



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 F 604.454.0941

Building SW1-2132

ELIGIBILITY REQUIREMENTS

Eligibility requirements for the tuition fee deferral are as follows:

- You must be a domestic student with an approved source of funding that will arrive after your payment deadline, including:
 - Loan/grant funding through either Student Aid BC or another province/territory.
 - An external source of funding, such as WorkBC, RESP, RRSP Lifelong Learning Plan, award, scholarship, or sponsorship.
 - Adult Upgrading Grant
- Your approved funding amount must be equal to or greater than the amount being deferred
- You must attach the relevant funding documentation (required documents outlined on next page)
- You must have paid your commitment fee (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 APPLY FOR 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 fee deferral request. The status of your fee deferral application is viewable on your myBCIT account -> Financial Self Service -> Web Applications. If your fee deferral is approved, you can see more details in the “Commitments” section.

It is your responsibility to withdraw from your courses if you decide not to attend or become ineligible for funding. Should you subsequently drop courses, decide not to attend classes or become ineligible for funding, you are responsible for paying your fees and/or any penalties. Refer to [BCIT Refunds & Withdrawal Policies](#) for further information.

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.

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 a part-time course load and are declared in an eligible program	Attach <u>StudentAidBC Part-time Studies Application</u>
Taking Flexible Learning Courses and applying for full time funding	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:

\$

To ensure we defer the appropriate amount, please ensure you are registered before requesting a deferral. 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 upon receipt of my funding.
- I must apply for a fee deferral extension if my expected funding arrives after the fee deferral due 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.
- Should I subsequently drop courses, decide not to attend classes or become ineligible for funding, I will be responsible for the payment of my fees and/or any penalties.

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