

VA Fee Deferment Request Instructions

IMPORTANT NOTE: Do not use the back button on your internet browser. This will cancel the VA fee deferment request option. You will be required to contact our office to have the option reset.

Step 1: Login in to your AP ONESTOP

The screenshot shows the AP OneStop login page in a Windows Internet Explorer browser. The browser's address bar displays the URL <https://apbkufi.apsu.edu/ep/home/displaylogin>. The page header includes the AP OneStop logo and the tagline "Everything you need...one stop." along with the website address onestop.apsu.edu.

The main content area features a "Login to AP OneStop" section with a red header. Below the header are two input fields: "User Name" and "Password". A red "Login" button is positioned below the password field. A link for "Forgot your username/password?" is located below the login button. Two green arrows point from the right side of the page towards the "User Name" and "Password" input fields.

To the right of the login form is an "Announcements" section. It contains several warning icons (yellow triangles with exclamation marks) and text:

- Warning 1:** Main Campus Summer Session 2012 will be unavailable due to end of term processing beginning Monday, August 13th at 3:01 p.m. and will reopen by Wednesday, August 15th at 4:30 p.m.
- Warning 2:** During this time student's Main Campus Summer Session 2012 schedules will not be viewable and faculty will not be able to access rolls.
- Warning 3:** All other terms will be available during this time.
- Warning 4:** Fort Campbell Fall I classes will be purged for non-payment at 9 pm on Tuesday August 14 for students who have not confirmed. AP OneStop for Fall I will not be available August 14 from 9 pm until August 15 at 8 am.

Below the announcements is a "Please Logout!" section with the text: "Please remember to logout when you have finished using AP OneStop, especially if you are in a computer lab or public area."

At the bottom of the page, there are four links with red icons:

- Need Help?** (Question mark icon)
- Questions/Suggestions** (Speech bubble icon)
- Privacy Policy/Refund Info** (Information icon)
- Make AP OneStop my Homepage** (Home icon)

The footer of the page contains the following text: "Austin Peay State University | 601 College Street | Clarksville, TN 37044 | 1-877-801-APSU". There are also links for "Comments?", "Emergency Notification", and "Ask The Gov".

Step 2: Click on the Web Self-Service Tab

The screenshot shows the Austin Peay State University OneStop website. The browser address bar displays the URL https://apbri16.apsu.edu/render.userLayoutRootNode.uP?uP_root=root. The page features the OneStop logo with the tagline "Everything you need... one stop." and a "Welcome" message. A navigation menu includes tabs for Home, Life, Library, Help, Web Self-Service, My Tabs, Learn, My Future, Teach, Work, My Worklist, and Alumni. A blue arrow points to the "Web Self-Service" tab. The main content area is divided into several sections: "Campus Announcements" with a list of updates, "Local Weather" with a live radar map, "Today@APSU" with campus news, "APSU Snapshot" with a photo of the university entrance, and "What's New?" with a Degree Compass logo. A security warning at the bottom states "Only secure content is displayed." and includes a "Show all content" button.

Step 3: Click on Financial Aid and Veterans Affairs tab or from the menu list

The screenshot shows a web browser window with the URL <https://ajbrlu6.apsu.edu/tag.8f7a5177cd5e3f0.render.userLayoutRootNode.uP?ui>. The page header features the OneStop logo and the slogan "Everything you need...one stop." Below the logo is a "Welcome" field. To the right, there are links for "My Account" and "Content Layout", along with icons for LiveMail, D2L, Outlook, Groups, and Logout. A navigation bar contains tabs: Home, Life, Library, Help, **Web Self-Service**, My Tab, Learn, My Future, and Work. Below this is a secondary menu with tabs: Personal Information, Student, Employee, **Financial Aid and Veterans Affairs**, and Information Technology Requests. A green arrow points to the "Financial Aid and Veterans Affairs" tab. Below the navigation is a "Main Menu" section with links and descriptions for Personal Information, Student, Financial Aid and Veterans Affairs, Employee, and Information Technology Requests. A green arrow points to the "Financial Aid and Veterans Affairs" link. A green box on the right contains the instruction: "On your Web Self-Service tab-Select the Financial Aid and Veterans Affairs link". At the bottom left, it says "RELEASE: 8.5.1".

December 11, 2012

Home Life Library Help **Web Self-Service** My Tab Learn My Future Work

Personal Information Student Employee **Financial Aid and Veterans Affairs** Information Technology Requests

ACCESSIBILITY SITE MAP HELP

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student
Apply for Admission, register, View your academic records

Financial Aid and Veterans Affairs
Apply for Financial Aid; View financial aid status and eligibility, accept award offers; view loan applications and view Veterans Affairs

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Information Technology Requests
View and Submit Information Technology Forms and Requests

RELEASE: 8.5.1

On your Web Self-Service tab-Select the Financial Aid and Veterans Affairs link

Step 4: Click on VA Fee Deferment Request at the bottom of the menu.

The screenshot shows a web browser window displaying the OneStop website. The browser's address bar shows the URL: <https://apbriu6.apsu.edu/tag.8f7e5l77ddd5e3f0.render.userLayoutRootNode.u?ui>. The browser tabs include "VA-ONCE Student LOGIN PAG...", "OneStop: Austin Peay State ...", and "OneStop: Austin Peay State ...". The website header features the OneStop logo and the tagline "Everything you need...one stop." Below the logo is a "Welcome" message with a text input field. To the right, there are links for "My Account" and "Content Layout", and icons for "LiveMail", "D2L", "Outlook", "Groups", and "Logout". The main navigation bar includes "Home", "Life", "Library", "Help", "Web Self-Service", "My Tab", "Learn", "My Future", and "Work". The "Web Self-Service" menu is expanded, showing "Personal Information", "Student", "Employee", "Financial Aid and Veterans Affairs", and "Information Technology Requests". The "Financial Aid" section is active, displaying a list of links: "Financial Aid Status", "Financial Aid Fee Deferment Request", "Eligibility", "Award", "E-Mail APSU Financial Aid Office", "General Financial Aid", "Veterans Affairs", "VA Certification Request", "VA Fee Deferment Request", and "Scholarship Contract". A green arrow points to the "VA Fee Deferment Request" link. A green box on the right contains the following text: "Do not select the Financial Aid Fee Deferment unless you will be receiving enough Title IV Financial Aid to cover all of your expenses. If you select this option in lieu of the VA Fee Deferment, you may not have your registration confirmed and risk the possibility of losing your class schedule." The "VA Fee Deferment Request" link has a "NEW" tag and a "WARNING" note: "WARNING: To avoid certain compatibility issues, it is recommended that you use Internet Explorer (or Safari if you are a Mac user) as your browser when accessing this page." The "Scholarship Contract" link has a note: "Only required for Presidential, Dean's, Tippie, Howell C. Smith and President's Community College recipients." The footer of the page reads "RELEASE: 8.15".

Financial Aid

- [Financial Aid Status](#)
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.
- [Financial Aid Fee Deferment Request](#)
Request a Financial Aid Fee Deferment
- [Eligibility](#)
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.
- [Award](#)
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.
- [E-Mail APSU Financial Aid Office](#)
- [General Financial Aid](#)
Financial Aid Application and Information Links
- [Veterans Affairs](#)
 - [VA Certification Request](#)
- NEW** [VA Fee Deferment Request](#)
Request a VA Fee Deferment. **VA certification required.**
- [Scholarship Contract](#)
Only required for Presidential, Dean's, Tippie, Howell C. Smith and President's Community College recipients.

RELEASE: 8.15

Step 5: Select the term for which you would like to request the VA Fee Deferment and choose “Continue”

The screenshot shows the AP OneStop website interface. At the top, there is a navigation bar with the AP OneStop logo and the tagline "Everything you need...one stop." Below this, there is a "Welcome" message and a search bar. The main navigation menu includes "Home", "Life", "Library", "Help", "Web Self-Service", "My Tab", "Learn", "My Future", and "Work". The "Web Self-Service" menu is expanded, showing "Personal Information", "Student", "Employee", "Financial Aid and Veterans Affairs", and "Information Technology Requests". The "Financial Aid and Veterans Affairs" menu item is highlighted. Below the navigation, there is a search bar with a "Go" button and links for "SITE MAP" and "HELP". The main content area is titled "VA Fee Deferment Request" and contains the following text: "You will only be able to request a Fee Deferment for the terms that you are registered for." Below this text, there is a dropdown menu labeled "Select term:" with "Spring Semester 2013" selected. A green arrow points to the dropdown menu. At the bottom of the form, there is a "Continue" button.

If you are registered for multiple terms such as Fall I FT Campbell and Fall main campus, you will have to request a VA fee deferment for each term.

Step 6: Ensure you have selected the correct term and choose “Continue”

The screenshot shows a web browser window displaying the AP OneStop website. The browser's address bar shows the URL: <https://apbri6.apsu.edu/tag.8fa5177ddd5e3f0.render.userLayoutRootNode.uP?ui>. The page title is "VA-ONCE Student LOGIN PAG...". The browser tabs show "abouttabs (2)", "abouttabs", and "Austin Peay State Universi...".

The website header features the AP OneStop logo with the tagline "Everything you need...one stop." and a "Welcome" message next to a text input field. To the right, there are links for "My Account" and "Content Layout", and icons for "LiveMail", "D2L", "Outlook", "Groups", and "Logout".

The navigation menu includes "Home", "Life", "Library", "Help", "Web Self-Service", "My Tal", "Learn", "My Future", and "Work". The date "December 11, 2012" is displayed in the top right corner.

The main content area has tabs for "Personal Information", "Student", "Employee", "Financial aid and Veterans Affairs", and "Information Technology Requests". A search bar with a "Go" button and links for "SITE MAP" and "HELP" are also present.

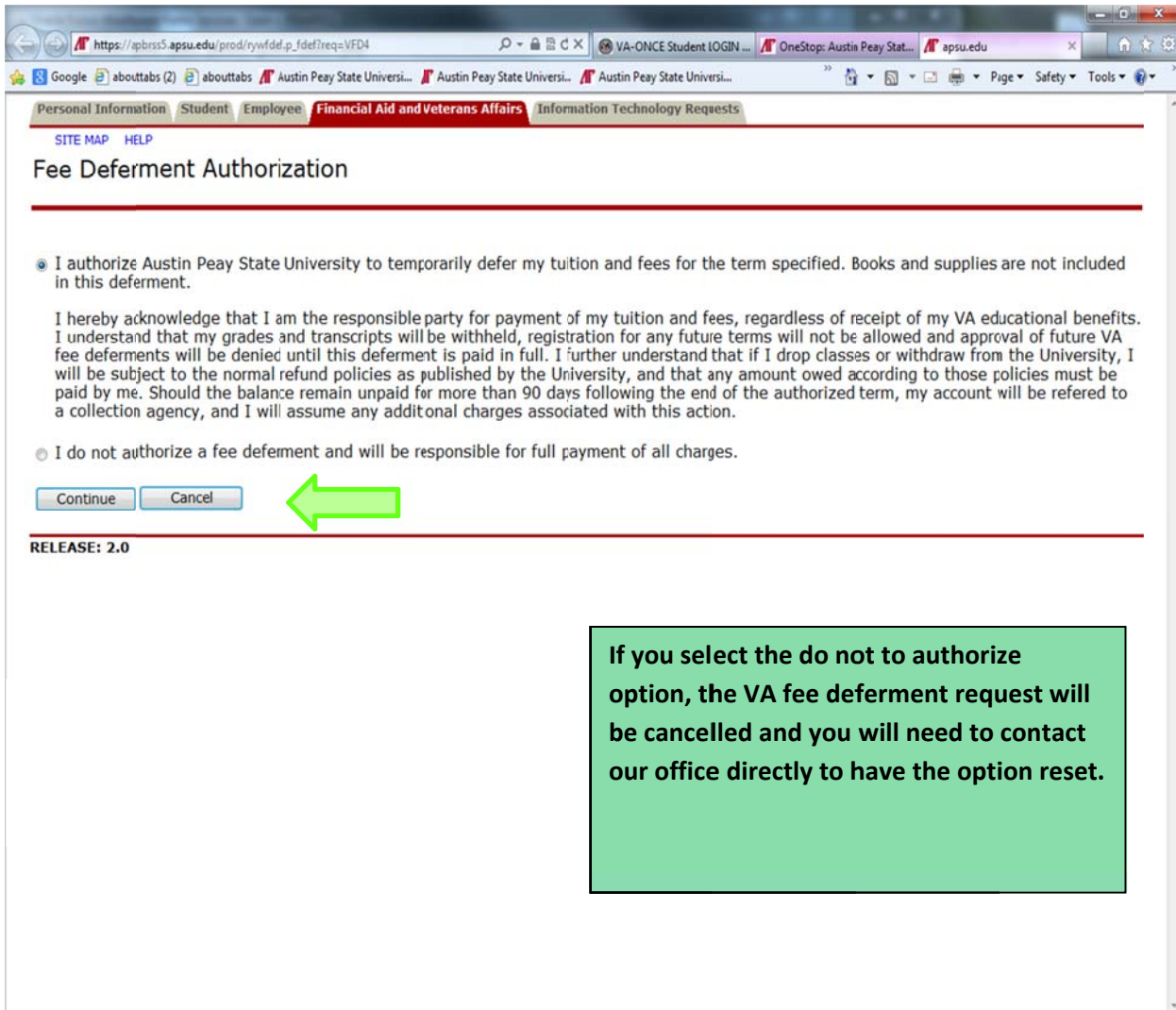
The page title is "VA Fee Deferment Request". The user information is "A00352136 Michael P. Mcallister" and the timestamp is "Dec 11, 2012 03:34 pm".

The main text reads: "You are requesting a fee deferment for **Spring Semester 2013**. If this is the incorrect term, please [Return to Previous](#) screen and select the term for which you desire to request a fee deferment."

A "Continue" button is located below the text, and a green arrow points to it from the left.

At the bottom left, the text "RELEASE: 1.0" is displayed.

Step 7: Click on “Continue” after reading and agreeing to the fee deferment option of your choice.



Personal Information Student Employee **Financial Aid and Veterans Affairs** Information Technology Requests

SITE MAP HELP

Fee Deferment Authorization

I authorize Austin Peay State University to temporarily defer my tuition and fees for the term specified. Books and supplies are not included in this deferment.

I hereby acknowledge that I am the responsible party for payment of my tuition and fees, regardless of receipt of my VA educational benefits. I understand that my grades and transcripts will be withheld, registration for any future terms will not be allowed and approval of future VA fee deferments will be denied until this deferment is paid in full. I further understand that if I drop classes or withdraw from the University, I will be subject to the normal refund policies as published by the University, and that any amount owed according to those policies must be paid by me. Should the balance remain unpaid for more than 90 days following the end of the authorized term, my account will be referred to a collection agency, and I will assume any additional charges associated with this action.

I do not authorize a fee deferment and will be responsible for full payment of all charges.

RELEASE: 2.0

If you select the do not to authorize option, the VA fee deferment request will be cancelled and you will need to contact our office directly to have the option reset.

Step 8: You will see a confirmation of your submission on the screen.

Your VA Fee Deferment Request will be denied if you have:

- an overpayment with VA
- an outstanding balance from a previous term
- additional charges on your account that are not tuition and fees

Your VA Fee Deferment Request will be waived if you have:

- already confirmed your registration
- dropped all of your courses

The screenshot shows a web browser window with the URL https://apbrs5.apsu.edu/prod/rwfdef_g_fdef_confirm?auth_n=Y&req_in=VFD4&.... The browser tabs include 'VA-ONCE Student LOGIN...', 'OneStop: Austin Peay Stat...', and 'apsu.edu'. The page navigation tabs are 'Personal Information', 'Student', 'Employee', 'Financial Aid and Veterans Affairs', and 'Information Technology Requests'. The page title is 'Fee Deferment Request Received'. Below the title, there is a red horizontal line. The text reads: 'If you have any questions, please contact the Office of Student Financial Aid & Veterans Affairs: Main Campus Students: 931.221.7760 Fort Campbell Students: 931.221.1462'. A green arrow points to this text. Below the text is a button labeled 'Back To Student Requirements'. Another red horizontal line is below the button. At the bottom left, it says 'RELEASE: 2.0'. A green text box at the bottom right contains the following text: 'If you select the do not to authorize option, the VA fee deferment request will be cancelled and you will need to contact our office directly to have the option reset.'

Step 9: You can monitor the status of your VA Fee Deferment Request under the Student Requirements option under the Financial Aid and Veterans Affairs menu

The screenshot shows the 'Eligibility Requirements for Aid Year 2012-2013' page. Under the 'Unsatisfied Requirements' section, there is a table with the following data:

Requirement	Status	As of Date	Fund Source Term	Instructions
Fee Deferment for Spring main campus	Received Pending Review	Dec 11, 2012		
VA Financial Resources Form	Complete	Jul 21, 2012		
VA Financial Resources Form	Complete	Nov 20, 2012	Spring 2013-MC	

A green arrow points to the 'Received Pending Review' status in the first row. Below the table, there is a note: 'The Outstanding Requirements above need resolution. Certain Requirements have links to assist you in satisfying the requirement. Just click on the desired outstanding requirement and if a link is available it will be displayed. Link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement. Select the Requirement Messages link for messages pertaining to the above requirements.'

Under the **Unsatisfied Requirements** the Fee Deferment status will be "Received Pending Review".

The screenshot shows the 'Eligibility Requirements for Aid Year 2012-2013' page. Under the 'Satisfied Requirements' section, there is a table with the following data:

Requirement	Status	As of Date	Fund Source Term	Instructions
* Certification Request Form	Complete	Jul 21, 2012	Fall 2012-MC	
* Certification Request Form	Complete	Nov 20, 2012	Spring 2013-MC	
*VA Student Responsibilities Form	Approved Title IV Auth	Jul 12, 2012		
Fee Deferment for Fall main campus	Waived	Aug 15, 2012		
Fee Deferment for Spring main campus	Complete	Dec 11, 2012		

A green arrow points to the 'Complete' status in the last row. Below the table, there is a note: 'The Outstanding Requirements above need resolution. Certain Requirements have links to assist you in satisfying the requirement and if a link is available it will be displayed. Link enables you to download the form necessary to complete the requirement. Select the Requirement Messages link for messages pertaining to the above requirements.'

Once your Fee Deferment is completed, it will move to the **Satisfied Requirements** and will be coded under status as complete. You will also receive an email regarding your confirmation.