

Update from the Office of the University Registrar – Tuesday 23<sup>rd</sup> August 2011

The Payment Plan (PPL) for the 2011/2012 session is now open and if you chose to select this payment method, then you will need to 'self enroll' into the plan on SOLUS. We are no longer accepting paper applications for the Pre-Authorized Payment Plan. This 'self enrollment' will be open until September 28th, 2011.

Changes to the PPL (terminations, bank changes, etc) should be made before the 15th of the month. Banking changes can be made online on SOLUS, PPL termination requests should be submitted to the University Registrar's Office on this form ([http://www.queensu.ca/registrar/aboutus/forms/change\\_debit\\_memo.pdf](http://www.queensu.ca/registrar/aboutus/forms/change_debit_memo.pdf)).

Please note that the plan withdrawal dates have changed from previous years: The payment plan is an eleven month plan with payments being withdrawn from your bank account on the 5th of every month with the first payment scheduled to be deducted October 5th and the last payment scheduled to be deducted August 5th.

Once you have enrolled into the plan your payment schedule will display showing the amount of the payments and their scheduled withdrawal dates. That said, any changes to your fees (tuition, residence, meal plans, etc.) during the course of the PPL will affect your PPL, meaning your monthly payment will change and may require a 'catch up' payment. You should check your PPL schedule on SOLUS regularly, and at the very least, monthly.

### **Summer Term Fees for 2012**

Summer term fees for 2012 have not yet been applied to student accounts and as a result the fee payments and schedule quoted on SOLUS only reflects the Fall 2011 and Winter 2012 fees.

Summer term fees for 2012 have not yet been finalized and estimated fees will be applied to student accounts by mid-September. Once these summer term fee estimates have been applied, your payment schedule and amounts will change. It is recommended that you log back into SOLUS before September 28th, 2011 to review any updated payment amounts and schedule that has resulted in any fee changes.

### **PPL Form already Submitted?**

If you have already submitted a paper application form, please accept our apologies, but we do require that you re-submit the information online in SOLUS. If your banking information was attached to the form we have verified this banking information and have made any necessary updates. It will still be your responsibility to 'self-enroll' into the payment plan.

Students who cannot use this payment method will not be allowed to enroll into the plan.

You will find the instructions at the end of this email.

### **Graduate Students Who Are Course-assessed**

Graduate Students who are course assessed, your fees may not yet be on your SOLUS account yet. If you chose to select this payment method, proceed to 'self enroll' into the PPL (instructions are at the bottom of this email), then we suggest that you log bank into SOLUS to review your payment schedule and amounts as the fees become available and are applied to your student account.

You should also be aware, as a result of the individual course assessment your payment plan will fluctuate and again it is suggested that you log onto SOLUS to review your payment plan regularly, monthly is suggested.

### **Instructions**

1. Under the **Account Services** Tab, select the “**enroll in payment plan**” sub tab. This screen allows you to select the payment plan.
2. Click the radio button to select the plan

***Note: You will see a Maximum Amount of \$25,000. This does not mean your fees are \$25,000. This is an internal to Queen's only amount.***

3. Click **NEXT** to go proceed to the next screen.

***Note: You have to select the payment in order to go to the next screen.***

4. **Review Installments** - This screen shows you your scheduled payments and withdrawal dates.

The installment schedule is based on your current eligible charges. If there are any charges that are reversed or reduced, then the installments will automatically change accordingly. You are reminded to check this screen regularly - monthly is recommended.

5. Click **NEXT** to proceed to the next screen.
6. **Agreement** - At this screen you will be asked to accept the agreement. You will not be allowed to proceed until you have accepted the agreement.
7. Click **NEXT** to proceed to the next screen.
8. **Bank Information** - At this screen existing banking information will display. Please verify that it is correct. If the fields are blank, then you will be required to enter your banking information.

***Exceptions: International students who have not yet established their bank accounts. International students can attend the bank of their choice once they have arrived. Once you have opened your bank account, then either log onto SOLUS and enter your banking information or submit a copy of a void cheque to the University Registrar's Office. We will enter it for you.***

9. Click ENROLL to proceed to the next screen.
10. **Results** - This screen will confirm your enrollment into the PPL.
11. Click on VIEW MY ACCOUNT to proceed to the next screen.
12. **Account Summary** - This screen shows your account summary noting there should be a \$0.00 in the Current due field (unless you have outstanding 'other' fees owing).

If there are any questions about this, please e-mail [fees@queensu.ca](mailto:fees@queensu.ca).

Office of the University Registrar  
Gordon Hall, Room 125  
74 Union Street  
Kingston, ON K7L 3N6  
Canada