

# Major Project/Thesis Course Payment Option Enrollment Form

## How to Apply

Please complete this form if you wish to take advantage of the Major Project/Thesis Course Payment option. The form must be submitted to [studentaccounts@royalroads.ca](mailto:studentaccounts@royalroads.ca) at least 5 days prior to the original due date to allow time for decision and response.

## Enrollment Fee

An enrollment fee of \$63.68\* will apply to this option and will be included with the first installment. \*note current rate will apply

## Installment Arrangements

Installment arrangements will be applied as follows:

Course Length	Payment Option
6 to 9 months	Tuition paid in 3 equal installments, due 1 month apart, with the first due date on the 21 <sup>st</sup> of the month prior to the course start date.
9 to 12 months	Tuition paid in 3 equal amounts, due 2 months apart, with the first due date on the 21 <sup>st</sup> of the month prior to the course start-date.

Students are responsible for paying the installments on the due dates. A [late Fee](#) will be invoiced for all missed or late payments.

## Eligibility Criteria

The Major Project/Thesis course payment option is only available for Major Project/Thesis courses that exceed 8 credits and 6 months in duration.

## Cancellation of Payment Arrangement

Requests to cancel this payment arrangement must be made in writing by email to [studentaccounts@royalroads.ca](mailto:studentaccounts@royalroads.ca). Once the plan has been activated, the enrollment fee is non-refundable. The balance owing on tuition will be due upon cancellation of this plan.

## Student Information and Declaration

Last Name:	
First Name:	
Program:	Student ID:
I agree to the conditions of the payment arrangement as indicated above.	
Signature:	Date:

*The personal information collected on this form is collected under the authority of the University Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information collected will be used to process the application. For more information regarding the collection and use of personal information please contact Royal Roads University's Privacy Officer at [privacyofficer@royalroads.ca](mailto:privacyofficer@royalroads.ca)*