

Deferment Form Instructions

If you plan on using your military benefits and do not want to pay tuition and fees while your benefits are being processed, you must sign the VA Deferment form and turn in to the VA School Certifying Official no later than 2 weeks prior to payment due dates. VA Students who do not sign a *Deferment form* and have a balance on their account as of the established purge dates will be purged from all registered classes due to non-payment. The Deferment form will prevent this from happening.

The deferment will show up on your MyWS account as “VA Delay” and will prevent you from making adjustments to your schedule. If you need to make an adjustment to your schedule, you may call the Cashiering Office at (423) 585-2621 and ask that they temporarily remove the hold to allow you to make the change. The deferment will hold your fees for the entire term but you must have your account paid in full in order to register for the next term. You must sign the VA Deferment form EVERY TERM you want your tuition/fees postponed. Submit the form once you have finished registering for ALL classes. Changes in your enrollment status may delay payment.

Financial Aid Recipients: If you have sufficient financial aid to cover your tuition and fees, it is not necessary for you to sign the deferment form; however, you will need to let the VA School Certifying Official know when you register for your classes so that your enrollment may be submitted to the VA.

Voc Rehab VA Students: It is not necessary for you to sign a deferment form or to notify the School Certifying Official that you have registered for classes. Instead, once you have registered for classes, submit a copy of your schedule to your VR Counselor. This will prompt your counselor to send a request to the school to verify your schedule. The School Certifying Official (SCO) will confirm your schedule with your counselor. If you are approved for a bookstore authorization, an account will be established for you once the verification process has been completed.

The **VA Deferment Form** is available on the WS website at:

<https://ws.edu/media/pdf/student-services/veterans-affairs/deferment/201803-veterans-deferment-form.pdf>