

FINANCIAL AID OFFICE**TUITION FEE DEFERMENT - INFORMATION and INSTRUCTIONS**

Note: A non-refundable \$20 administrative fee is added to your fees account for each term for which a fee deferment is processed. This fee is billed when a fee deferment is processed and paid with tuition fees when you claim your student loan.

SECTION A: WHAT IS A FEE DEFERMENT?

It is a process by which a student requests that Financial Aid arrange for payment of tuition fees for one term with a source of government assistance (i.e. OSAP).

WHO QUALIFIES FOR A FEE DEFERMENT?**First Term Student**

- The student must have completed and **submitted*** an OSAP application or confirmed out-of-province loan to the Financial Aid Office at Algonquin College.
- The student is not on a restricted list (i.e. due to default on a previous student loan, etc.).
- The student does not have an outstanding balance with Algonquin College.
- The student must pass the OSAP credit check.

Returning Student

- The student must have completed and **submitted*** an OSAP application or confirmed out-of-province loan to the Financial Aid Office at Algonquin College.
- The student does not have an outstanding debit balance with Algonquin College.
- The student is not in an OSAP overpayment situation (received more OSAP money than entitled to in previous years).

* *Submitted official Declaration and Signature Pages from an OSAP on-line application or submitted a completed OSAP paper application.*

WHAT IS THE PROCESS?

- If you have applied for government financial assistance, this application form for a fee deferment must be completed and submitted to the Financial Aid Office.
- A five-day processing time may be required from the date your application is received by the Financial Aid Office.
- If your fee deferment application is approved a seat will be reserved in your program of study.
- To confirm that your fee deferment has processed logon to your Account Balance – ACSIS at Algonquin College.
- When the official outcome of your OSAP application or out-of-province funding is known and if there is insufficient or no money awarded to you, you will be responsible for paying your tuition fees in full.
- OSAP funds cannot be released until you are registered and are attending classes.
- OSAP loan documents must be processed (picked-up and signed at the Financial Aid Office) each term to pay your fees.

NOTE: A fee deferment may still be requested after the tuition fee payment deadline; however, a late fee will be charged. The Admission's Office or the Registrar's Office or the Continuing Education Administrative Office reserves the right to refuse a late fee deferment request.

TUITION FEE DEFERMENT - APPLICATION FORM

If your home province is outside of Ontario, please check the appropriate box:
NU BC AB SK MB QC NB NS PE NL

SECTION B:

Note: A non-refundable \$20 administrative fee is added to your fees account for each term for which a fee deferment is processed. This fee is billed when a fee deferment is processed and paid with tuition fees when you claim your student loan.

Name _____ Address _____

Student Number _____ Social Insurance Number _____

Name of Program for which you are seeking a fee deferment _____

FEE DEFERMENT POLICIES

- If I qualify for a fee deferment, fees owed to Algonquin College will be deducted from my OSAP or out-of-province loan.
- Should the Student Loan Centre neglect to remit the amount payable to the College, I am responsible for outstanding fees.
- If I am denied OSAP or out-of-province funding for any reason, or receive less funding than expected I understand that I will be responsible for paying my fees in full.
- I understand that if I am granted a fee deferment and I later decide not to attend Algonquin College, I must officially withdraw from the College (through the Registrar's Office) within 10 (ten) class days of the beginning of the term or I will be liable for the full payment of my fees.
- I understand that if I withdraw between the 1st and 10th day of classes I will be responsible for paying the \$100 withdrawal penalty fee plus the \$20 deferment administrative fee.
- I understand that if I withdraw from my classes or become a part-time student and a refund is forthcoming, the amount will be mailed to my Student Loan Centre in order to lower my OSAP debt load.
- I understand that if I am applying for OSAP for the first time, the process will include a credit check.
- I understand that if I received an overpayment (more OSAP funds than I was entitled to in previous years), the amount of the overpayment could affect future OSAP loans.
- I acknowledge that I have read and understand the instructions and information stated above and in Section A (see Page 1) regarding a fee deferment.

SIGNED: _____ **DATED:** _____

IMPORTANT: All sections of this Fee Deferment Form must be completed in order to be processed. The Fee Deferment Form must be received by the Financial Aid Office ON or BEFORE the fees due date in order to reserve a place in your program. Please return your Fee Deferment Form to Algonquin College as follows:

Mailing Address for students of the Woodroffe and Perth Campuses:
Algonquin College, Financial Aid Office, 1385 Woodroffe Avenue, Room C225,
Ottawa, Ontario K2G 1V8.

Mailing Address for students of Algonquin College at the Ottawa Valley Campus:
Financial Aid, 315 Pembroke Street, East, Room 218, Pembroke, Ontario K8A 3K2

OFFICE USE ONLY

Date _____

Approved _____

Denied _____

Amount _____