Complete this form if you require an extension for your payment deadline OR if you require a monthly payment plan. All applications must include appropriate documentation. This application must be received by the Residence Services office no later than three days prior to the fee deadline date.

There will be a mandatory processing fee of $50.00 for the ‘Monthly Payment Plan’ option. Not all requests will be granted. You will be notified of the decision via email.

☐ **Fee Deadline Extension**
- Acceptable Documents for Extension Requests:
  1. □ Awaiting Student Loans: copies of approved loan documents
  2. □ Awaiting Funding: copies of Funding, Scholarship, Awards
  3. □ Transfer from my U of C account – Internal transfer
  4. □ Parental support: e-mail, letter confirming support
  5. □ Other:

 Requested Due Date: ________________

☐ **Monthly Payment Plan**
- Acceptable Documents for Monthly Payment Requests:
  1. □ Job : pay stub, employment letter
  2. □ Departmental funding : confirmation of funding
  3. □ Other: Parental support: e-mail, letter confirming support

 Due Date: **Last day of each month**

Student Signature: ____________________________

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**Departmental Review**

Date Submitted: ________________  Approved / Denied

Date Decision Emailed: ________________  New Due Date: ________________

Staff Signature: ____________________________