb 1 \$50 Feb 28 balance of housing fees through May
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8. We cannot defer a security deposit, application fee, processing fee or furniture payment. You must pay these amounts prior to occupancy.

I HEREBY REQUEST A DEFERMENT OF MY RENTAL OBLIGATION OUTLINED IN THE LEASE CONTRACT. I HEREBY AUTHORIZE TEXAS STATE TECHNICAL COLLEGE TO RELEASE INFORMATION REGARDING MY FINANCIAL AID STATUS TO THE MANAGEMENT OF TSTI HOUSING PARTNERSHIP I LTD. (VILLAGE OAKS APARTMENTS). I UNDERSTAND THAT IF DOCUMENTATION OF THE EXISTENCE OF MY FINANCIAL AID IS NOT RECEIVED BY MANAGEMENT WITHIN 2 BUSINESS DAYS, OR IF THE AMOUNT OF MY FINANCIAL AID AWARD IS INSUFFICIENT TO PAY MY RENTAL OBLIGATION, THIS AGREEMENT MAY BE CANCELLED. I UNDERSTAND THAT THE PAYMENT OF MY TOTAL RENTAL OBLIGATION IS MY RESPONSIBILITY IRRESPECTIVE OF THE FACT THAT SOME OF THE FUNDS USED TO PAY SAID RENTAL OBLIGATION MAY COME FROM FINANCIAL AID SOURCES.

Name _____	Date _____
School in attendance _____	Student ID _____
Amount requested deferred _____	Current email _____
Financial aid source _____	Phone Number _____
# of Registered Course Hours _____	

General Manager Signature

Resident Signature

Office Use Only

Aid verified on _____ by _____

Expected date of disbursement: _____

Non-refundable Service Fee Paid Ck # _____ (Attach copy of check to this form)



Village Oaks
 2010 Campus Drive
 Waco, TX 76705
 (p) 254-799-5885
 (f) 254-799-5705

PAYMENT AUTHORIZATION FORM			
I (we) hereby authorize <u>Village Oaks</u> to initiate debit entries to the account indicated below, and to debit or credit the same such account in accordance with the terms of the Financial Aid Deferment form and the Lease Contract between Village Oaks and I. If any amounts are returned unpaid, I authorize an additional returned item fee of the maximum amount allowed by the state to be charged to this account.			
Checking or Savings Account			
Type of account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Depository Financial Institution Name			
Name on Account			
Billing Address			
Routing Number		Account Number	
Credit Card Account			
Card type (check one)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover		
Name on Card			
Credit Card Billing Address			
Credit Card Number			
Card Expiration Date		CVV	
Payment Authorization			
This authorization is to remain in full force and effect until <u>Village Oaks</u> has received written notification from me (or us) of its termination, in such time and such manner as to afford <u>Village Oaks</u> a reasonable opportunity to act on it.			
Name		Unit#	
ID#		State	
Signature		Date	
For internal use only	Payment enabled <input type="checkbox"/>	Date ____ / ____ / ____	Initials ____
	Payment disabled <input type="checkbox"/>	Date ____ / ____ / ____	Initials ____

Village Oaks Financial Aid Deferment Conditional Approval Form

Village Oaks Apartments has conditionally approved your Financial Aid Deferment Request. It is the sole responsibility of the lease signee and said Guaranty, to meet the following requirements. Village Oaks Apartments agrees to defer the amount below if, and only if, the following agreement is kept in good standing through the duration of the semester. This deferment is only good for the semester indicated below. You must reapply each semester for a deferment.

Academic Fees (estimated)

*This is only an estimate. You are responsible for paying any overages.

Total financial Aid awarded (semester)	\$ _____
Estimated Cost of Tuition	\$ _____
Estimated Cost of Books (semester)	\$ _____
Estimated Cost of Meal Plan (semester)	\$ _____
Estimated Remaining Financial Aid Funds Available for Housing Deferment	\$ _____

Housing Fees

Total Rental Installment Amount Due (semester)	\$ _____
Estimated cost of Utilities** (semester)	\$ _____
Estimated Total Amount Owed for Housing Costs (semester)	\$ _____

**utility cost are only an estimate and you are responsible for paying any overages.

Totals (semester)

Estimated Remaining Financial Aid Funds Available for Housing Deferment	\$ _____
Estimated Total Amount Owed for Housing Costs	\$ _____
Balance Remaining after Estimated Academic and Housing Costs Applied	\$ _____

Your Financial Aid deferment has been approved based on the information you provided with the following required installments. If your academic fee costs and/or utility costs increase, you are responsible for paying any overages by the Financial Aid Deferment Expiration Date stated on the Financial Aid Deferment Request Form. Those dates are October 31 for the Fall semester, February 28 for the Spring semester and June 30 for the Summer semester. If the amount of your Financial Aid Award for the semester should change, you will be expected to pay in full the remaining housing fee balance for the semester by the Financial Aid Deferment Expiration Date.

<p>_____ Fall Semester</p> <p> August 1 \$ _____</p> <p> September 1 \$ _____</p> <p> October 1 \$ _____</p> <p> November 1 \$ _____</p> <p> December 1 \$ _____</p>	<p>_____ Spring Semester</p> <p> January 1 \$ _____</p> <p> February 1 \$ _____</p> <p> March 1 \$ _____</p> <p> April 1 \$ _____</p>
<p>_____ Summer</p> <p> May 1 \$ _____</p> <p> June 1 \$ _____</p> <p> July 1 \$ _____</p> <p> August 1 \$ _____</p>	

I understand, and agree, to the terms within the Financial Aid Conditional Approval Form and acknowledge this conditional agreement is in addition to my requirements stated in the Lease Contract. I understand, and agree, to pay all installments in full by said date above to Village Oaks Apartments as outlined in the Lease Contract and this form. Failure to make required installment payments can result in penalties up to, and including, eviction in addition to Village Oaks canceling the Financial Aid Deferment Request. I understand that only the amount approved by Village Oaks Management can be deferred and the remaining installments, if any, must be paid as scheduled.

Resident Signature

Date

Guarantor Signature

Date

General Manager

Date