



Financial Aid Deferment Policies and Procedures

UnionWest Student Living has agreed to work with our residents who receive financial aid. You may have your rental installment deferred by turning in a Financial Aid Confirmation of Funds form. This form can be obtained by a Financial Aid Officer at your institution. Please submit your document to Cschlicht@unionweststudentliving.com and Manager@unionweststudentliving.com. There are several requirements that you are responsible for to have your rental installment deferred until you receive your financial aid. These responsibilities are as follows:

- 1. You are responsible for the first installment of your residence at UnionWest Student Living.**
UnionWest Student Living will not defer your first rental installment for incoming residents. For example, if you move in during the month of August you will need to pay your first rental installment. Additionally, if you move in during the month of November, you will need to pay your November rental installment.
- 2. You must have the Financial Aid Verification form turned into the accounting office on or before the 3rd of the month to defer your rental installment.**
- 3. The Financial Aid Confirmation of Funds form must have an expected disbursement date including a month and a day. You will have 72-hours to pay your rental installment balance after financial aid funds are received.**
- 4. UnionWest Student Living will only defer a maximum of two months' rent at one time. This means that even if you have not received your financial aid and your September and October rent have already been deferred, it is your responsibility to pay at least one month's rental installment on or before October 31st. If you pay at least one month, we will continue to defer your rental installment until you receive your financial aid disbursement.**
- 5. The Financial Aid Confirmation of Funds form must be always kept current. If needed, you can bring in an updated confirmation form with a new expiration date if your date is set to expire, on or before the expiration date. If the Financial Aid Confirmation of Funds form expires prior to bringing in a new form, you will be responsible to immediately pay the deferred installment amount and all late fees associated. Furthermore, if your rent has been deferred two months and your form expires you will be responsible for all late fees for the first and second months.**
- 6. UnionWest Student Living will only defer your rent one time per semester. Once you have received your disbursement, you cannot bring in a new confirmation form and you are responsible for paying the following month's rent no later than the 3rd of the month.**
- 7. You cannot defer you Fall rental installment with financial aid money from a Spring Semester.**
Example: You cannot defer December with January financial aid since December is still part of the Fall Semester.

Print Name: _____

Signature: _____

Date: ____/____/____