



PAYMENT POLICY APPEAL FORM

Name: _____ Student ID#: _____ Email: _____

Year of Study: _____ Program: _____ Phone: _____

Payment Policies

1. Students with an outstanding balance of fees owed to the university will be unable to register for further study unless the balance owing is first paid in full.
2. Students must pay a \$100 non-refundable tuition deposit, to be credited on their accounts, before they are able to register on line or in person. The deposit will not be accepted from students with an outstanding balance and, if submitted, will be applied to the debt on account.
3. Students who are sponsored (by their community, employer, etc) are not fully registered until a current "sponsorship" letter is presented to the Accounting Office for invoicing purposes. The tuition deposit required to register is the responsibility of the individual student, with any reimbursement negotiated between the student and sponsor.
4. **Students who register but fail to discontinue if not in attendance will be responsible for paying tuition regardless.**
5. Late fees are charged automatically according to date of registration.
6. Refunds are calculated according to the date of discontinuation. See fee schedule on e-calendar.

Exceptional Circumstances

In rare instances, these policies may be modified for students experiencing severe hardship. In order to request such an exception, and to arrange a specific re-payment plan, this form must be submitted to the Registrar's Office for assessment by administrative management.

I am appealing the following payment policy/policies noted above: # _____ or other _____

I understand the above payment policies of UPEI and I:

- have provided a detailed explanation for this request on the back of this form (or attached);
- certify that this request is complete, accurate, truthful, and made in good faith;
- have attached supporting documentation (bank statement, pay stub, student loan information);
- have made every effort to secure additional finances to support my education at UPEI; and
- agree, if this request is granted, to adhere to any payment schedule set out by the Accounting Office/Comptroller.

Student's Signature

Date

Received in _____ Office by _____ on _____.

Office use only for co-review by Accounting Manager and Registrar:

Request has been ◇ granted ◇ denied by _____ (name) in _____ (office) on _____ (date).

Explanation for decision and/or terms and conditions that apply:

Accounting will inform Registration Supervisor of appeal outcome. Reg. Supervisor will lift restriction on registration for approved cases. Registrar's Office will email student with outcome.