

# How To Complete the Tuition Deferment Agreement

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## How to Complete the Tuition Deferment Agreement

Students who are utilizing employer benefits or are the recipient of a scholarship may wish to request a delayed payment due date. In order to determine eligibility for this delayed deadline, students must successfully complete a **Tuition Deferment Agreement (TDA)**.

The **TDA** is available in the Student Portal under **My Documents**. To complete it, click on the link button next to the document name:

TP - Tuition Deferment Agreement		Required	
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When prompted, enter in your information and click **Next**:

  

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First Name \*

Last Name \*

Student Number \*

**NEXT**

The next screen will prompt you to select the financing option that applies to you. For example, if you are using an employer benefit and they are going to pay CSU Global directly, select Third Party Billing. However, if your employer is giving you the money & then you are making payment, select Employer Reimbursement.

### TP - Tuition Deferment Agreement

This form should be completed by students who wish to utilize one of CSU Global's deferred payment options. **Deferments are not available for accounts previously referred to collections.** With an approved deferment, tuition and fees costs for each term are due in full no later than 30 days after the end of the term. A new Tuition Deferment Agreement should be submitted if your circumstances change, such as if your employer changes their policy. If you have a combination of resources listed below, please submit a Tuition Deferment Agreement for each.

**Directions: Submit a completed, signed form through the Student Portal**

Questions? See uploading instructions in the Portal or contact your advisor.

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CSU-Global offers the following deferred payment options. Please select one of the options below and attach supporting documentation.

- Third Party Billing: Choose this option if a third party sponsor will be paying all or part of your tuition directly to CSU Global and requires CSU Global to send an invoice for payment.
- Employer Reimbursement: Choose this option if you'll be reimbursed by your employer and do not need CSU Global to send them an invoice directly.
- Outside Scholarship: Choose this option if an outside organization will be providing a scholarship to cover your direct educational expenses (tuition, books, and fees).
- 529 Savings Plan: Choose this option if you'll be using a 529 Savings Plan to cover your direct educational expenses.

Scroll down and enter in the annual tuition benefit amount that your organization will pay for, as well as the eligibility timeframe.

## Employer Tuition Benefit / Scholarship Policy Information

Annual Tuition Benefit/Scholarship Amount(the dollar amount the organization will provide for tuition annually): \*

January - December

July - June

October - September

Other (please specify):

Special Requirements for Benefits:

Please list any requirements or limitations of your tuition benefit / scholarship policy (i.e. only pays 90% of tuition, pays 100% for A, 80% for B, etc.):

Finally, select a supporting document to upload. The selected file must be a PDF. A supporting document is required to submit the TDA.

Examples of supporting documents include:

**Third Party Payment:** The Letter of Credit or Payment Request specific to your enrollment that CSU Global use to invoice your employer

**Employer Reimbursement:** A copy of your employee benefits policy validating you are eligible for the benefit. This should include any requirements by your employer to outline your eligibility, such as if the employer has grade requirements.

**Scholarship:** A copy of the scholarship letter that validates the amount and time period of the award

**529 Savings Plan:** A copy of the 529 plan information you will be using to pay for your program. This should include the student's name as the beneficiary and the amount of funds available.

Please upload your supporting documentation here: \*

Select Files to Upload

Finally, sign and submit!

*By signing below, I acknowledge and agree to the terms of this deferred payment agreement. I understand that I will be responsible for all associated fees. Further, I authorize Colorado State University-Global Campus to bill my employer for these fees.*

Applicant's Signature \*

Date \*

**SUBMIT**

Related Articles:

[Who qualifies for Employer Reimbursement?](#)

[How to use Employer Reimbursement vs. 3rd Party Direct Billing](#)

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