

Deferring your Fees

Defer your tuition fees for the upcoming semester using the Algonquin College Student Information System, otherwise known as [ACSIS](#).

STEP 1

Log in to [ACSIS](#), using your student number.

STEP 2

Select *Defer Your Fees* under *Fees and Payments*.

STEP 3

Use the drop-down menu to select the **upcoming** semester, then click *Continue*.

DEFER YOUR FEES

Term: ▼ Continue

2020S
2020W

STEP 4

Read the terms of your fee deferment agreement. Click the option to acknowledge that you understand the terms, then click *Continue*. (If you do not see the below message, view *TROUBLESHOOTING* at the end of this tutorial.)

FEE DEFERMENT

ALGONQUIN COLLEGE ACSIS FEE DEFERMENT
INFORMATION FOR DOMESTIC STUDENTS

A fee deferment is an agreement with Algonquin College that allows you until three weeks after the start of your term to pay your tuition fees.

A domestic returning student who meets the following criteria would qualify for a fee deferment:

- Was registered full-time or part-time in a post-secondary or post-diploma program at Algonquin College in a previous term within the academic year.
- Does not have an outstanding debit balance with Algonquin College.
- Is unable to pay their upcoming term fees in full by the Fees Due Date.

FEE DEFERMENT AGREEMENT

- 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 ten (10) class days of the beginning of the term or I will be liable for the full payment of my term fees.
- I understand that if I withdraw within the refund period which is between the 1st and 10th day of classes, I will receive a refund of any fees paid for this term.
- I understand that a late payment fee of \$150.00 will be charged to my student account if my fee deferment is processed after the Fees Due Date.

Additional Information for Students Receiving Student Loans/OSAP:

- If I am denied 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 withdraw from my classes or become a part-time student and a refund is forthcoming, the amount will be mailed to the National Student Loan Service Centre in order to lower my OSAP debt load.

☒ I acknowledge that I have read/understand the fee deferment instructions and policies stated above.

Continue >>

STEP 5

Read the information **carefully**, then click *I agree*.

FEE DEFERMENT

Program Code: 1927X (Dental Hygiene)
Term: 2020S (04-May-2020) to (16-Aug-2020)
Load: F **Group:** 4 **Level:** 3

Program Fees: \$4043.63
Admin. Fee: \$0
Late. Fee: \$0
Total: \$4043.63

- 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 ten (10) class days of the beginning of the term or I will be liable for the full payment of my fees.
- Within several business days after the completion of the ACSIS fee deferral, you will be provided with an email indicating your Balance Due Date.
- If you are receiving Government Funding and the amount does not cover the full tuition fee amount, you will be required to pay the remaining balance to the Registrar's Office. Payments are due no later than the deferred Balance Due Date. (May 24, 2020)
- Please check your Account Balance online on your Algonquin College ACSIS account prior to your Balance Due Date to ensure you pay the correct balance of fees on time to avoid the late payment penalty.

STEP 6

Your fee deferment is complete! Be sure to read the following information **carefully**.

FEE DEFERMENT

Your fee deferment request has been processed.

Please check the ACSIS menu item 'Account Balance' to confirm that your on-line fee deferment request has been processed.

After the timetable release date, you can check ACSIS for your timetable. It may take several days for your registration and timetable to be available on ACSIS if you have deferred your fees after the timetable release date.

Note to Students Receiving Loans: If you do not receive sufficient OSAP funding, you are responsible for paying your term tuition fees (to the Registrar's Office) in full by the deferred Balance Due Date.

If you later decide not to attend Algonquin College, you must officially withdraw from the College (through the Registrar's Office) within ten (10) class days from the beginning of the term or you will be liable for the full payment of your term fees.

A late payment fee of \$150 will be assessed if your fee deferment was processed on ACSIS after the Fees Due Date.

TROUBLESHOOTING

If you are unable to process a fee deferral, please verify that the following requirements are met:

- You have selected the correct term from the drop-down menu.
- You have a status line for the upcoming semester. (Select *View Application Status* on [AC SIS](#) to verify)
 - If you do not have a status, contact your [Program Coordinator](#) if you are an in-class student, or online@algonquincollege.com if you are an online student.
- You have no outstanding account balance. (View your *Account Balance* on [AC SIS](#) to verify)
 - If you have an outstanding balance, see [Payment Options](#).
- You were registered in your program in a previous semester during *this academic year*.
 - If this is the first semester into which you are registering for this academic year, you will need to pay the \$500.00 tuition deposit to defer your fees (see [Payment Options](#)). Note: The academic year is counted Fall-Winter-Spring.
- You have not already deferred your fees for the upcoming semester. (View your *Account Balance* or *Application Status* on [AC SIS](#) to verify)
 - If you have already deferred your fees for the upcoming semester, you do not need to do so a second time. Please view your deferred fees on your *Account Balance* and pay by the Balance Due Date (see [Payment Options](#)).

Students unable to defer fees receive the below message. If you have verified the above and are still having difficulties, contact the [Registrar's Office](#).

DEFER YOUR FEES

Your fee deferral request cannot be processed because you do not have a valid registration status for the selected term 2020S.

To be eligible for the online fee deferral, you must:

1. Have a valid registration status for the upcoming term.
2. Have been registered full-time or part-time in a post-secondary or post-diploma program in a previous term within the same academic year.
3. Have no outstanding fees owing to the College.

Note: ACSIS Fee Deferral system is not available to international students and apprentice students. Returning international students are required to pay a minimum non-refundable deferral deposit payment of \$1500.00 in order to defer their term fees.

Please contact the Registrar's Office to determine how you can proceed:

Woodroffe Campus

1385 Woodroffe Avenue

Ottawa, ON K2G 1V8

Local: [613-727-0002](tel:613-727-0002)

Toll-free: [1-800-565-GRAD](tel:1-800-565-GRAD) (4723)

TTY: [1-866-620-3845](tel:1-866-620-3845)

Perth Campus

7 Craig Street

Perth, ON K7H 1X7

Phone: [613-267-2859](tel:613-267-2859)

Pembroke Campus

1 College Way

Pembroke, ON K8A 0C8

Phone: [613-735-4700](tel:613-735-4700)

Inquiries can also be made through: AskUs@algonquincollege.com