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| ALGONQUIN COLLEGE DIRECTIVE | NO. OF PAGES 2 | DIRECTIVE NO. B3-A |
| | ORIGINATOR Registrar | |
| | APPROVED BY President's Executive Committee | |
| TITLE FEE DEFERRAL POLICY (For students not applying for Financial Aid) | EFFECTIVE DATE 2001.05.23 | REPLACES New |

MANAGEMENT POLICY

It is the policy of Algonquin College that all Departments adhere to the following Fee Deferral policies and procedures relating to full-time, part-time and Continuing Education activity.

DEFINITION OF ELIGIBILITY

1. This policy applies to all returning, full-time students in Post-Secondary and Adult Training programs, who are not applying for Financial Aid.

Note: Continuing Education and part-time program students are not normally allowed the privilege of fee deferrals. It is the policy of the College that anyone registering in course(s) is required to pay in full at the time of registration. Requests for exceptions to this policy are to be referred to the Manager, Client Service, Registrar's Office, for a decision.

2. Deferral of fees is a privilege, not a right. Students must demonstrate the ability to pay the outstanding balance, prior to being granted a fee deferral. If the student has been granted a deferral in the past, and has not adhered to the agreed upon payment, a subsequent deferral may not be granted.

PROCEDURES

1. A minimum of \$100.00 is due at the time of the student's request for fee deferral. An additional administrative charge for the fee deferral (\$20.00) will be assessed to the student.
2. The balance of the outstanding fees must be paid as soon as possible, preferably by the start-date of the program, but no later than the end of the first month of the start of the program. A fee payment plan is to be included on the Fee Deferral and Payment Plan Form.
3. The student will be required to sign a Fee Deferral and Payment Plan Form,

acknowledging the terms of the deferral. A copy will be provided to the student and a copy will be kept on file in the Registrar's Office.

4. The Finance Department will be responsible for sending statements to students to advise them of their outstanding balance, prior to encumbering the student's file.

(Original signed by)

Registrar

(Original signed by)

Vice President, Finance and Administration