****

**TUITION AND FEES DEFERRAL REQUEST FORM**

Direct questions and the form to **Student Accounts**

Phone: 250-391-2600 Ext 4282

Email: [studentaccounts@royalroads.ca](mailto:studentaccounts@royalroads.ca)

Students with *approved* funding may request a 30-day penalty-free deferral of tuition and fees.

Up to 60 days in the case of research scholarship recipients.

Funding disbursement dates and amounts will be reviewed by Student Accounts for fee deferral eligibility. If the request is approved, Student Accounts will issue a new tuition due date via email within four business days.

**IMPORTANT!**

* **Attach proof of funding showing disbursement dates and funding amounts** (**e.g. a Notice of Assessment for StudentAid BC borrowers, a screenshot of a loan summary for OSAP)**
* Submission of this form does notguarantee approval
* Only valid for payments delayed for reasons beyond the student’s control
* Form must be submitted *before* each affected tuition instalment deadline

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Student Number Click here to enter text. | Today’s Date 26 July 2019 |
| First Name Click here to enter text. | Last Name Click here to enter text. |
| Program Click here to enter text. | |

**ABOUT THIS TUITION INSTALLMENT**

|  |
| --- |
| What is the original due date? Click here to enter a date. |
| How much do you need to defer? $ Click here to enter text. |

**ABOUT THE FUNDING**

|  |
| --- |
| Who is issuing the funding? Click here to enter text. |
| How much are you expecting? $ Click here to enter text. |
| When do you anticipate receiving it? Click here to enter a date. |

**Declaration by Submission** – no signature required. I understand that payment of tuition and other fees is solely my responsibility and that the university reserves the right to withhold services or require withdrawal if payment terms are not met. I have read and I understand the [Tuition Refund Policy and the Credit and Collections Policy](http://policies.royalroads.ca/policies?field_audience_tid=63&field_category_tid=All).

**\*Please submit completed form along with proof of funding to:** [**studentaccounts@royalroads.ca**](mailto:studentaccounts@royalroads.ca)

**Applications missing proof of funding will not be processed.**