

Employer Deferment Request Process

Students can now request Employer Deferment online through MyUI.

1. Log into [MyUI](#)
2. Select FINANCIAL AID & BILLING (at the top of your screen)
3. Select *Employer Deferment Request* (under FINANCES & BILLING)
4. Review terms and conditions then select “Request Deferment”
5. Fill out the required fields:
 - Select session(s) requesting to defer
 - Employer
 - Employer Contact/Supervisor
 - Employer Phone
 - Employer Email
 - Agree to Terms & Conditions
6. Submit Request

After submitting your form please allow up to two business days for your *Employer Deferment Request* page to update on MyUI. You can review the session(s) approved for employer deferment in the *You are currently deferred for the following sessions* section.