

### **FEE DEFERMENT**

Under extenuating circumstances, you can apply to defer payment of your tuition and fees if you are unable to pay by the deadline. Fee deferment applications will be accepted two business days before the payment deadline at the Registrar's Office. To be considered for a deferment you must demonstrate your ability to pay your fees with a documented source of funding for payment and be prepared to submit hard copy proof with your application.

- Non-degree students are not eligible.
- Students who have previously defaulted (i.e. missed the deferred payment due date) will not be considered for another extension.
- Students who apply for fee deferments because they do not apply for their funding in a timely will be denied even if they have a documented source of funding.
- Students requesting a tuition deferment after the fee payment deadline has passed will be assessed late payment penalties.

#### **How to Apply for a Fee Deferment:**

Pick up the Fee Deferment Application form from the Registrar's Office.

Complete the form before your fees are due. If you need more space to outline the reasons for your request, please submit a second page attached to your application. You will also need to submit supporting hard copy documentation for how you will be able to pay your fees along with the completed form. Examples of supporting documentation could be approval for student loan funding or a recent pay stub from a job. We need evidence that you have a source of funding and will be able to pay your outstanding fees. Consider paying in payments.

Completed applications for fee deferments will be accepted at the Registrar's Office starting two business days before the fee payment deadline and must be received by the deadline.

#### **How will I know if my deferment was approved or not?**

Our goal is to respond to you with the results of your fee deferment application via email at your auarts.ca email address within two business days. Depending on the number of applications we receive, it could take up to one additional week to respond but prior to late payment penalties being applied to your fee account. You will know before the first 5% late payment penalty is added to any outstanding amounts owed.

#### **What happens if I miss my payment dates?**

Late payment fees will be added to your fees if you miss your payment dates. Payments missed before the first payment deadline will be charged the 5% late payment penalty over and above what is owed. Payments missed on or after the second payment deadline will also be charged the additional 2.5% late fee.

#### **What if I'm Not Accepted for a Fee Deferral?**

Late fees do apply to fees for students who are not successful in getting a fee deferment.

#### **What if I Have Not Been Able to Pay By the Agreed Upon Date(s)?**

- Your ID card access to the building could be shut down at any point if your fee account is in arrears and you do not have a valid fee deferment in place.
- If your fees are not paid by December 1<sup>st</sup> for fall, April 1<sup>st</sup> for winter or May 31<sup>st</sup> for spring, we will revoke your registration in courses for the following semester and the spaces in those classes will be offered to other students. If you pay the fees you owe prior to the end of the drop/add period for the semester from which your registration was revoked, you can once again register or wait list for courses, but you will not be given priority over other students who are already registered or wait listed.

**TO BE CONSIDERED FOR FEE DEFERRAL HARD COPIES OF DOCUMENTATION SUPPORTING HOW YOU CAN PAY YOUR FEES MUST BE ATTACHED TO THE APPLICATION FORM.**