

## SA 08

## Fee Deferral

Classification:	Student Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Vice President, Student Services
Approval Authority:	President's Council
Date First Approved:	2001.05.23
Date Last reviewed:	2015.01.21
Mandatory Review Date:	2020.01.21

### PURPOSE

To allow students to defer the payment of their tuition fees given that they are able to demonstrate the ability to pay the outstanding balance

### SCOPE

All students in post-secondary, graduate certificate and college approved programs

### DEFINITIONS

Word/Term	Definition
Academic Year	Annual study period commencing with the Fall term
Deposit Deferral	After payment of the \$500 non-refundable deposit, a deferral will be provided to full-time students for the balance of fees owing
Deposit Due Date	Deadline by which deposit is to be paid without penalty
Fee Deferral	An arrangement between a student and the College that allows a student to defer full payment of tuition fees until the last business day of the first month of term
Fees Due Date	Deadline by which fees are to be paid without penalty
Funded Program	Program which receives funding from the Ministry of Training, Colleges and Universities
Full-time college-approved program	Program funded by the College from fees paid by the students
Initial Term	First term a student attends a full-time program in the academic year

Late Payment Fee	A Late Payment Fee of \$150 will be assessed to students who do not pay in full or defer fees by the prescribed Fees Due Date or to students who have not paid their fees in full by the end of the first month of term. A maximum of one Late Payment Fee assessment per term applies.
New Student	Level 01 or intake level student
OSAP	Ontario Student Assistance Program
Returning Student	Level 02 or higher or a non-intake level student
Subsequent Term(s)	Following term(s) a student attends a full-time program in the academic year after they have attended the initial term

## POLICY

1. All students are required to pay a \$500 non-refundable tuition deposit for their initial term in an academic year. Once the tuition deposit is paid, an automatic deferral for the balance owing is granted.
2. For any subsequent term in a given academic year, all students are required to pay their tuition fees in full or obtain a fee deferral by the prescribed Fees Due Date. Arrangements for a fee deferral are to be made online via ACSIS or in-person at the Registrar's Office. A tuition deposit is not required for subsequent term fee deferrals.
3. Returning students in a subsequent term must pay or defer their fees on or before the prescribed Fees Due Date or they will be subject to a late payment fee of \$150. New students who do not pay the \$500 non-refundable deposit by the Deposit Due Date risk having acceptance to their program cancelled.
4. Students, who defer their fees for one program, and subsequently change programs, are required to complete a new deferral.
5. Fee deferral is a privilege, not a right. Students must demonstrate the ability to pay the outstanding balance, prior to being granted a fee deferral. If the student has been granted a deferral in past, and has not adhered to the agreed upon payment terms, a subsequent deferral may not be granted.
6. The balance of the outstanding tuition fees must be paid no later than the last business day of the first month of term. A late payment fee of \$150 applies to students whose fees are not paid in full by the last business day of the first month of term.

### Part-time students in Full-time Programs

7. A fee deferral may be extended to part-time students in full-time programs who are taking two or more courses. Fee deferrals for part-time students are completed at the time of registration and a minimum \$250 non-refundable deposit is required. The balance of fees is due by the end of the first month of the term.
8. New students must pay a minimum \$250 non-refundable deposit towards their tuition fees for their initial or subsequent terms.
9. Returning part-time students must pay a minimum \$250 non-refundable deposit towards their tuition fees for their initial or subsequent terms.

#### **International Students**

10. New international students are to have the deferral approved by the International Education Centre (IEC). Once approved, a \$1000 deposit towards tuition fees must be paid.
11. Returning international students do not require approval from the IEC.

#### **Students in Full-time College-approved Programs**

12. Typically, students in full-time College-approved programs are required to pay a minimum of 50% of the tuition fee at the time of registration. The balance of the tuition fee must be paid prior to the academic withdrawal date.
13. The Dean may authorize exceptions to the typical process of fee deferrals for full-time College-approved programs, the percentage being set at his/her discretion.
14. The student will be required to sign a Fee Deferral form acknowledging the terms of the deferral. A copy will be kept on file in the Registrar's Office.

**PROCEDURE****ACTION****RESPONSIBILITY****Postsecondary Programs**

- |    |  |                    |
|----|--|--------------------|
| 1. | Pay \$500 non-refundable deposit to initiate Deposit Deferral for initial term in academic year.<br>OR<br>Apply for <i>fee deferral</i> via ACSIS for subsequent terms in the academic year. | Students           |
| 2. | Provide student with electronic copy of the terms of the deferral agreement.   | Registrar's Office |

**SUPPORTING DOCUMENTATION**

None

**RELATED POLICIES**

SA 06 Fees

AA 11 Registration

**RELATED MATERIALS**

None