

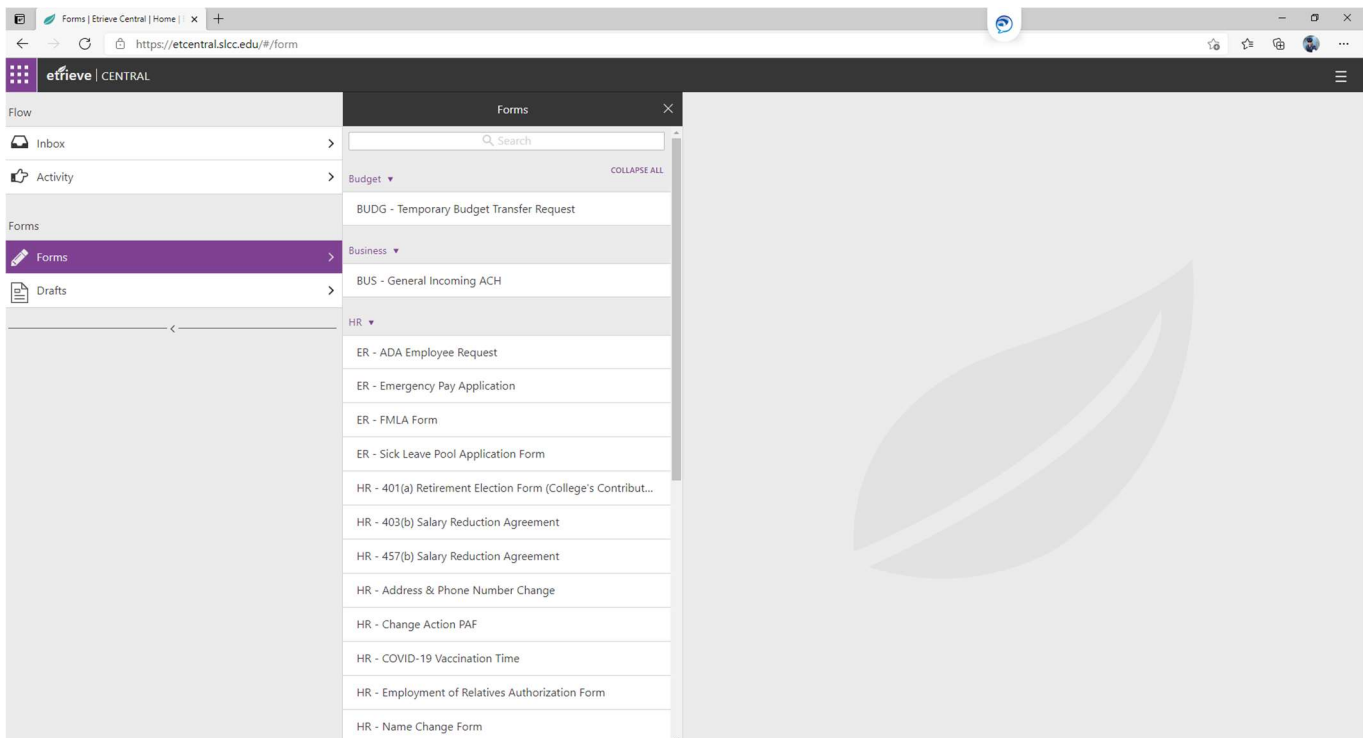
# TPP Request to Cancel Payment Student's Guide

## IMPORTANT NOTES

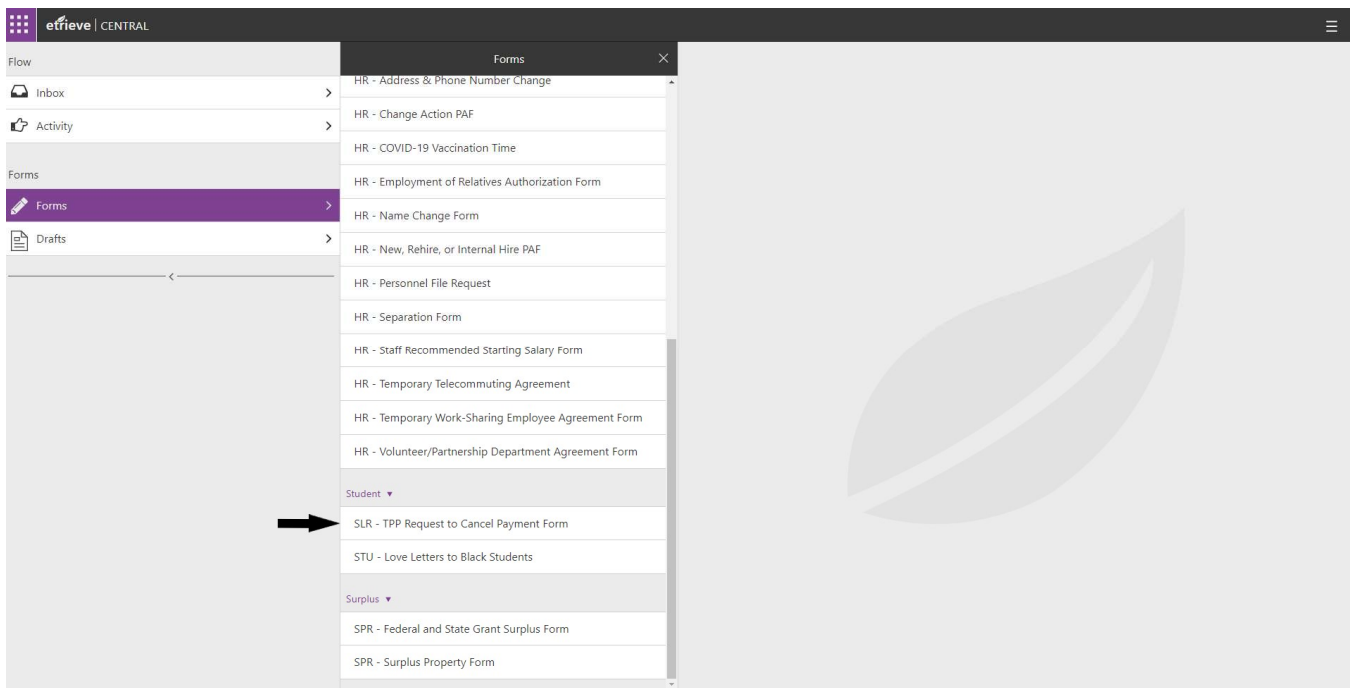
- This request is just for **1** payment, if you want to cancel more payments you will have to submit this form for every payment you want to cancel.
- We can't guarantee our ability to cancel payments for any requests submitted after 3:00 p.m. the prior business day from the scheduled payment.
- Look for an "approved" or "denied" email notifying you of if your request was processed.

## STEPS TO COMPLETE AND SUBMIT THE TPP Request to Cancel Payment

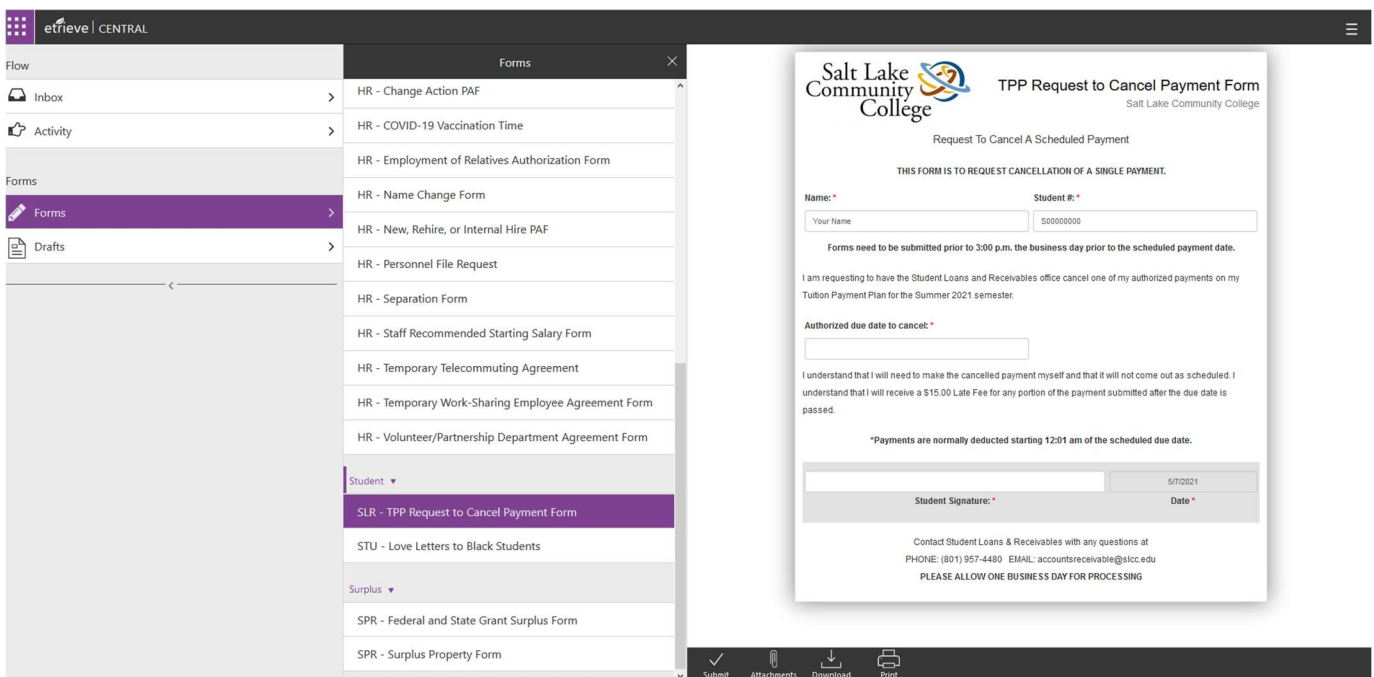
Click the following link <https://etcentral.slcc.edu/#/form/5112> once you click a new tab will open in your browser, use your College login in order to access the form, once you login the following screen will show:



Scroll down in the Forms box until you can see under Student: SLR – TPP Request to Cancel Payment Form and click it:



Once you click SLR – TPP Request to Cancel Payment Form, the form will appear on the right side of the window with your student name, student number and the date already populated:



Make sure to fill the Authorized due date to cancel.

Ex: MM/10/YYYY (TPP installment due dates are always the 10th of the month).

The screenshot shows the etrieve CENTRAL interface. On the left, the 'Forms' menu is open, listing various forms such as 'HR - Change Action PAF', 'HR - COVID-19 Vaccination Time', and 'SLR - TPP Request to Cancel Payment Form'. The 'SLR - TPP Request to Cancel Payment Form' is highlighted. On the right, the form is displayed. It includes fields for 'Name' and 'Student #' (S00000000). A calendar is shown with 'Jun 2021' selected, and the 10th is highlighted. A black arrow points to the 'Authorized due date to cancel' field, which contains '6/10/2021'. Below the calendar, there is a 'Signature' field and a 'Date' field (5/7/2021). At the bottom, there are icons for 'Submit', 'Attachments', 'Download', and 'Print'.

Once the form is completed, submit the form by clicking the Submit option down below:

This screenshot is similar to the previous one, but the 'Submit' button at the bottom of the form is highlighted with a black arrow. The 'Authorized due date to cancel' field now contains '06/10/2021'. The 'Date' field at the bottom right now contains '5/7/2021'. The 'Attachments' icon is also visible next to the 'Submit' button.

You can also attach any document to support your request, download or print the form if you need it for your records.