

# Payment Extension Application



**UNIVERSITY OF  
CALGARY**

## Residence Services

2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
ucalgary.ca/residence

<b>First Name/Last Name:</b>	<b>UCID:</b>	<b>Cell Phone:</b>	<b>Email:</b>
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Please complete this form to request an extension for your payment deadline.

All applications must include appropriate documentation. We cannot accept screen shots or documents that don't show that you have been approved for funding.

This application **must** be received by the Residence Services office no later than **three days prior to the fee deadline date**.

Completing this form doesn't automatically grant you a payment extension. All the requests will be reviewed by the Business Operations Coordinator and not all requests will be granted. You will be notified of the decision via email. We may ask that you make a partial payment before your requested due date.

### Fee Deadline Extension

Acceptable Documents for Extension Requests:

- Awaiting Student Loans: copies of approved loan documents
- Awaiting Funding: copies of Funding, Scholarship, Awards
- Other:

Requested Payment Due Date: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

#### Residence Front Office Review

Date Submitted: \_\_\_\_\_

Notes: \_\_\_\_\_

Received by: \_\_\_\_\_

#### Finance Office Review

Date Decision Emailed: \_\_\_\_\_

Approved / Denied

Staff Signature: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

New Due Date: \_\_\_\_\_