



TUITION FEE DEFERRAL REQUEST FORM

Student Financial Aid and Awards

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

E finaid@bcit.ca T 604.432.8555

Building SW1-2132

ELIGIBILITY REQUIREMENTS

Tuition Fee Deferrals are provided upon request to domestic students who expect that their funding will not arrive in time for their regular payment deadline. Fee deferrals may be provided for students who:

- Have completed all steps required for the submission of their StudentAid BC application, and have no active restrictions.
- Are receiving funding through: another province/territory, WorkBC Sponsorship, RRSP Lifelong Learning Plan, RESP, award, scholarship, or sponsorship, and provide requested supporting documentation.
- Are approved for the Adult Upgrading Grant.

Please note that Tuition Fee Deferrals are not guaranteed. Your request may be declined when funding eligibility requirements are not met, funding is insufficient, or requested documentation is not provided. See below for instructions on how to check the status of your Tuition Fee Deferral request.

Before requesting a Tuition Fee Deferral:

- Ensure you are registered in courses and have fees owing on your account. Tuition Fee Deferrals cannot be approved prior to registration.
- Pay your commitment fee and ensure it is posted to your account (newly accepted full-time students only).

The following are not eligible for a Tuition Fee Deferral:

- Flying School Fees
- International students
- Apprenticeship students
- Outstanding fees from a previous term
- Payment plans to pay with another source of income (such as work income) over a period of time

HOW TO REQUEST A TUITION FEE DEFERRAL

- Students in a Full-Time BCIT Program receiving full-time Student Aid BC funding:
Apply online through your **myBCIT account** -> Student Financial Aid & Awards -> Web Applications.
- All other students: Complete the next page of this document, attach requested documentation, and submit to:
finaid@bcit.ca or in-person at Burnaby Campus, SW1, Room 2132.

HOW TO CHECK THE STATUS OF YOUR TUITION FEE DEFERRAL

- Tuition Fee Deferral requests may take up to 5 business days to process.
- You are responsible for checking the status of your Tuition Fee Deferral request through your **myBCIT account** -> Financial Self Service -> Web Applications. If your Tuition Fee Deferral is approved, you can see the expiry date the “Commitments” section. Payment must be received before the expiry date noted on your account.

Should you decide not to attend classes for any reason, you are responsible for withdrawing from your program/classes. Approval of a Tuition Fee Deferral does not guarantee that you will receive funding. If you withdraw from your program/classes and/or do not receive your expected funding, you remain responsible for paying fees and/or any penalties as outlined in [BCIT Refunds & Withdrawal Policies](#).

For complete information on Tuition Fee Deferrals, **[please see our website](#)**.



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Full-time BCIT students receiving full-time StudentAid BC funding should apply for a fee deferral online through myBCIT -> Financial Aid & Awards. Click on "Web Applications" to apply.

Other students: please complete this form and return to finaid@bcit.ca along with your supporting documentation.

Last Name	First Name	Student ID	Term Start Date (mm/dd/yyyy)
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PLEASE CHOOSE A CATEGORY THAT APPLIES TO YOU	ATTACH THE REQUIRED SUPPORTING DOCUMENTATION
Taking Flexible Learning courses and applying for part-time or full-time funding Please note your StudentAid BC application number below.	Attach <u>Specific Course Completion Contract</u>
Receiving another province/territory student loan/grant, WorkBC Sponsorship, RRSP Lifelong Learning Plan, RESP, award, scholarship, or sponsorship.	For out-of-province loan/grant, scholarships, bursaries, and sponsorships: Attach proof of funding, such as an approval letter, which outlines the total approved amount For RESP and RRSPs: Attach an account statement from the last 30 days which shows the total account balance
Taking Adult Upgrading Courses and applying for the Adult Upgrading Grant	Attach <u>Adult Upgrading Grant Application</u>
Requesting an extension of an existing fee deferral (please explain the reason for the extension, and the amount of additional time required)	
Other (Please specify and attach any relevant supporting documentation)	

AMOUNT OF DEFERRAL

Please let us know the total amount of your tuition and fees that you are requesting the deferral for:

\$

Students must be registered before a deferral can be granted. Once you are registered, you can check your account balance through: **myBCIT** Student Self Service -> Account balance and summary.

DECLARATION

- I declare that the personal information on this request is true and complete to the best of my knowledge.
- I authorize BCIT Student Financial Aid & Awards to verify any information as required.
- If a Tuition Fee Deferral is granted, I am responsible for the payment of my fees, which must be received by BCIT before the deferral expiry date.
- I must request a Tuition Fee Deferral extension if my funding does not arrive in time to pay before the fee deferral expiry date. Failure to do so will result in an account hold and/or de-registration from my courses/program. A fee may be applied to reinstate my courses/program.
- I understand that a Tuition Fee Deferral does not guarantee that I will receive funding.
- I understand that I am responsible for withdrawing from my program/classes if I decide not to attend for any reason. I am responsible for paying all fees and/or penalties if I withdraw from my program/classes and/or do not receive the expected funding. I will refer to **BCIT Refunds & Withdrawal Policies** for further information.

Student Signature (PLEASE REMEMBER TO SIGN THIS FORM)	Date (mm/dd/yyyy)
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