

Graduate Student Payment Plan Policy

Am I Eligible?

Eligibility Criteria:

- Enrolled in a Graduate Studies program with active registration and fees assessed (as visible in the online Student Center under Account Inquiry) for the term(s) covered by the payment plan.
- **Students in a Postdoc or a Postgraduate Medical Education program are not considered to be enrolled in a Graduate Studies program.**
- Receiving income paid through UCalgary, including: Supervisor, scholarships or department funding, which is equal to or greater than the total fee assessment owed for the terms of the active payment plan.
- Must be in good financial standing with UCalgary and have paid all Past Due balances from previous terms.
- **Cannot be receiving Government Student Loans, University of Calgary Tuition Support Benefits, or be sponsored by an approved 3rd Party.**

How do I complete my application for a Payment Plan?

- Submit a completed application directly to Graduate Studies. Incomplete applications without Graduate Program Administrator signature or without fees assessed (and visible in online Student Centre) will not be processed.
- Payment plans must be set up prior to the term fee payment deadline for current or future terms only.
- Deadline for Payment Plan application is **no later** than 4:30 pm of the term fee payment deadline for that term.
- Submit application to the **Faculty of Graduate Studies** in-person at MacKimmie Tower 213, or via email at graduate@ucalgary.ca.
- All communications will be sent to the UCalgary email address that the student is responsible for monitoring, along with taking action requested in the communications sent from UCalgary.

How do I make payments?

- Payments are **not** automatically deducted from income received, Students must make a payment each month on their account.
- Online banking is the preferred method of payment at UCalgary and takes 3 - 5 business days for funds to transfer to the student account. Directions to set up online banking can be found at: <http://www.ucalgary.ca/registrar/fees/payment>
- Payments must be received and posted to the student account by the Due Date listed under Account Inquiry in the Student Centre to avoid late interest charges, a withhold of services or payment plan cancellation (without notice).
- In-person payments are accepted at Enrollment Services in the form of money order, cheque, or debit. Cheques drawn on International Bank accounts are not accepted.
- Enrolment Services is not open on weekends or statutory holidays to take in person payments—even if these should fall on the Due Date of a monthly payment.

Questions?

- Once the plan is approved, messaging will appear in the online Student Centre. Students are then able to view payment plan charges and Due Dates under 'Account Inquiry'.
- Changes to fee assessments are **not** automatically adjusted into a current payment plan. Contact the Faculty of Graduate Studies if additional charges are added to your account.
- Students who are not approved for a payment plan will be accountable for all fees by the term fee payment deadline, and responsible for any late interest.
- Questions about income or Fees Assessment should be directed to a Graduate Program Administrator.
- Refer to the Graduate Studies Payment Plan website for resources and information: <http://www.ucalgary.ca/registrar/finances/tuition-fees/graduate-student-payment-plan>

Contact: Faculty of Graduate Studies at graduate@ucalgary.ca or 403-220-4938 or fax: 403-289-7635