Summer 2012 Douglas College Request for a Fee Deferral

Eligible students must complete all sections and attach a copy of their Notification of Assessment to qualify for a fee deferral.

FEE DEFERRAL FORM IS ONLY VALID FOR ONE SEMESTER

Name: _____

Student Number: _____

Social Insurance Number: _____

Address: _____

City: _____ **Postal Code:** _____

Telephone No: ( )

Program: _____

Please defer payment of my tuition fees for the **Summer 2012** semester. I have been approved for student loan funding by the Ministry of Advanced Education.

My award for this semester is $_____

I attach a copy of my Notification of Assessment as confirmation of my eligibility for a student loan.

PROMISSORY NOTE

I, _____, acknowledge that I am responsible for payment of my full registration fees upon receipt of my student loan or by May 31, 2012 whichever is earlier. I realize that by signing this fee deferral I will not be deregistered for non-payment of fees. Should I subsequently drop course(s), decide not to attend classes or become ineligible for my award, I will be responsible for payment of my fees and/or any penalty assessment.

Signature:_____ Date:_____/_____/_____
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REGULATIONS

1. Your Student Loan Service Bureau will be instructed to deduct your deferred fees from your student loan when you negotiate the loan and forward payment to Douglas College. It is your responsibility to ensure that the fees are paid by May 31, 2012.

2. 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.

3. If your funding is delayed, or if you become ineligible for your loan, it is your responsibility to pay the fees by May 31, 2012.

All regular College policies, including refunds, will apply.

***NOTE:* Please keep a copy of this form for your records.**

Submit both forms either in person or by mail to:

Douglas College
Cashier's Office
P.O. Box 2503
New Westminster, BC
V3L 5B2

Or Fax both forms: Attn: Collections @ (604) 527-5696

To be received no later than 4:00 pm April 23, 2012

TO CONFIRM YOUR FEE DEFERRAL FORM HAS BEEN ENTERED:
LOGIN AT http://registrar.douglas.bc.ca AND CHOOSE "VIEW HOLDS" UNDER THE STUDENT RECORDS MENU