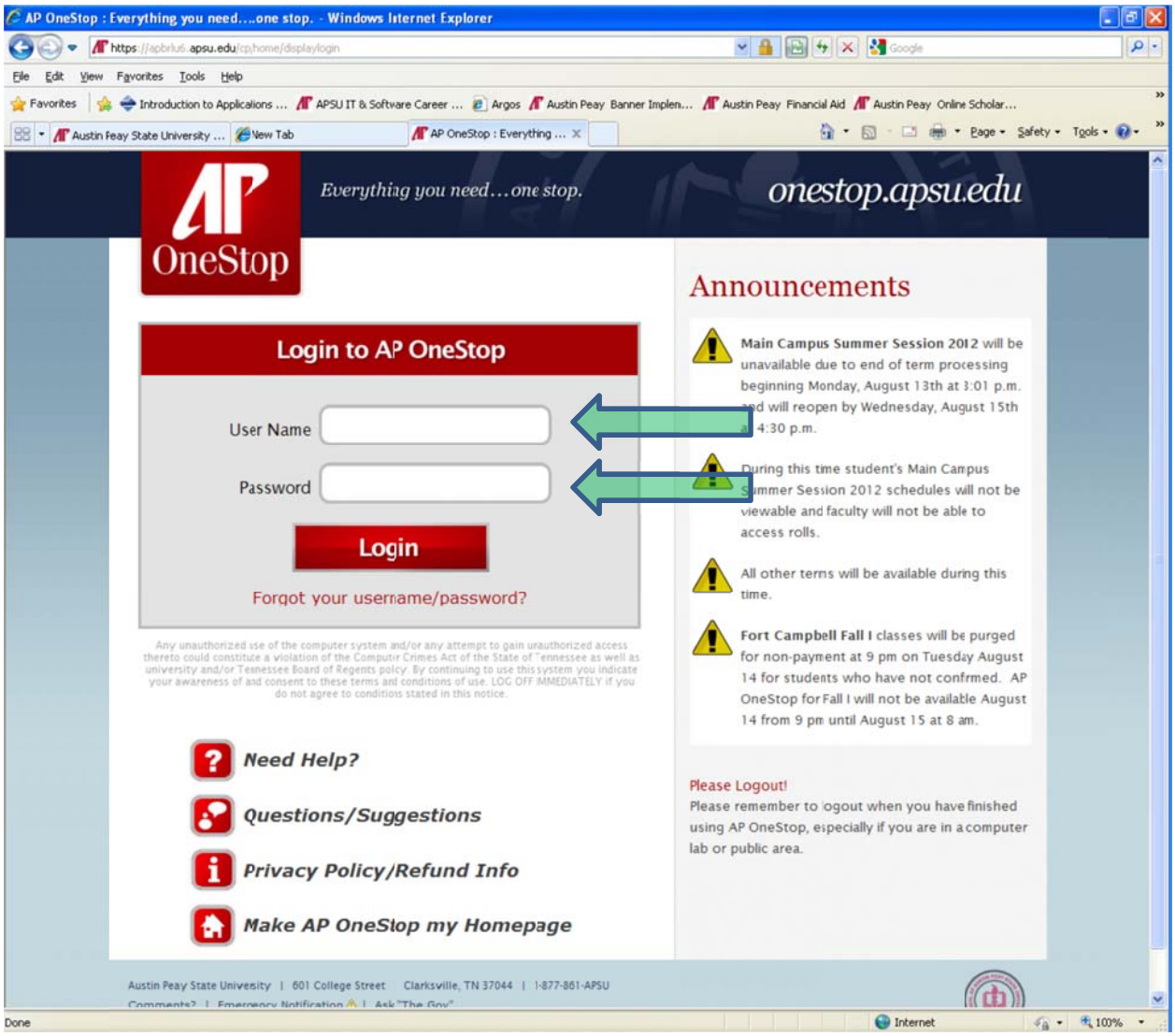
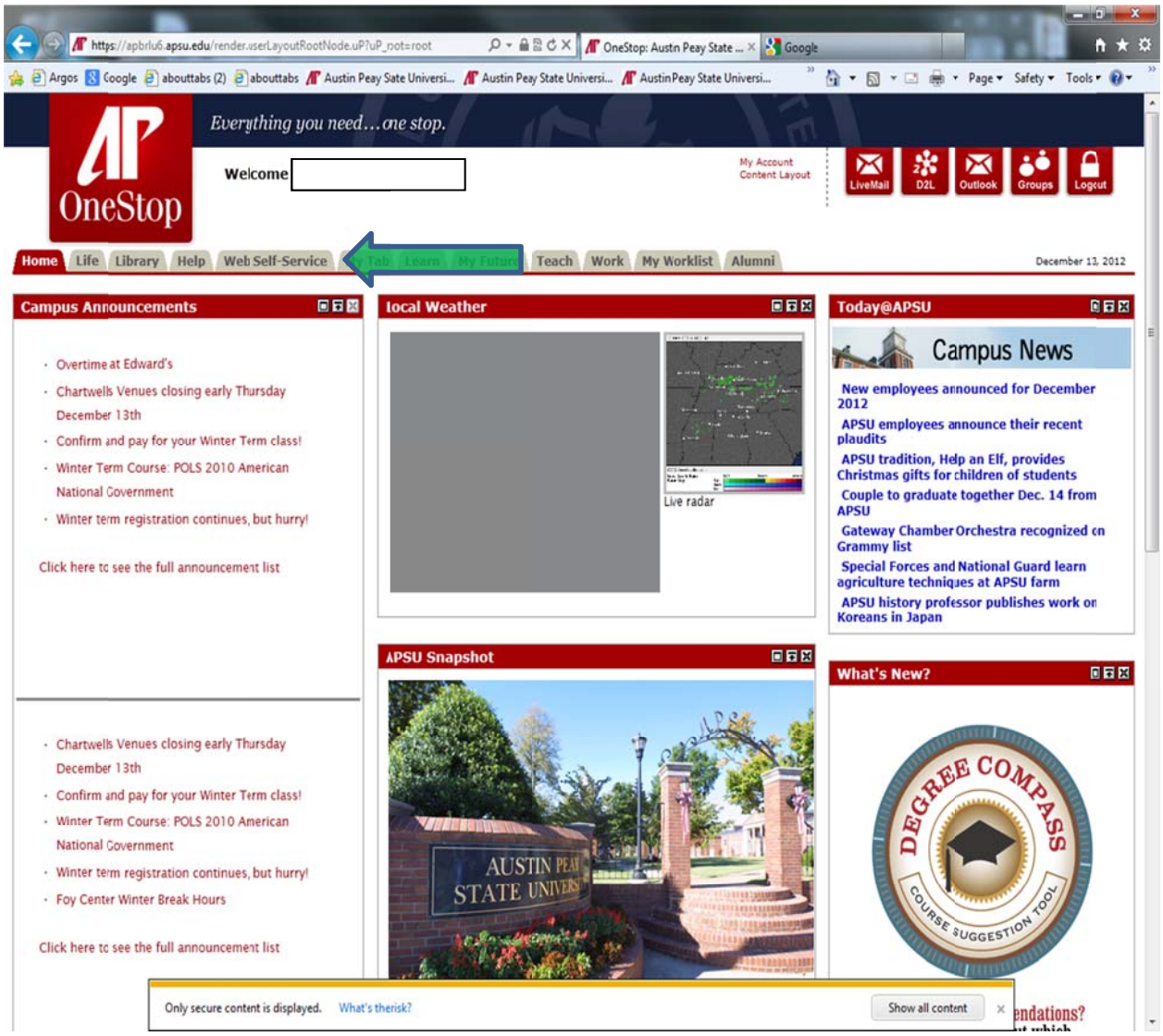
VA Fee Deferment Request Instructions

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.

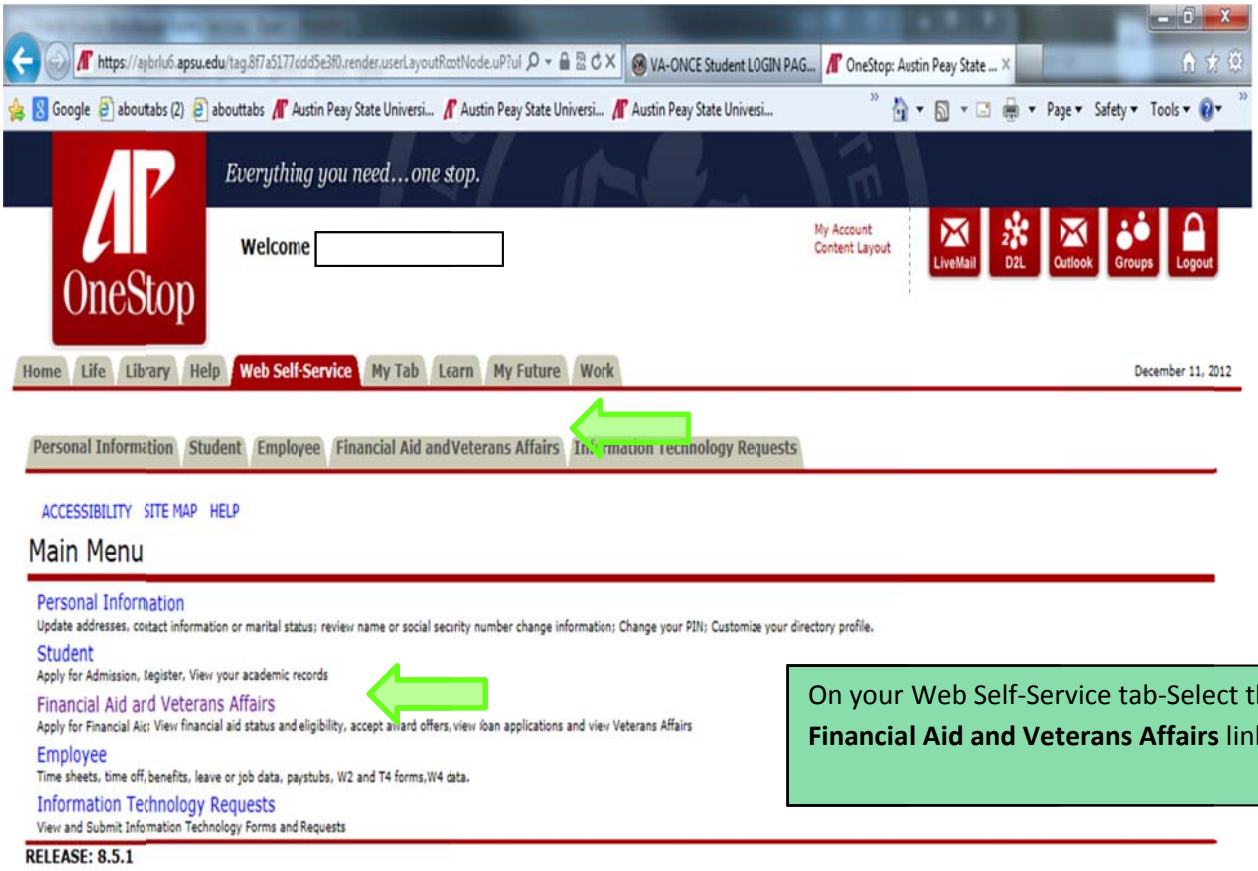
Step 1: Login in to your AP ONESTOP



Step 2: Click on the Web Self-Service Tab

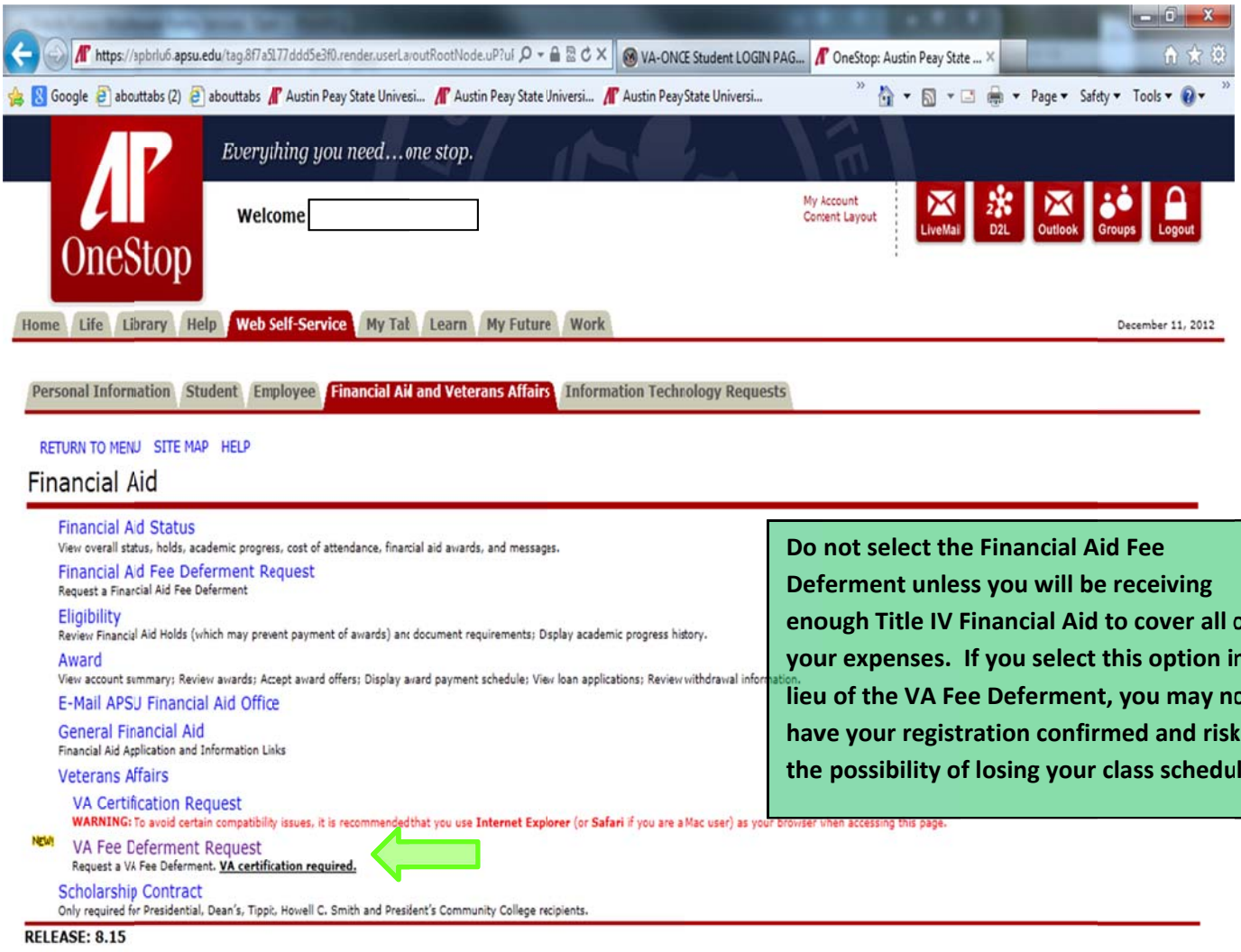


Step 3: Click on Financial Aid and Veterans Affairs tab or from the menu list



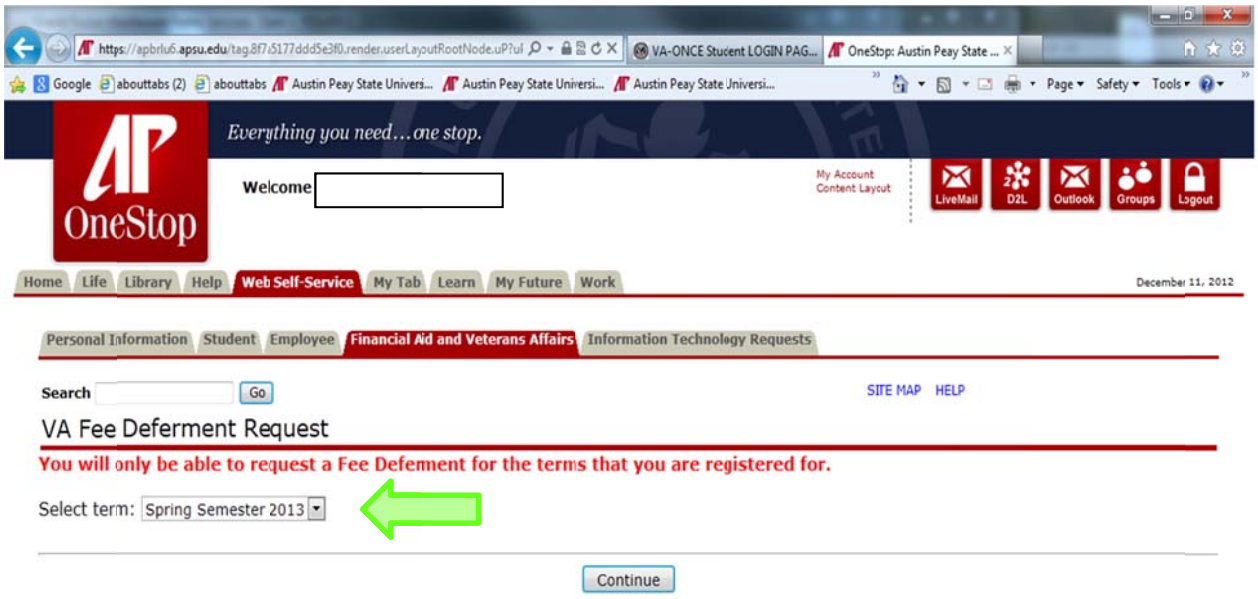
On your Web Self-Service tab-Select the **Financial Aid and Veterans Affairs** link

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



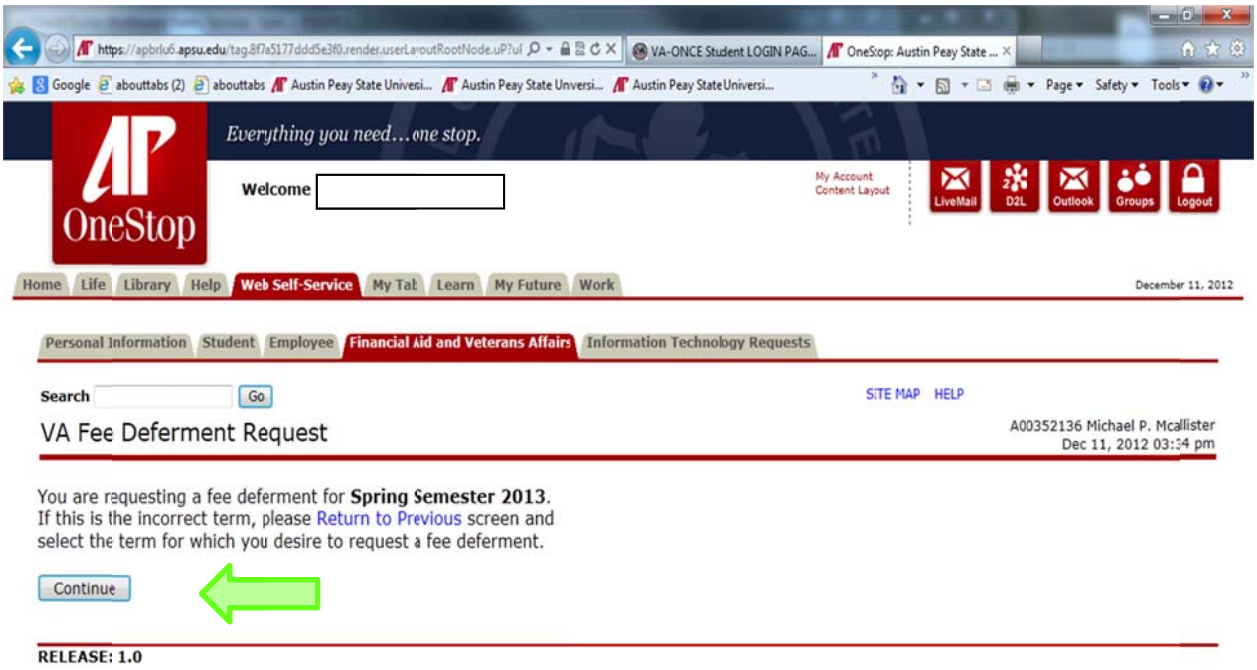
Do not select the Financial Aid Fee Deferment unless you will be receiving enough Title IV Financial Aid to cover all of your expenses. If you select this option in lieu of the VA Fee Deferment, you may not have your registration confirmed and risk the possibility of losing your class schedule.

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

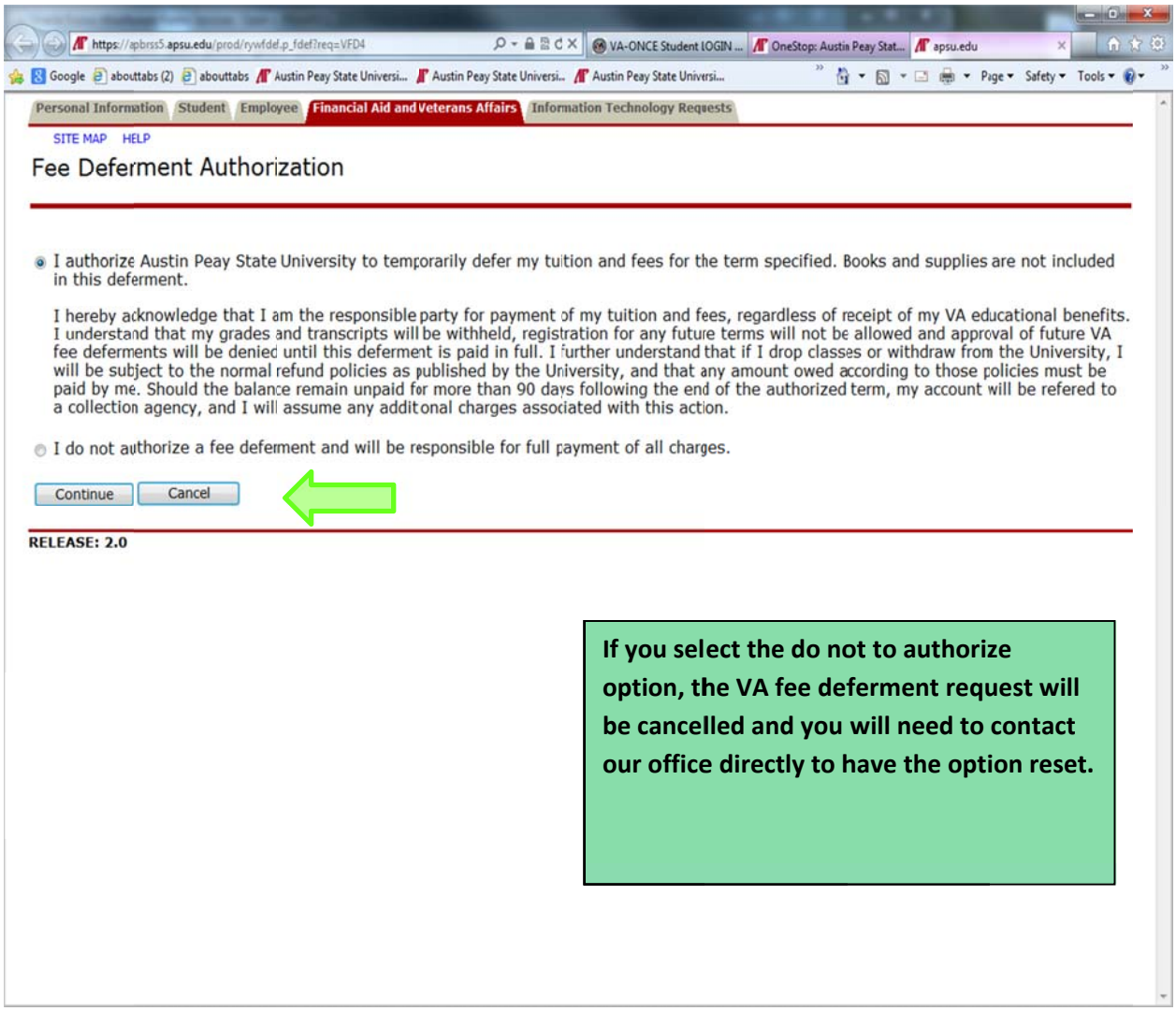


If you are registered for multiple terms such as Fall I FT Campbell and Fall main campus, you will have to request a VA fee deferment for each term.

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



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



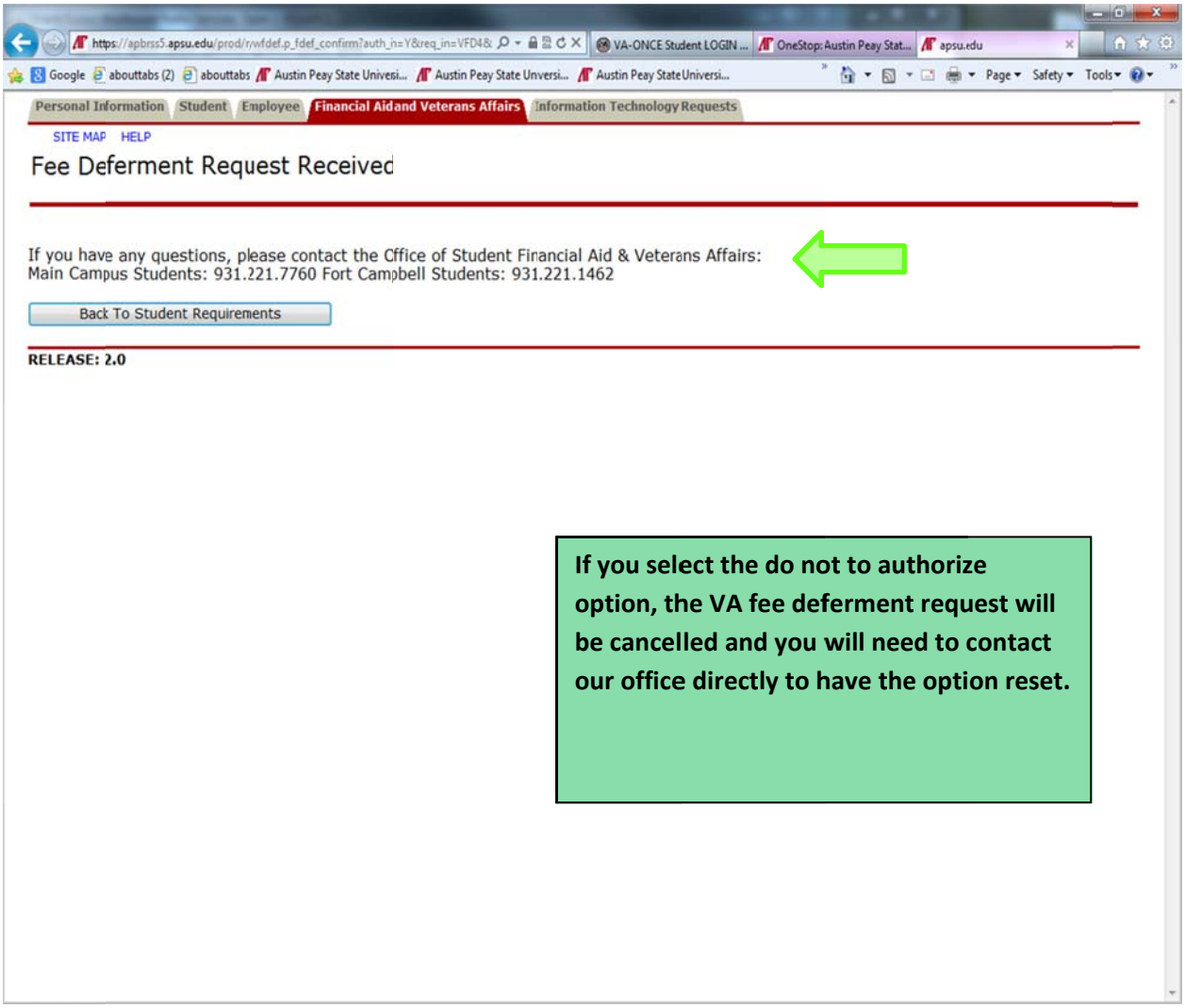
Step 8: You will see a confirmation of your submission on the screen.

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

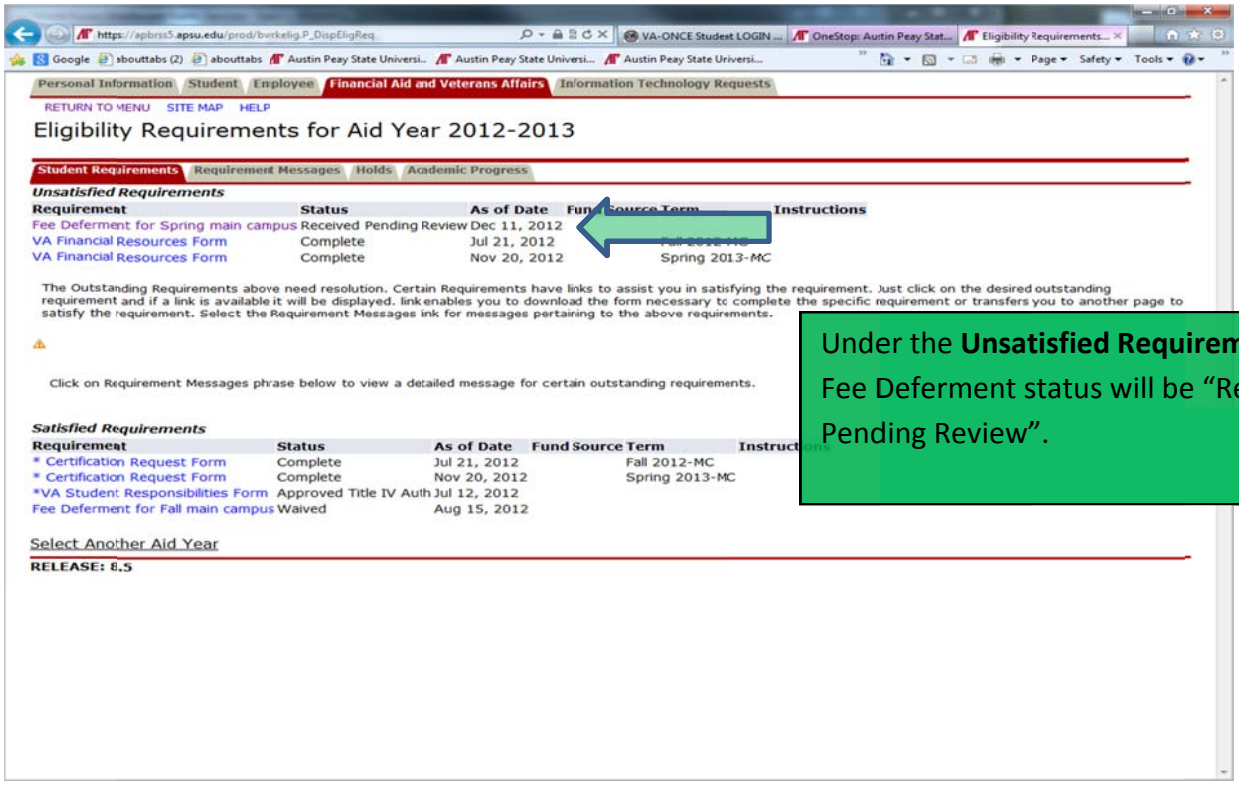
Your VA Fee Deferment Request will be waived if you have:

- already confirmed your registration
- dropped all of your courses

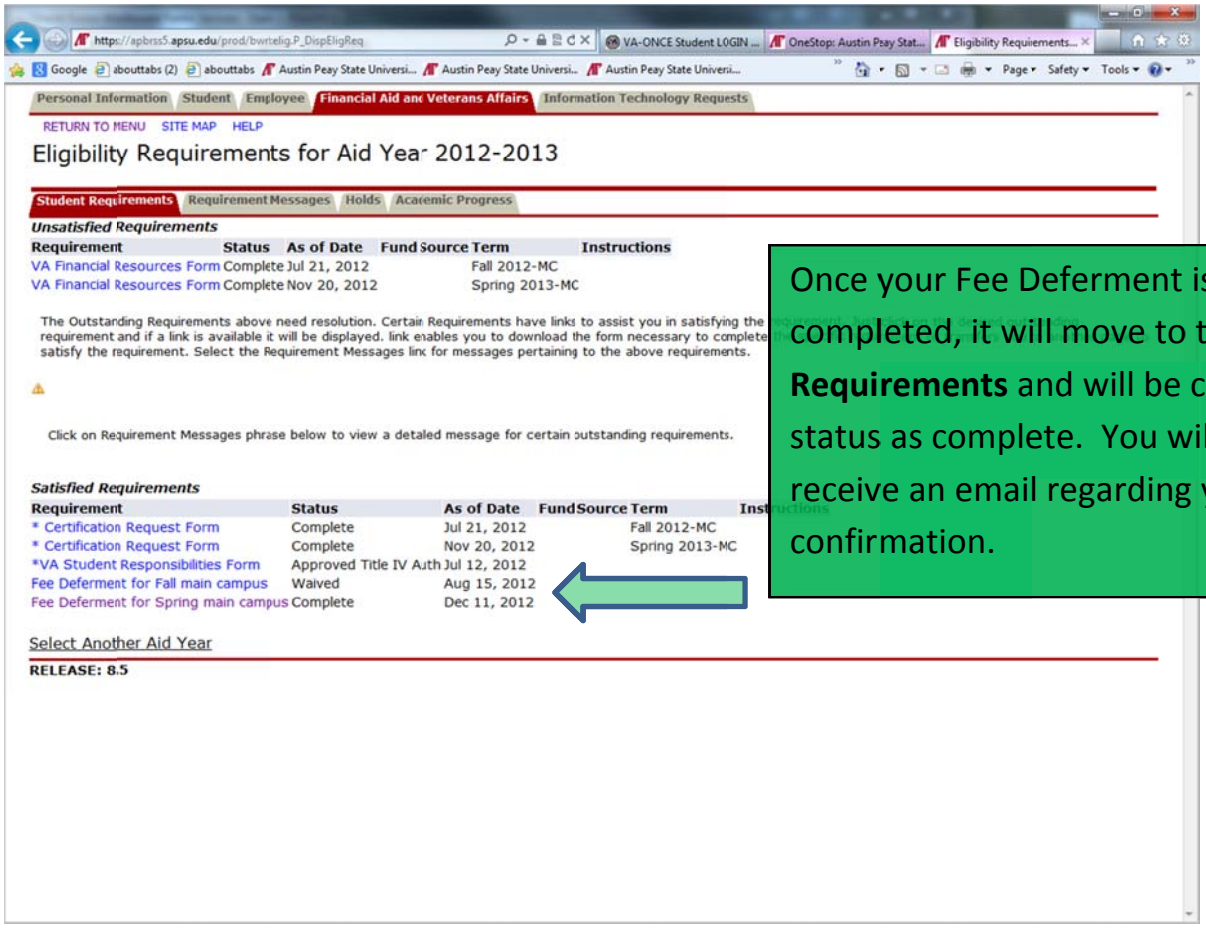


If you select the do not to authorize option, the VA fee deferment request will be cancelled and you will need to contact our office directly to have the option reset.

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



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



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.