




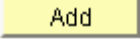
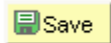



Adding and Expiring Deferrals


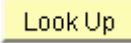

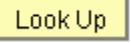




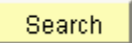

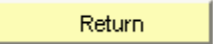
Adding a Deferral

Path:	UC Student Financials > UC Payment Plans > Deferrals
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1.	Click 
2.	In the EmplID field, enter the student's ID. To select an ID from the Lookup List, click  to the right of the field. On the Lookup ID page, type the student's name and then click  . A list of IDs is displayed. Note: You may need to click  for all IDs to appear.
3.	In the Term field, enter the current Term. Note: Deferments cannot be applied to past terms.
4.	Next to the Item Type field, click  to view the applicable Item Types. Note: The only options you should use are Third Party Deferment or Deferred Fees . DO NOT USE Grad Payroll Payment Plan.
5.	Click 
6.	In the Expiration Date field, enter the expiration date of the deferment.
7.	In the Deferment Amount field, enter the amount of the deferment.
8.	In the Deferment Source field, enter the Third Party name or deferment source.
9.	Click 
10.	To add an additional deferment for the same student , click  and repeat steps 6-9 above.

Expiring a Deferral

Path:	UC Student Financials > UC Payment Plans > Deferrals
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1.	<p>In the EmplID field, enter the student's ID. To select an ID from the Lookup List, click  to the right of the field. On the Lookup ID page, type the student's name and then click . A list of IDs is displayed.</p> <p>Note: You may need to click  for all IDs to appear.</p>
2.	Click 
3.	Change the Expiration Date to today's date.
4.	Click 
5.	Navigate to UC Account Information to confirm that the deferment has been expired. UC Student Financials > UC Account Information
6.	<p>In the ID field, enter the student's ID. To select an ID from the Lookup List, click  to the right of the field. On the Lookup ID page, type the student's name and then click . A list of IDs is displayed.</p> <p>Note: You may need to click  for all IDs to appear.</p>
7.	Click 
8.	At the bottom of the page, click  to verify this deferment has been expired.
9.	Click  to return to the UC Account Information page.