

# Save Your Seat Deadline Extension – FALL & SPRING ONLY

1. Navigate using any web browser to <https://www.tntech.edu/planning-and-finance/business/financialservices/bursar/saveyourseat>
2. Read carefully the Save Your Seat Deadline Extension details at the top of the screen. Please note that enrolling in Save Your Seat will not exempt your schedule from any late fees marked on the University Calendar. Also enrolling in Save Your Seat does not pay or confirm your schedule, **it is a deadline extension only!**

*Example:*

## Save Your Seat Fee Payment / Confirmation Deadline Extension - Fall 2016

Please fill out the form below indicating if you will be attending Tennessee Tech University for the Fall 2016 Semester.

Save Your Seat is a deadline extension for students **enrolled in the Fall 2016 Semester** (this does not include Modular Accelerated Program Students) and does not confirm or pay your schedule. By enrolling, your payment confirmation deadline will be extended to **August 31, 2016**. It is important to note that you will still be subject to a **\$100 late fee** if your schedule is not paid and/or confirmed by **August 23, 2016** as published on the academic calendar.

3. Fill out all required information.
  - a. **Please note:** That the “T-Number” must be 9 characters long and begin with an upper case “T”.

**Choice \***

I will NOT attend

Save My Seat

**FULL T-Number \***

Must be 9 characters. Currently Entered: 0 characters.

**Name \***

First Last

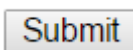
**TTU Email Address \***

Please note that a verification email will be sent to your TTU Email Account upon completing the above form.

4. Enter the CAPTCHA code displayed



5. Click Submit



6. Verify you received a receipt email to the email address used when enrolling in the Save Your Seat Deadline Extension.
  - a. **If you did not receive a receipt email, your submission was not successful.**

*Example Receipt Email:*

