



Please Note: Payment plan applications that are incomplete **cannot be processed**. The student will be notified and asked to submit a new form.

UCID:													
Student Surname:							Date of Birth:						
Student First name:							Graduate Program:						

**Students who are expecting U of C Tuition Support benefits, or 3<sup>rd</sup> Party Sponsorship are not eligible for a payment plan.** Please see "Eligibility Criteria" under the Graduate Payment Plan Policy on page 2.

<p>Please indicate which term(s) you want the payment plan to cover, and the number of payments you wish to make. <u>Fees must be assessed and showing in the "My Financials" page in my Student Centre, for the term(s) selected.</u> Funding must meet or exceed the total amount owing.</p> <p>The total amount of tuition and fees due at the time of application, will automatically be divided by the number of payments selected below. Select only one.</p>	
<b>Winter 2020 Term Only</b> (1 Jan – 30 Apr)	
<input type="checkbox"/> 4 Payments (1 <sup>st</sup> payment due 31 Jan)	
<input type="checkbox"/> 3 Payment (1 <sup>st</sup> payment due 29 Feb)	
<b>Student Declaration:</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>I am aware the payment plan is my responsibility to review and ensure fees are paid by checking Account Inquiry on the My Financials page of my Student Centre. I have read, understood and accepted the terms of the payment plan policy on page 2.</li> <li>I agree to pay the total assessment in equal installment payments listed on the My Financials page of my Student Centre. I understand that failure to make these payments on time will result in late interest charges, a service withhold on my account, and cancellation of the payment plan (without notice).</li> </ul>	
Student Signature:	Date:

<b>Graduate Program Administrator Declaration:</b>	
Check all sources of funding that apply:	
<input type="checkbox"/> Department Funding	<input type="checkbox"/> Internal Scholarships <input type="checkbox"/> External Scholarships
GPA Name:	Date:
By signing below, I confirm that the above-named student is eligible for a Graduate Student Payment Plan (see page 2 of the application for full details on eligibility):	
GPA Signature:	

**Winter 2020 Payment Plan Deadline: Friday, January 31, 2020**

FGS Front Staff:	Posted Date:	Initials:	Comments:
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## Graduate Student Payment Plan Policy

### Eligibility Criteria:

- Enrolled in a Graduate Studies program with active registration and fees assessed) 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.**
- Must be 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 payment plan.
- Must be in good financial standing with UCalgary and have paid all Past Due balances from previous terms.
- **Cannot be receiving University of Calgary Tuition Support Benefits, or be sponsored by an approved 3<sup>rd</sup> Party.**

### How do I apply for a Payment Plan?

- Complete a payment plan application form. Incomplete applications without Graduate Program Administrator signature (where required) or without fees assessed will not be processed. **The student will be contacted and a new form must be submitted.**
- Submit the completed application to the **Faculty of Graduate Studies** in-person at Earth Sciences 1010, or via email at [graduate@ucalgary.ca](mailto:graduate@ucalgary.ca).
- Payment plan applications must be submitted prior to the first fee payment due date.
- All communications will be sent to the student's UCalgary email address. The student is responsible for monitoring, along with taking action requested in the communications received.

### How do I make payments?

- Payments are **not** automatically deducted from income received, Students must make a payment each month on their account through on-line banking. On-line banking takes 3 – 5 business days for funds to process.
- 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 My Financials page of the Student Centre to avoid late interest charges, a withhold of services or payment plan cancellation (without notice).
- In-person payments are accepted at Enrolment 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.

### After I submit my Payment Plan

- Once the plan is approved, messaging will appear under Account Activity in the My Financials page of the online Student Centre. Students are then able to view payment plan charges and Due Dates under 'Account Inquiry'.
- Students are accountable to pay in full any new fee assessments (addition of courses, revised tuition assessment) that are not automatically calculated in the payment plan. Contact the Faculty of Graduate Studies if you would like to have these additional charges added to your payment plan.
- 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 received should be directed to the Administrator in your graduate program.
- Questions regarding fee assessment should be directed to the Faculty of Graduate Studies.
- 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](mailto:graduate@ucalgary.ca) or 403-220-4938 or fax: 403-289-7635