

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 1	DIRECTIVE NO. B3-B
	ORIGINATOR Finance	
	APPROVED BY President's Executive Committee	
TITLE FEE DEFERRAL POLICY (For Full-Time Non-Funded Activity)	EFFECTIVE DATE 2001.05.23	REPLACES 1999-06-16

MANAGEMENT POLICY

It is the policy of Algonquin College that all Departments adhere to the following Fee Deferral procedures relating to Full-Time Non-Funded Activity.

PROCEDURES

1. A minimum of 50% of the tuition fee is due at the time of Registration.
2. The balance of the tuition fee must be paid prior to the commencement of the course/program.
3. If a student demonstrates evidence that he/she will receive funds from a third party sponsor, fees may be deferred. Proof of this sponsorship must be provided to the Registrar's Office.
4. Fee Deferrals (of any percentage of the tuition fee) may be authorized at the discretion of the Dean.
5. 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.

(Original signed by)
Director of Finance

(Original signed by)
Vice President
Finance & Administration