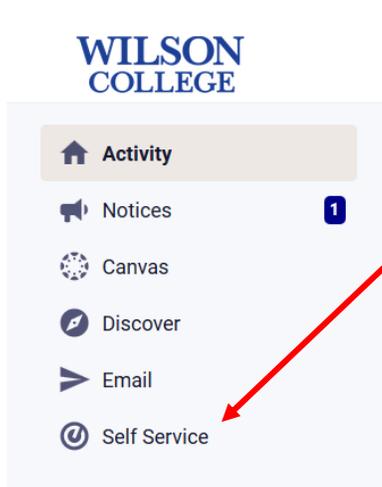


Self-Service – Deferment Agreement

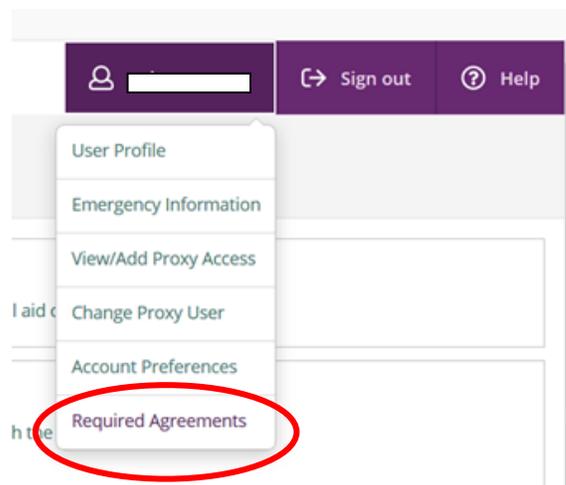
Post-baccalaureate students whose employers reimburse for tuition expense upon course completion may elect to defer payment. To elect deferment, students must accept the 'Deferred Agreement' in Colleague Self Service EACH TERM in which they are electing deferment. To view and agree to the statement:

1. Log in to Colleague Self Service through the Wilson College Portal at <https://my.wilson.edu>
2. Select Self Service on the left hand side of the page



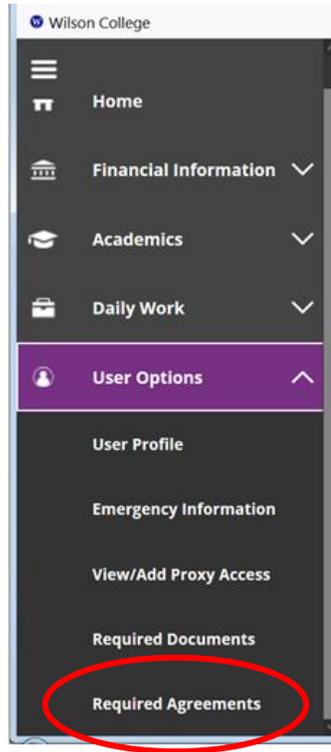
3. You can get to 'Required Agreements' in one of two ways
 - a. Option 1

In the upper right hand corner, click on your name and a drop down menu will appear as seen below



b. Option 2

Click on the 'User Options' icon on the left hand side menu (person in a circle icon). 'Required Agreements' will be in that menu.



4. Click on 'View' to read the terms and conditions of the 'Deferred Agreement'

[User Options](#) · [Required Agreements](#)

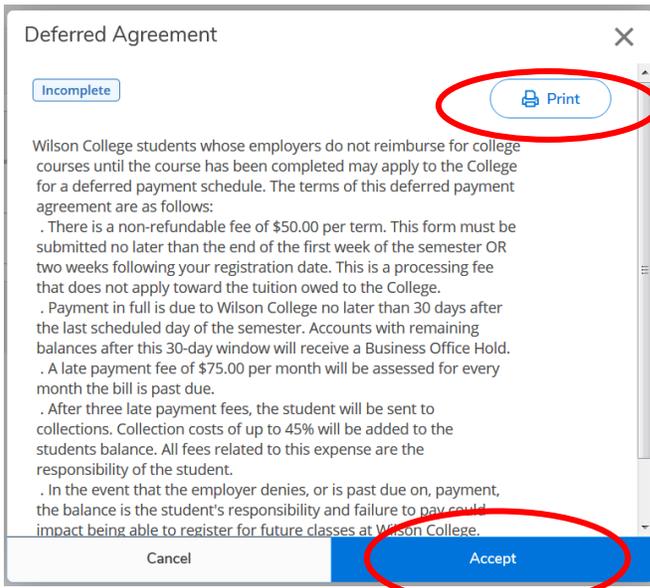
Required Agreements

Title	Agreement Period	Due Date	Status	Action
Wilson Financial Consent	2020FA Fall Term	9/1/2020	Accepted 6/5/2020	View
Deferred Agreement	2020FA Fall Term	9/1/2020	Incomplete	View

5. A pop up will appear with the agreement (make sure your pop up block is disabled)

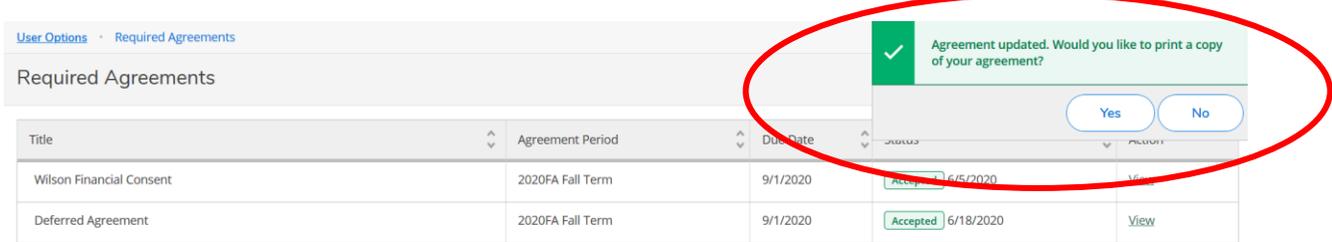
From this screen you can:

- a. Scroll through the agreement to read thoroughly of your financial obligations under deferment to Wilson College
- b. Print the agreement
- c. Accept the agreement
- d. Cancel out of the agreement



Please note that if you do not accept this agreement, payment is due for your class/classes by the regularly scheduled due date

6. Once the agreement has been accepted, the following message will appear:



You can print from here if you like or click 'No' to exit

7. Once approved, the status of your agreement will change to 'Accepted' with the date of acceptance beside it

Title	Agreement Period	Due Date	Status	Action
Wilson Financial Consent	2020FA Fall Term	9/1/2020	Accepted 6/5/2020	View
Deferred Agreement	2020FA Fall Term	9/1/2020	Accepted 6/18/2020	View