

# Pre-authorized Payment Plan (PPL) Enrollment Form

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended, the Ontario Ministry of Training, Colleges and Universities Act, and the Federal Statistics Act. The information collected will form part of your student record at Queen's. The information will be used for updating your financial record and deducting fees from your bank account as provided in SOLUS. If you have any questions, please contact the Office of the University Registrar, Gordon hall, Room 125, Queen's University.



## PART 1 – Request

Student Number: \_\_\_\_\_ Queen's Email: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last name First Name Initial

- Please enroll me in the PPL  Please remove me from the PPL as of
- Yes, I entered my banking information in SOLUS **OR** \_\_\_\_\_  
(must be a Canadian bank account) Month Date Year

## PART 2 – PPL terms and conditions

- This method of payment is available to Students in the School of Graduate Studies only.
- Students with outstanding debt from prior years may not participate until the debt is paid in full. The debt cannot be included in the current year's payment plan.
- Fees included in the payment plan must be assessed on SOLUS and will include any of the following: tuition, student assistance levy, student activity fees, UHIP, residence fees and meal plans.
- Enrollment authorization applies to the current academic year only and expires at the end of the academic year or when the student requests to be removed from the payment plan, whichever comes first.
- Changes to the eligible charges will cause the payment plan to recalculate automatically.
- Automatic withdrawals occur on the 5<sup>th</sup> of the month, exception is January, where withdrawal will be on the 10<sup>th</sup>, (or the next business day if the scheduled withdrawal date falls on a weekend or holiday)
- Requests to be removed from the payment plan must be received by the end of the month to take effect for the next withdrawal.
- Changes to banking information before the end of the month, will take effect for the next withdrawal.
- A fee of \$40 will be attached to any returned payment. Queen's reserves the right to terminate this arrangement should any withdrawal be returned or the account is closed.
- Three returned payments in one academic year (01 Sep – 31 Aug) will result in being removed from the payment plan for the remainder of the year. The student may join the payment plan in a subsequent year, but will be removed from the plan after only one returned item (for any reason).

## PART 3 – Signature (Student's signature is mandatory.)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 4 – Form Submission

Submit the signed form to [fees@queensu.ca](mailto:fees@queensu.ca) (from your queensu.ca email), or fax to 613-533-2068, or in person at Office of the University Registrar, Room 125, Gordon Hall, Kingston ON, K7L 3V6

**Forms received after the last business day of the month will be processed the following month.**