



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 manner 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 acad.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 Deferment?

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 1st for fall, April 1st for winter or May 31st 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.



FEE DEFERMENT APPLICATION FORM

REGISTRAR'S OFFICE 1407 14th Avenue N.W. Calgary, Alberta T2N 4R3

Telephone: (403) 284-7634 Facsimile: (403) 284-7644

PERSONAL INFORMATION

Name: _____ ID#: _____
last first middle

Address: _____
street/box city province postal code

acad.ca E-mail: _____ Personal E-mail: _____ Phone: _____

- 1) Have you ever received a fee deferment from ACAD before? Yes No
- 2) Have you ever defaulted on a fee deferment from ACAD before? Yes No
- 3) Which province/country have you applied for a student loan from? _____ When did you apply? _____
- 4) If you have been denied a student loan, why? _____
- 5) If you have not applied for a student loan, why? _____
- 6) Have you applied for a bank loan? Yes No
- 7) Can you borrow the money for your fees from someone else? Yes No
- 8) Do you have a job? Yes No If so, how often are you paid? _____ How much is your average pay per pay period? _____
- 9) Do you have any other sources of income? Yes No If so, what is the source? _____
 How much money can you expect from it? _____ When can you expect to receive the money? _____
- 10) **To be eligible for consideration for a fee deferment you must attach hard copy/ies of documentation showing the source of how you will be able to pay your fees.** Hard copies attached.

PROPOSED TERMS OF PAYMENT (to be completed by student)

Term For Deferment: _____ Amount of Fees to be Deferred: _____

Reason for Deferral Request: _____

Source of Income: _____

Amount to Be Paid/Date Payment is Due:
 _____ / _____ / _____

Signature: _____ Date: _____

PROMISSORY NOTE (to be completed by student)

I, _____ promise to repay, in full to the Alberta College of Art & Design the amount of \$ _____ on or before _____ in accordance with the terms of payment indicated above. I understand that failure to meet this deadline will result in my registration for future semesters and my ID card access to the building being revoked. I furthermore acknowledge that the Alberta College of Art & Design will not release my degree, diploma, grade statement or transcript of my academic record, nor will they provide any services including re-admission, until the tuition is fully paid and may employ the services of a collection agency to recover the overdue amount.

FOR VALUABLE CONSIDERATION RECEIVED:

Signed: _____ Date: _____

Witness: _____ Date: _____

AUTHORIZATION

Tuition Amount: _____ Request Approved Request Denied

If denied, why? No documented source of income Student previously defaulted Student did not apply for their own funding in a timely manner

Other: _____

Signature: _____ Date: _____