

2019-20 Billing & Payment Schedule Faculty of Arts & Science

How Do I Pay My Fees?

For instructions on making fee payments in Canada and outside of Canada, visit this [webpage](#).

When Do I Pay my Fees?

Click on the category that applies to you to view your billing schedule and payment deadlines:

[Regular Tuition Payment \(No Fee Deferral\)](#)

[OSAP or Government Loan Deferral](#)

[Scholarship Deferral](#)

[Third Party Sponsorship Deferral](#)

[Tuition Waiver](#)

Payment Schedules:

Regular Tuition Payment (No Fee Deferral)

Your first payment is due by **28 August**. Please pay the “Minimum Payment Required to Register” listed on your Fees Invoice on ACORN by this date. **If your minimum payment is not received by this date, you will be removed from your courses and your registration will be cancelled.** The University allows time for processing and posting of payments made by 28 August.

Your full Fall Term balance is due by **30 September**. If you do not pay it by this date, service charges will begin to accumulate on your unpaid Fall Term balance beginning 15 October. To calculate your unpaid Fall Term balance, review your invoice on ACORN and use the following formula:

$$\text{Unpaid Fall Term Balance} = \text{Account balance on ACORN} - \text{Winter Term Tuition Subtotal} - \text{Winter Term Non-Tuition Subtotal}$$

Your remaining Winter Term fees are due by **30 November**. If you do not pay your remaining Winter Term fees by this date, service charges will begin to accumulate on your unpaid account balance beginning 15 December.

If you wish to pay both your Fall and Winter Term fees at once, please do so by the Fall Term payment deadline: 30 September.

OSAP or Other Government Loan Deferral

Your fee deferral must be processed by **28 August**. Please process your fee deferral on ACORN by this date. If you are unable to process your fee deferral on ACORN, please contact your [College Registrar's Office](#) for assistance. **If your deferral is not processed by this deadline, you will be removed from your courses and your registration will be cancelled.**

Your Fall Term fees are due by **30 September**. If you do not pay your Fall Term fees by this date, service charges will begin to accumulate on your unpaid Fall Term balance beginning 15 October. To calculate your unpaid Fall Term balance, review your invoice on ACORN and use the following formula:

$$\text{Unpaid Fall Term Balance} = \text{Account balance on ACORN} - \text{Winter Term Tuition Subtotal} - \text{Winter Term Non-Tuition Subtotal}$$

Your Winter Term fees are due by **31 January**. If you do not pay your remaining Winter Term fees by this date, service charges will begin to accumulate on your unpaid account balance beginning 15 February.

Scholarship Deferral

Your fee deferral must be processed by **28 August**. To request a fee deferral, present a copy of your award letter to your [College Registrar's Office](#). Your scholarship value must meet or exceed the "Minimum Payment Required to Register", as displayed in your invoice in ACORN, in order to receive a fee deferral. **If your deferral is not processed by this deadline, you will be removed from your courses and your registration will be cancelled.**

Your Fall and Winter Term fees are due by **30 April**. If you do not pay your fees by this date, service charges will begin to accumulate on your unpaid balance beginning 15 May.

Third Party Sponsorship Deferral

Your fee deferral must be processed by **28 August**. To request a fee deferral, mail or bring a copy of the letter you received from the organization stating they will pay your fees to [Student Accounts](#). **If your deferral is not processed by this deadline, you will be removed from your courses and your registration will be cancelled.**

Your Fall and Winter Term fees are due by **30 April**. If you do not pay your fees by this date, service charges will begin to accumulate on your unpaid balance beginning 15 May.

Tuition Waiver for Staff and Dependants of Staff

Your payment must be processed by **28 August**.

1. Pay at your bank by the due date, the incidental fees, ancillary fees and the Student System Access Fee listed on your invoice, found in ACORN.
2. Take the Tuition Waiver Request Form and a copy of your registration invoice to your Human Resources Office for authorization.
3. Submit your Staff/Dependant Tuition Waiver Request form, approved by Human Resources, to [Student Accounts](#) by mail or in person. The financial arrangement of the waiver will be set up immediately in your account. The actual waiver credit will not be posted until later in the session, after most of the course changes have taken place.
4. Keep a copy of the waiver form for your records.

If your payment is not processed by this deadline, you will be removed from your courses and your registration will be cancelled.

Your Fall and Winter Term fees are due by **30 April**. If you do not pay your fees by this date, service charges will begin to accumulate on your unpaid balance beginning 15 May.
