

**SA08****Fee Deferral**

Classification:	Student Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Vice President, Student Services
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2001.05.23
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Mandatory Revision Date:	2025.01.29

**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 by applicable due dates.

**SCOPE**

All students in Post-secondary, Graduate Certificate and College-approved programs

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Academic Year	Annual study period commencing with the Fall term on September 1 and ending August 31
Balance Due Date	Date full fees are due without incurring Late Payment Fee
Deposit Deferral	After payment of or having made arrangements to pay the \$500 non-refundable deposit, a Deposit 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
Fee Deferral	An arrangement between a student and the College that allows a student to defer full payment of tuition fees until the end of the third week of term.
Fees Due Date	Deadline by which fees are to be paid for Subsequent Term(s) without penalty
Funded Program	Program which receives funding from the Ministry of 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

## SA08 Fee Deferral

Late Payment Fee	A Late Payment Fee of \$150 will be assessed to students who do not pay fees in full or defer fees by the prescribed Balance Due Date or Fees Due Date. 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 domestic 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, a deferral for the balance owing is granted. OSAP students and students in receipt of financial aid from outside of Ontario may be eligible to defer payment of the \$500 tuition deposit by possessing a funding assessment that is greater than total fees for the Initial Term.
2. For any subsequent term in a given academic year, all domestic 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 the student portal, ACSIS or through the Registrar's Office. A deposit payment is not required in order to secure subsequent term fee deferrals.
3. Returning domestic students in a subsequent term must pay or defer their fees on or before the prescribed Fees Due Date or will be subject to the Late Payment Fee of \$150. New domestic 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. Students who have been granted a deferral for prior terms, and have not adhered to the agreed upon payment terms may not be granted additional deferrals.
6. The balance of the outstanding tuition fees must be paid no later than the end of the third week from the start of the term. A late payment fee of \$150 applies to students whose fees are not paid in full by the end of the third week from the start 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 third week of term.

#### **SA08 Fee Deferral**

8. New students classified as part-time must pay a minimum \$250 non-refundable deposit towards their tuition fees for their initial or subsequent terms.
9. Returning students classified as part-time 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 not eligible for a fee deferral.
11. Returning international students may defer fees by paying a \$1500 deposit each term.

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

12. 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 end of the third week of term.
13. The Dean may authorize exceptions to the process of fee deferrals for full-time College-approved programs, the percentage being set at his/her discretion.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<p><b>Post-secondary Programs</b></p> <p>1. <b>Domestic students:</b> Pay \$500 non-refundable deposit to initiate Deposit Deferral for initial term in an academic year. Pay balance of fees by the end of the third week of the term.</p> <p>OR</p> <p>Apply for fee deferral via ACSIS for subsequent terms in the academic year. Pay balance of fees by the end of the third week of the term.</p> <p><b>New International students:</b> Pay full fees for first academic year.</p> <p><b>Returning International students:</b> Pay a minimum \$1500 deposit each term to secure a fee deferral. Pay balance of fees by the end of the third week of the term.</p>	Students
2. Provide student with the terms of the deferral agreement via web, Registrar's Office email and through the student portal (AC SIS)	

**SUPPORTING DOCUMENTATION**

None

**RELATED POLICIES**

SA06 Fees

AA11 Registration

**RELATED MATERIALS**

None