

## Form submission deadlines

September – August due September 20	January - August due January 20	May – August due May 20
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A **\$35.00 fee** is due with each renewal. Payment options can be found at [uvic.ca/tuition](http://uvic.ca/tuition)

<b>1. Student Information:</b>		
Last Name	First Name	UVic ID:  VO
Mailing Address:		
City:	Province:	Postal Code:
Phone Number:	E-mail:	
<b>2. Student Responsibilities:</b>		
<ul style="list-style-type: none"> <li>I acknowledge that <b>I am responsible</b> for payment of my tuition and fees and must ensure payment is received by the last day of each month. Payment options can be found at <a href="http://uvic.ca/tuition">uvic.ca/tuition</a>.</li> <li>I acknowledge the plan will be set up on the <a href="#">term balance owing</a> at the time the plan amounts are calculated i.e. pre- payments will not be considered an installment. An email confirming the amounts due will be sent before the tuition fee deadline.</li> <li>I acknowledge the application expires August 31<sup>st</sup> of each year and a new application will be required to participate further in the plan.</li> <li>I acknowledge that any registration changes/opt outs occurring after the plan is set up will not be included in the calculated amounts.</li> <li>I acknowledge that if my payment is not received by the due date it will result in an automatic cancellation of the plan and all amounts owing on the student account will be the students responsibility, subject to all service charges and holds.</li> <li>To cancel this application please email <a href="mailto:tuition@uvic.ca">tuition@uvic.ca</a>. Any amount remaining will be due immediately.</li> </ul> <p>For further plan details please go to <a href="#">GSTIOP</a></p> <p>I declare that I have read the statements above and that I acknowledge that I am responsible for payment of my tuition and fees to the University of Victoria as outlined by the tuition office.</p>		
_____ <b>Signature</b>		_____ <b>Date</b>

Office Use Only			
	FALL	SPRING	SUMMER
<b>Total Fees</b>			
<b>Monthly Amount</b>			

Return completed form:

**By Email:** [tuition@uvic.ca](mailto:tuition@uvic.ca)

**By Fax:** 250-721-6221

**By Mail:** Tuition Fees  
University of Victoria  
PO Box 1700 Victoria,  
BC V8W 2Y2

**In person to:** Uvic-Tuition Fees  
Jamie Cassels Centre  
1<sup>st</sup> Floor, Room A115