



Request For Fee Deferral

FEE DEFERRAL FORM IS ONLY VALID FOR ONE SEMESTER

STUDENT INFORMATION		
Student Number:	Student Name:	
Mailing Address:		
City:	Province:	Postal Code:
Phone Number:	Email Address:	
Term:		
IMPORTANT INFORMATION		
<ul style="list-style-type: none"> A fee deferral is an extension of the fee payment deadline to allow time for funding to arrive. A fee deferral <u>WILL NOT BE CONSIDERED</u> without confirmed funding in place (ie. Approved Student Loan/Grant). 		
REASON FOR FEE DEFERRAL REQUEST (CHECK ONE)		
<input type="checkbox"/> Approved Student Loan <input type="checkbox"/> Provincial Tuition Waiver Program <input type="checkbox"/> External Scholarship <input type="checkbox"/> Other (please explain): _____		
REGULATIONS		
<ol style="list-style-type: none"> Your Student Loan Service Bureau may be instructed to deduct your deferred fees from your Student Loan/Grant and forward payment to Douglas College. It is your responsibility to ensure that the fees are paid in full by the new tuition deadline. If a Fee Deferral expires and tuition fees are not paid in full, you may incur late fees. In addition, a hold will be placed on your account that will prevent you from doing the following: accessing the Registration System, obtaining a transcript, using the College Library, receiving grades, or being allowed to graduate. If your funding is delayed, or if you become ineligible for your funding, it is your responsibility to pay the fees by <u>the new tuition due date</u>. <p>All regular College policies, including refunds, will apply.</p>		
DECLARATION		
<p>Please defer payment of my tuition fees for the semester. I have been approved for student loan/grant funding by the Ministry of Advanced Education (if applicable).</p> <p>I have attached a copy of my Funding Letter (Student Loans/Grants only) as confirmation of my eligibility for a student loan/grant.</p> <p>I, _____, acknowledge that I am responsible for payment of my tuition fees. If I drop course(s), decide not to attend class(es), or become ineligible for my award, I am still responsible for payment of my tuition fees and/or any penalty assessment.</p>		
Student Signature:	Date (DD/MM/YY):	
<p>Submit form(s) either in person at: FINANCIAL AID OFFICE New Westminster Campus: S2740 Or Coquitlam Campus: A1030 Or email to: financialaid@douglascollege.ca Or fax to: Financial Aid Office @ 604-527-5551</p>		
<p>To view your new tuition fee payment deadline: Login to "myAccount" and select "VIEW HOLDS" under the "STUDENT RECORDS" menu.</p>		