



Graduate Students have the option of participating in a Graduate Student Tuition – Income Offset Plan. This plan allows graduate students to pay tuition fees in 4 equal instalments over each four-month term, with payments taken directly from a student's bank account via automatic withdrawal. This is intended to better align the payment of tuition to the receipt of fellowship and employment income received by many graduate students.

Payments will be withdrawn at the end of each month on the last business day. Payments can only be processed from Canadian bank accounts. Students wishing to participate in the plan must complete a form providing banking details and original signature(s) authorizing the University to directly withdraw funds from the account. This form must be delivered to the Accounting Office (Fees Area) for processing. The form can be downloaded at <https://web.finance.uvic.ca/forms>. The authorization will last for 3 terms (Fall, Spring and Summer). For students wishing to continue the plan for the following September a new form must be re-submitted and as long as they are in good standing it would be approved. The deadline for submission of the form will be:

September 15 for coverage from September – Aug
January 15 for coverage from Jan – Aug

A deferral fee of \$25.00 will be payable upon submission of each form. There will be no late service charges or any holds placed on the student's account as long as payments remain in good standing. If a monthly payment becomes uncollectible due to insufficient funds (NSF) the direct debit authorization will cease and the outstanding fees will immediately become the student's responsibility. At this time all holds and late service charges will be applied to the student account.

A student may cancel their payment plan at any time by notifying Accounting Services (Fees Unit) in writing at least 10 days in advance of the next withdrawal. At that time the student is immediately responsible for paying their tuition and any other outstanding fees due in the term.