Circumstances where a debt can block registration:

* Students with debt or overdue fees will have a Senate Sanctioned block on their record and are not allowed to register
* Students who have **not paid their tuition fees by the term due date** will also have a registration hold on their accounts.

If you cannot pay the outstanding balance immediately and need to appeal to register with debt, please submit this completed form to [reg.appeals@queensu.ca](mailto:reg.appeals@queensu.ca) from your @queensu.ca email address. Note that ***this appeal is for registration only***, if you require a transcript, you must ***submit a separate appeal to request a transcript***.

|  |  |
| --- | --- |
| Student Name |  |
| Student ID |  |

|  |  |  |
| --- | --- | --- |
|  | Yes, I have applied for OSAP, or other govt funding (please attach ***Notice of Assessment*** if funding is not from Ontario), and my assessment (not estimate) is | $ |
|  | No, OSAP/govt funding is not a source of income for me. | |

# Extenuating Circumstances

Describe the extenuating circumstances that led to the outstanding balance and the actions you have/are taking to prevent the situation from reoccurring.

|  |
| --- |
|  |

# Budget

List the courses for which you want to register. (add more rows if you need to)

|  |  |  |  |
| --- | --- | --- | --- |
| Course name | Term | Units | [Fee amount](http://www.queensu.ca/registrar/financials/tuition-fees) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Provide a budget plan that outlines all of your expenses and sources of income. Be sure to include the outstanding debt, the tuition and fees (including books) that you expect to incur if your appeal is approved, as well as your living expenses for the upcoming year.

Please list ***all*** expenses and sources of income.

|  |  |  |
| --- | --- | --- |
| **Queen’s SOLUS** | **Amount** | **totals** |
| Outstanding SOLUS debt | $x,xxx.xx |  |
| Tuition & Student Activity Fees  \*These are the fees that you expect to incur this academic year if your appeal is successful. | $x,xxx.xx |  |
| UHIP (if applicable) | $xxx.xx |  |
| (A) | SOLUS SUBTOTAL | $xxx.xx |
| **Education-related Expenses:**  \*These are the fees that you expect to incur this academic year if your appeal is successful. | **Amount** |  |
| Books and supplies | $xxx.xx |  |
| Other (please specify) | $xxx.xx |  |
| Other (please specify) | $xxx.xx |  |
| Other (please specify) | $xxx.xx |  |
| Other (please specify) | $xxx.xx |  |
| (B) | Ed-related SUBTOTAL | $xxx.xx |

|  |  |  |
| --- | --- | --- |
| **Monthly Living Expenses:** | **Amount/month** |  |
| Rent | $xxx.xx |  |
| Utilities | $xxx.xx |  |
| Phone/internet | $xxx.xx |  |
| Food | $xxx.xx |  |
| Other (please specify) | $xxx.xx |  |
| Other (please specify) | $xxx.xx |  |
| Other (please specify) | $xxx.xx |  |
| Other (please specify) | $xxx.xx |  |
| Other (please specify) | $xxx.xx |  |
| Monthly Living Expenses (C) | $x,xxx.xx |  |
| Number of Months (D) | y |  |
| (C) x (D) = (E) | Living exp. SUBTOTAL | $x,xxx.xx |
| (A) + (B) + (E) = (F) | TOTAL EXPENSES | $x,xxx.xx |
|  | | |
| **Income** | **Amount** |  |
| OSAP  \*If OSAP, or other govt funding, is one of your sources of funding, ***you must have applied for the OSAP/govt funding by the time you submit your appeal***. | $x,xxx.xx |  |
| Summer job | $x,xxx.xx |  |
| Parents/friends/relatives | $x,xxx.xx |  |
| Loan | $x,xxx.xx |  |
| TA earnings | $x,xxx.xx |  |
| RA earnings | $x,xxx.xx |  |
| Other (please specify) | $x,xxx.xx |  |
| Other (please specify) | $x,xxx.xx |  |
| Other (please specify) | $x,xxx.xx |  |
| (G) | TOTAL INCOME | $x,xxx.xx |

If your Total Income (G) is less than your Total Expenses (F) please explain how the difference is going to be addressed:

|  |
| --- |
|  |

# Repayment Plan

Propose a **realistic payment plan** that will pay off your SOLUS outstanding balance and current charges in a timely manner.

NOTE TO OSAP RECIPIENTS: Approximately two weeks prior to your study period, full-time enrolment is confirmed so the first installment of your OSAP funds can be released.  Beginning 2018-19, the Government of Ontario is requiring each time your enrolment is confirmed, all or a portion of your OSAP funding will be redirected to Queen’s to be applied to your tuition and education-related fees. The amount of your OSAP to be remitted to Queen’s will not exceed the value of your term tuition, Student Assistance Levy, and fees charged (excluding residence charges), unless you have a balance outstanding from a previous academic term.  If you have an outstanding balance this amount will be included in the amount of OSAP to be remit to Queen’s. Any remaining OSAP funds from the OSAP installment will be deposited to your personal bank account.  For example:

$2000 outstanding debt + Fall term fees $5000 = $7000;

* Scenario 1 – OSAP installment = $6000

OSAP $6000 installment remitted to Queen’s.

* Scenario 2 – OSAP installment = $9000

OSAP remits $7000 to Queen’s and $2000 deposited to student bank account

Sample payment plan:

|  |  |
| --- | --- |
| **Payment Date** | **Amount\*** |
| July 20 | $500 |
| Fall OSAP installment (if receiving OSAP) | $6000 |
| Winter OSAP installment (if receiving OSAP) | $4000 |
| Jan 31, balance of account | $500 |

|  |  |
| --- | --- |
| **Payment Date** | **Amount\*** |
|  | $x,xxx.xx |
|  | $x,xxx.xx |
|  | $x,xxx.xx |
|  | $x,xxx.xx |

\*Note, the total of the payment plan should not be less than line (A) SOLUS subtotal from the budget.

# Submitting your appeal

Send your appeal to [reg.appeals@queensu.ca](mailto:reg.appeals@queensu.ca) using your queensu.ca email address.

Please note that your appeal is subject to review by the Appeals Committee. The approval process can take up to a week, so please ensure your appeal form is complete. The process will take longer if the committee has questions. There is no guarantee that the appeal will be approved.

* **IF DENIED**, the Office of the University Registrar will inform you by email that your appeal has been denied. You will then need to make payment arrangements with Queen’s Student Receivables ([qu.sr@queensu.ca](mailto:qu.sr@queensu.ca)), to pay the outstanding balance. Please see information on [Queen’s Collection Services](http://www.queensu.ca/financialservices/overdue-student-fees-collection-services).
* **IF APPROVED**, the Office of the University Registrar will send you an email informing you that your appeal has been approved along with **a letter that you must sign and return to the OUR** to finalize the appeal. Your signature will indicate your agreement to follow the payment plan and terms of the approval. Failure to follow that agreement will result in no further consideration of any appeals to register with debt under normal circumstances.

The signed approval letter must be received in order to lift the hold on your account so that you can be registered. Send your signed approval letter to [reg.appeals@queensu.ca](mailto:reg.appeals@queensu.ca) using your queensu.ca email address.