

## RESIDENCE FEE DEFERRAL REQUEST - GRADUATE STUDENTS

FORM IS DUE: TWO (2) WEEKS PRIOR TO [RESIDENCE FEES DUE DATE](#)

Residents may request to have their residence fees (including the meal plan) deferred to the [SFU fee payment deadline date](#) for that term. Late penalties will be assessed for any overdue residence fees: <https://www.sfu.ca/students/fees.html>

DEFERRAL ELIGIBILITY	DOCUMENTATION REQUIRED WITH THIS REQUEST FORM PRIOR TO DUE DATE	PAYMENT PROCESS
TA appointments / TSSU payroll deduction	<ul style="list-style-type: none"> <li>- Copy of appointment form</li> </ul>	<ul style="list-style-type: none"> <li>- Fees are deferred as per the TSSU payroll deduction: due by last payroll deduction date of the term <a href="https://www.sfu.ca/students/fees/howtopay/methods/tssupayroll.html">https://www.sfu.ca/students/fees/howtopay/methods/tssupayroll.html</a></li> </ul>
Grants, Fellowships, RA, Scholarships, Awards, or other funding through SFU	<ul style="list-style-type: none"> <li>- Notice/ letter with funding commitment</li> <li>- (over \$2000 for the term)</li> </ul>	<ul style="list-style-type: none"> <li>- Fees will be deferred to the tuition deadline for the term (late fee penalties will apply after this date)</li> <li>- As your funding notice may change or may only cover the immediate term, you will need to renew your deferral request for each term and submit your funding documentation</li> </ul>
Student Loans	<ul style="list-style-type: none"> <li>- Notice of student loan assessment (over \$2000 for the term)</li> </ul>	
Students with a 3rd party sponsor (i.e. First Nations / Metis / band funding)	<ul style="list-style-type: none"> <li>- Submit paperwork directly to Student Accounts before the Residence fees deadline: <a href="https://www.sfu.ca/students/fees/howtopay/methods/thirdparty.html">https://www.sfu.ca/students/fees/howtopay/methods/thirdparty.html</a></li> </ul>	<ul style="list-style-type: none"> <li>- Student Accounts will notify Residence and Housing to defer your fees</li> </ul>

### INSTRUCTIONS:

- Complete this form and submit with documentation to [housing@sfu.ca](mailto:housing@sfu.ca) or to SFU Residence and Housing office no later than two (2) weeks prior to residence fees due date.
- Deferral requests will only be considered if you have no current outstanding balance with SFU
- **This form is for each term as funding may vary from term to term. Ensure that you submit a new request for future contracts.**  
*SFU Residence and Housing will respond by email to your application.*

- ☐ I have included my supporting documentation (i.e. funding letter, approved loan, scholarship, awards, etc.)
- ☐ I understand that if approved, my residence fee payment deadline will be the SFU fee payment deadline and any overdue tuition and fees are assessed a late penalty per month: <https://www.sfu.ca/students/fees.html>
- ☐ I understand that failure to meet the deferred payment deadline may result in:
  - the cancellation of future term housing assignments
  - the loss of future participation in a residence payment deferral option

Residence Admin. Bldg. A1001 8888  
University Drive, Burnaby, BC  
Canada V5A 1S6

TEL 778-782-4201

[housing@sfu.ca](mailto:housing@sfu.ca)  
[www.sfu.ca/students/residences](https://www.sfu.ca/students/residences)

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

**DATE STAMPED RECEIVED**  
**DATE:**

- ☐ **APPROVED**
- ☐ **Email student**
- ☐ **Adjust charges**
- ☐ **\$50 Payment plan fee applied**

**NOTES:**