Tuition and Fee Deferral

Request Form



**Student Accounts**

**250-391-2600 ext. 4282**

**studentaccounts@royalroads.ca**

Students with *approved* funding may request up to 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 within four business days and notify the student via email.

**Important!**

* **Attach proof of approved funding showing disbursements 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 not guarantee approval
* Only valid for payments delayed beyond the student’s control
* Form must be submitted *before* each affected tuition installment deadline

**REQUIRED STUDENT INFORMATION:**

|  |  |
| --- | --- |
| Student Number : Click here to enter text. | Todays Date: Click here to enter text. |
| First Name : Click here to enter text. | Last Name: Click here to enter text. |
| Program: Click here to enter text. | What is the original due date:  Click here to enter a date. |
| How much do you need to defer?  Click here to enter text. | Who is issuing the funding?  Click here to enter text. |
| How much are you expecting?  Click here to enter text. | What is the anticipated funding date?  Click here to enter text. |

**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](https://www.royalroads.ca/policies/tuition-and-ancillary-fees-refund) and the [Credit and Collection Policy](https://www.royalroads.ca/policies?keys=collection&field_type_of_document_target_id=All&field_governance_category_target_id=All&field_classification_target_id=All&field_approval_target_id=All&field_date_month=&field_date_year=) .

*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)

**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\*\***

**STUDENT ACCOUNTS OFFICE USE ONLY:**

|  |  |
| --- | --- |
| **Course start date:** | **% of earliest course completed at requested deferral date:** |
| **Deferral Date Requested:** |
| **Request Approved:  Request Denied:  Reviewed by:** | |
| **Additional Notes:** | |