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

CHECK ALL THAT APPLY:

- Department Funding
- Internal Scholarships
- External Scholarships

FUNDING CONFIRMED BY:

Graduate Program Advisor: ____________________________ Signature: __________________________

Department: __________________________________ Phone: __________________ Date: _____________

Students can choose to pay fees on 1 of 8 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 (One term)
  - 4 Payments (Two terms)
  - 8 Payments (Three terms)
  - 12 Payments (Four terms)

- Payments will begin the 2nd month of the plan
  - 1 Payments (One term)
  - 3 Payments (Two terms)
  - 7 Payments (Three terms)
  - 11 Payments (Four terms)

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.

- Spring
- Spring/Summer
- Spring/Summer/Fall
- Spring/Summer/Fall/Winter

Total Assessment: $ ____________________________

(as visible in the online Student Center, Account Inquiry)

- 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)

Signature: ____________________________________________ Date: _____________________________

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). I am accountable to pay in full any new fee assessments, 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.
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.
- Receiving income paid through the University of Calgary, including funding from: Supervisor, scholarships or department, 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 prior to applying for a payment plan. Payment plans are only set up to defer fees for current and future terms.
- **Cannot be receiving Government Student Loans, University of Calgary Tuition Support Benefits, or be sponsored by an approved 3\textsuperscript{rd} Party.**

How do I complete my application for a Payment Plan?

- Submit a completed application. Incomplete applications without Graduate Program Advisor consent will not be processed. Applications submitted without fees assessed as visible in the online Student Center cannot be processed.
- Ensure the application is submitted well before the term fee payment deadline to avoid late penalties and processing delays.
- Payment plans are 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 Graduate Studies via email, in-person or fax.
- Any communications will be to the UCalgary email address which I am responsible for monitoring along with taking action requested in communications sent from UCalgary.

How do I make payments?

- **Payments are not automatically deducted from income.**
- Online banking is the preferred method of payment at UCalgary and takes 3 -5 business days to transfer to the student account. Directions to set up online banking can be found at: [http://www.ucalgary.ca/registrar/fees/payment](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, withholds or payment plan cancellation (without notice).
- Postdated cheques are not accepted as a form of payment. Cheque/Money Order must be payable to the “University of Calgary”, and students must include a legible student ID number on the payment to ensure successful posting.
- In person payments are accepted as cash (up to $500.00 per term), money order, cheque, or debit at Enrolment Services. Cheques drawn from International Banks are not accepted.
- Students should consider processing timeframes to ensure payment is posted to the Student Account by the Due Date listed in the Student Center under Account Inquiry.
- 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 directing you to see Due Dates listed under Account Inquiry.
- Changes to fees assessment are **not** automatically adjusted into a current 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 or Fees Assessment should be directed to a Graduate Program Administrator.
- Refer to the Graduate Studies Payment Plan website for resources and information: [www.ucalgary.ca/registrar/graduatepayment](http://www.ucalgary.ca/registrar/graduatepayment)

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