



UNIVERSITY OF CALGARY
FACULTY OF GRADUATE STUDIES

Student ID

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**Graduate Student Payment Plan Application
Effective Summer 2017**

Surname: _____

Date of Birth: / /
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First Name: _____

Graduate Program

Are you expecting Government Student loans, U of C Tuition Support benefits, or 3rd Party Sponsorship?

(If "Yes", please see "Eligibility Criteria" under the Graduate Student Payment Plan Policy on page 2)

Students applying for payment plans must have funding confirmed by a Graduate Program Administrator from their graduate program. Funding must be equal or greater than fees for the term(s) applied. Additional information on categories of funding can be found at www.ucalgary.ca/registrar/graduatepayment.

FUNDING CONFIRMATION:

CHECK ALL THAT APPLY: Department Funding Internal Scholarships External Scholarships

Graduate Program Administrator (GPA): _____

GPA Signature: _____ Date: _____

Please indicate which term(s) you wish the payment plan to cover. Fees must be assessed for the term(s) selected.
Funding must meet or exceed the total amount of fees owing.

- | | |
|---|--|
| <input type="checkbox"/> Summer (July 1 – Aug 31) | Total Assessment: \$ _____ |
| <input type="checkbox"/> Summer/Fall (July 1 – Dec 31) | |
| <input type="checkbox"/> Summer/Fall/Winter (July 1 – April 30) | (as visible in the online Student Center, Account Inquiry) |

Students can choose to pay fees on 1 of 6 different schedules. When the payment plan is approved, the total assessment will automatically be divided by the number of months selected.

Payment Plan Options by Term(s) – please select one only: (fees must be assessed for term(s) selected):

Payments will begin the 1st month of the plan

- 2 Payments (Summer)
- 6 Payments (Summer/Fall)
- 10 Payments (Summer/Fall/Winter)

Payments will begin the 2nd month of the plan

- 1 Payment (Summer)
- 5 Payments (Summer/Fall)
- 9 Payments (Summer/Fall/Winter)

I am accountable to pay in full any new fee assessments (addition of courses, revised tuition assessment), which are not automatically calculated into the payment plan. I am aware the payment plan is my responsibility to review and ensure fees are paid by checking the Account Inquiry in the online Student Center. I have read, understand and agree to the terms of the payment plan policy. I understand this application may not be accepted if sources of income, an active appointment, or fee assessment(s) cannot be confirmed. I agree to pay the total assessment in equal installments listed under Due Charges in the online Student Center. I understand failure to make these payments on time will result in late interest charges, a withhold on the student account, and cancellation of the payment plan (without notice).

Student Signature: _____

Date: _____

OFFICE USE ONLY	
FGS Staff: _____	Date: _____
<input type="checkbox"/> Set up Payment Plan <input type="checkbox"/> Emailed Student/Plan Incomplete	

Summer 2017 Payment Plan Deadline: Wednesday, July 12, 2017

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