

INSTRUCTIONS

1. Payroll deduction policy for graduate students who will be employed as Teaching or Research Assistants:

- a. Students must be on semi-monthly payroll and have a minimum of four months' employment corresponding to a Summer Session or Winter Session term.
- b. A separate application is required for each session.
- c. A Student Appointment Notice (available from your Department Secretary) must accompany the application form for it to be complete.
- d. The University has the prerogative to deny payroll deduction privileges if fees are outstanding from a previous term. It is the student's responsibility to determine if money is owed from previous terms by checking the Student Service Centre at www.students.ubc.ca/ssc.

Completed applications should be sent to:

Enrolment Services, Records and Registration-Tuition
2016-1874 East Mall
Vancouver, BC V6T 1Z1

2. Payroll deduction policy for graduate students receiving external awards:

- a. External award recipients must submit a UBC External Award Activation Form (www.students.ubc.ca/calendaacademicyear.cfm) along with the Payroll Deduction/Fee Deferral Application to the Faculty of Graduate Studies, Awards. This form must be received by the Faculty of Graduate Studies, Awards, **at least six weeks before fees are due**. Only one application form is required for the duration of the award.

Completed applications should be sent to:

Faculty of Graduate Studies
180-6371 Crescent Rd
Vancouver BC V6T 1Z2

3. Tuition fee deferral policy:

This option is only available to **international graduate students** who:

- a. are employed as Teaching or Research Assistants.
- b. are recipients of the International Partial Tuition Scholarship.

Read policy #1 (a, b, and c) above for Teaching and Research Assistants

Note: for these students, fees will be deferred in lieu of payroll deductions.

Fees for Winter and Summer Sessions are deferred as follows:

- **Winter Session:** Term 1 deferred to November 30
- **Winter Session:** Term 2 deferred to March 31
- **Summer Session:** Term 1 deferred to June 30

The University has the prerogative to deny fee deferral if fees are outstanding from a previous term. It is the student's responsibility to determine if money is owed from previous terms by checking the Student Service Centre at www.students.ubc.ca/ssc.

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Payroll deduction rules:

- a. Fees are divided by the number of payroll deductions during the term to arrive at the semi-monthly payment amount. Deductions are taken twice a month in:
 - Winter Session, Term 1: October, November, December
 - Winter Session, Term 2: January, February, March
 - Summer Session: May, June
- b. Subsequent increases or decreases in fees are split evenly across the remaining number of deductions.
- c. The semi-monthly deduction is the sum of all amounts due up to the middle or end of that month, including amounts from previously uncollected payroll deductions.
- d. In order to meet payroll processing dates, the midmonth deduction amounts will be calculated based on fees owing at the end of the first week of each month. The end-month deduction amounts will be calculated based on fees owing at the end of the last week of each month. Any fee payments made by the student after the payroll processing cut-off dates will not affect the current deduction but will reduce any future deduction(s).
- e. Overdue payroll deduction amounts will be assessed interest if for any reason they remain unpaid (e.g., the student ceases to be an employee). Under normal circumstances, the payroll deduction system will apply payments in a timely manner in order to avoid interest charges.
- f. The dates and amounts of unpaid payroll deductions are available by checking the Student Service Centre at www.students.ubc.ca/ssc.

Please note: If documentation or information indicated above is not attached to this application, the application will not be processed. Where deferments have been approved, the date by which fees must be paid can be checked on the Student Service Centre at www.students.ubc.ca/ssc.

For application deadlines, please check the Academic Year section of the UBC Calendar (www.students.ubc.ca/calendar/academicyear.cfm). Check in August for the September deadline, in December for the January deadline, and April for the May deadline.