

Student ID

Grid for Student ID

OCAD University Payment Plan Application

Student Information

Last, First Name:

Phone Number:

Email:

- Are you in good financial standing with OCAD University...
Are you receiving income from an approved funding source...
Have you made a down payment towards the term(s) applied? 25% of net total per term

Payment plans can only be for the current or future term in which you are registered for. Fees must be fully assessed for the term(s). Please indicate which term(s) you wish your payment plan to cover.

- Summer (May 1 – August 31)
Fall (September 1 – December 31)
Winter (January 1 – April 30)
Fall/Winter (September 1 – April 30)

Office Use Only. Total Fee Assessment: \$

(as shown on student portal on date of application)

Payment plan schedule

Total fee assessment is divided into equal payments for each term applied. Changes to fee assessments are not automatically adjusted into current payment plan.

- I have set-up pre-authorized debit payments from my bank or provided post dates

Table for payment schedule with columns: Summer Term Payments due, Fall Term Payments due, Winter Term Payments due. Rows include dates like May 31, June 30, September 30, October 30, November 30, January 30, February 28, March 30.

I have read, understand and agree to the terms of the payment plan policy. I understand that this application may not be approved if payment plan eligibility is not confirmed. I acknowledge the payment plan is my responsibility to review and ensure fees are paid by checking my financial account in the online student portal.

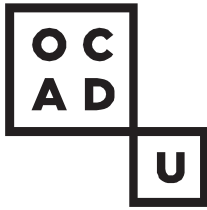
Signature

Date

OFFICE USE ONLY

Initial: _____ Date: _____

- PP approved/set up
PP incomplete/email student



Payment Plan Policy Terms & Conditions

Eligibility Criteria:

- Enrolled in an undergraduate or graduate studies program with active registration and fees assessed for the term(s) covered by the payment plan.
- Payment plan can only be set up for the current or future terms in which you are registered. **Plans for retroactive terms are not permitted.**
- Must be in good financial standing with OCAD University and all past due balances are paid from the previous terms.
- Receiving income from an approved funding source recognized by OCAD University that is equal or greater than your total fee assessment.

How do I complete my application?

- Ensure your application is submitted well in advance of the term fee deadlines to avoid late penalties. **Processing times may take 5-7 business days. Student is responsible for late penalties incurred from late submission of application.**
- Submit completed application form to the Finance department, Senior Student Accounts Clerk, through email or in-person at the Cashier's office before the tuition fee payment deadline for the applicable term.
- Students are required to pay a down payment towards their net balance. A minimum of 25% of their net total due per term.

How do I make payments?

- Online banking is the preferred method to make your monthly payments. Please consider your bank's processing time to ensure payments are received by the due date. Online banking payments may take 2-3 business days to transfer to the university.
- International students may pay by WU GlobalPay. Funds will be received 2-5 business days from when you make the transfer at your international bank.
- In-person payments are accepted at the Cashier's office in the form of debit, cash and cheque (money order or certified cheques). Non-sufficient funds ("NSF") cheques will be subject to a \$30 NSF charge and cheques will no longer be accepted as a future method of payment.
- Payments must be received and posted to the student financial account by the due date to avoid late interest charges.

Past due payment

- Should a payment be missed, students are required to make a payment within one business day.
- **If a payment has not been made**, the student will be removed from the payment plan without notice. The full outstanding balance of your fees account will be due immediately. Your account will be placed on hold which will deny you to many university services such as transcripts and registration. Previously waived late penalties will be charged. Students are no longer eligible for future payment plans.

Changes to fee assessments are not automatically adjusted into current payment plan. Contact the Senior Student Accounts Clerk if additional changes are added to your fees account.

Refer to the OCAD University, Tuition & Fees website for resources and information. Questions about tuition fees should be directed to the Senior Student Accounts Clerk at studentaccounts@ocadu.ca