

# Tuition Payment Extension Agreement

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This agreement is a formal commitment between you and us (Sault College). As a student, you are required to pay fees for your education. This is done for each semester of your learning. If you receive OSAP to help with you pay for your college education, you can have fee extension plan while you are waiting to receive your funds. By reading and signing this agreement, you agree to the following:

## TUITION FEE DEPOSIT

I understand that I will need to agree to the terms and pay a \$250 tuition fee deposit toward my education. This tuition fee deposit is charged once per academic year.

## TUITION PAYMENT EXTENSION ELIGIBILITY

1. I have paid for all fees from past semesters.
2. I have applied for and been approved for OSAP funding.
3. The amount of OSAP funding I will get (either the estimate or assessment amounts) for each term is enough to cover my tuition. I will pay the difference, if any, up front when I extend my payment fees.

## PAYMENT OF REQUIRED FEES

1. I accept that if I choose to not apply for financial assistance, or if I do not qualify for financial assistance, I am still responsible to pay for all required Sault College fees immediately.
2. I accept that I must make sure the Student Financial Assistance office or the National Student Loan Service Centre sends all fees to the College to pay for my education.

## HOW TO WITHDRAW

1. I understand that once I am registered to attend Sault College, a seat in my class is reserved for me. I also understand that I need to pay for my courses even if I stop going to class or tell my teacher or others (including any college staff members), that I no longer want to go to class, or that I want to withdraw from the College.
2. I accept that if I do not fill out and send in an official College withdrawal form, I will not be considered withdrawn from courses and will still have to pay for all course fees.
3. I accept that if I am to receive a fee refund, the college has the right to take out outstanding fees and penalties that need to be paid to them first, and to forward to the National Student Loan Service Centre any remaining balance that is left over to pay down the loan debt.

## DEFAULT PAYMENT

I understand that if I do not pay the required college fees, the college may try to recover these fees by using a collection agency. I give Sault College permission to release my personal information to any collection agency it chooses in accordance with the Ontario Freedom of Information and Protection of Individual Privacy Act.

By signing this document, I understand and accept this tuition payment extension agreement, as well as agree to fulfill all responsibilities noted above.

<b>LAST NAME</b>		<b>FIRST NAME</b>	
<b>PROGRAM NAME</b>		<b>SEMESTER</b>	<b>STUDENT NUMBER</b>
<b>SIGNATURE OF APPLICANT</b> Sending this form from your Sault College email account will serve as your signature.		<b>DATE</b>	
A fee deferral agreement cannot be completed unless a student completes and signs this form. When this form is presented to Financial Services, the student's SIS record must show eligibility for a fee extension, the student must present a Notice of Assessment or the information must be verified by Financial Services Staff, to indicate that student is eligible for a loan, which exceeds the amount of required fees. In seeking a fee extension, student must pay to Financial Services the tuition deposit charge of \$250, plus any required late fee and any balance above and beyond their OSAP assistance amount.			

<b>DEFERMENT AMOUNT REQUEST</b>	<b>DEFERMENT DATE EXPIRY</b>	<b>RECEIPT #</b>
<b>FINANCIAL SERVICES AUTHORIZATION</b>		<b>DATE</b>