

Instructions for using the **NURSING DEFERRED EMPLOYEE BENEFIT**

Are you a nurse who is enrolled in one of the nursing programs and your employer offers tuition benefits that will allow you to be reimbursed after grades are submitted? The University of Delaware will grant authorization to defer payment until 30 days after grades are received to allow time for reimbursement.

1. **Register for your course** : <http://www.pcs.udel.edu/reg/credit/index.html>
*Be sure to set up your UD Email
2. When a new statement is available, you will receive an **email notification** to login and view your bill from Student Financial Services
3. **Login** to your "My Finances Page" to view your bill *YOU WILL NOT GET A PAPER BILL
4. The My Finances Page will show an overview of what you owe and the due date. Go to the bottom of that page and click **Next Step**
5. **Click Yes** for reporting additional credits
6. **Pick Nursing Deferred Employee Benefit**

You will get the following message:

Type
<div style="border: 1px solid gray; padding: 2px;"><input type="text" value="Nursing Deferred Employee Benefit"/></div> <p>You have indicated you are employed with an approved hospital and are eligible for tuition reimbursement through your employer. Please indicate the dollar amount of the expected reimbursement and input your employer's name in the comment section. We are granting approval to defer payment until you are reimbursed. All balances must be paid within 30 days of final grades for the courses deferred.</p> <p>Amount : \$ <input style="width: 100px;" type="text"/></p> <p>Comments : <input style="width: 100%; height: 50px;" type="text"/></p>

7. **Fill in the \$dollar amount** you are offered through your employee tuition benefits **and the name of your employer**. Example: \$3,000 through Dover Hospital
* Note: you should only put here what you have eligible to spend for this time period. For instance, if you get \$5,000 a year, but have already spent \$2,000, you should only put that you are eligible for \$3,000. If you indicate an amount of coverage less than what is owed, you will be expected to pay that difference when the bill is normally due.
8. **Next Step** at the bottom of the page
9. Payment Page with payment options for the balance that is remaining (if any).
10. **Payment Method Page** *note the 2.75% fee for credit card payments and no VISA allowed
*online check option * mail in physical check option (due to S.F.S. by payment date)

11. Total Payment Page

12. Check Disclaimer and enter an email address to get confirmation *you will receive notification if there is any payment issues

13. Next Step

14. Complete payment with a credit card number or bank routing number

15. SUBMIT *It is important to hit submit to ensure we receive notification that you are requesting this benefit to ensure we do not assess late fees for non-payment.

Reminder: By requesting this deferral of payment you are agreeing to submit payment within 30 days of grades being received. If you are unable to make payment for any reason it is important that you can contact Student Financial Services at sfs-advisor@udel.edu to make alternative arrangements to keep your account current.