How to Enroll in the Tuition Installment Plan (TIP)
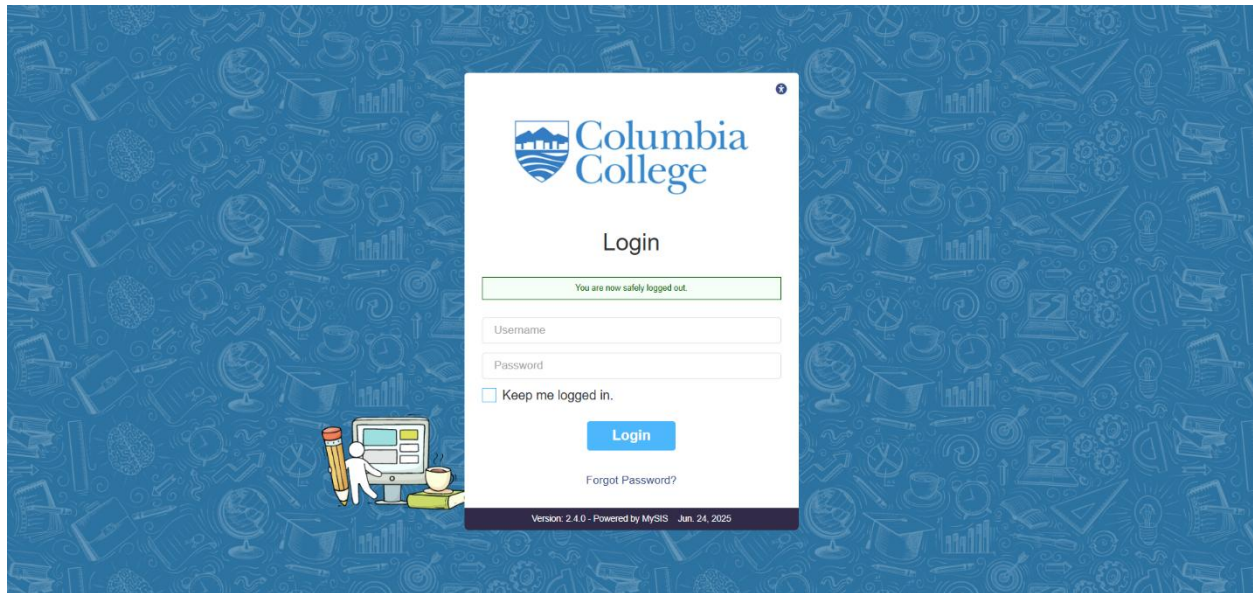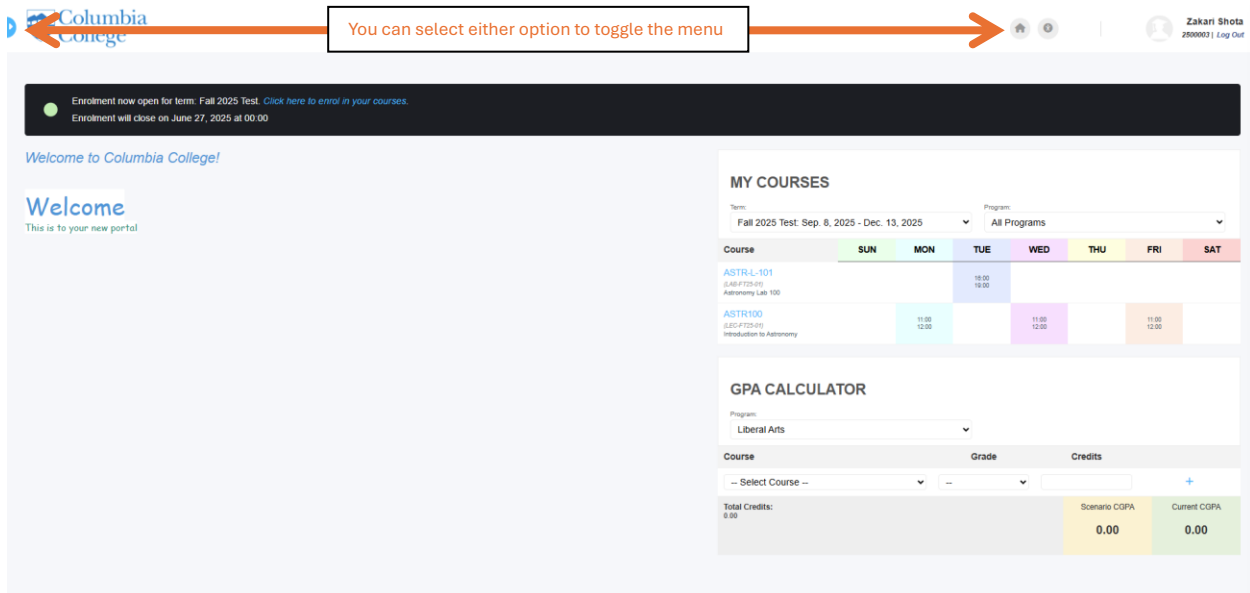
1. Login with your Student Portal/ Moodle credentials on MySIS

2. Click " 🏠 " OR " ▶ "

3. Select "Request Forms"

4. Under "Request Forms", select Tuition Installment Plan Request.

5. Complete all the necessary fields. Then, select "Continue"

Columbia College

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TUITION INSTALMENT PLAN REQUEST

This form is for students who are on **Academic Double/Triple Probation** to appeal to be permitted to register for study in the next term. You must include everything you wish to be considered here, there is no second appeal. If you would like help completing this form, please see a Advisor in Student Services. If you have already submitted an appeal, **DO NOT SUBMIT ANOTHER ONE. SECOND APPEALS WILL NOT BE ACCEPTED.**

To apply for the Tuition Instalment Plan to pay your tuition in three equal instalments, please complete the form below.

For Summer 2025, there are four payment items to consider:
1.) Total Semester Tuition ($595 per credit x number of credits you plan to enrol in for Summer 2025)
2.) $35 Student Activity Fee - required for all students.
3.) Guard.me Medical Insurance Premium ($190) unless you have MSP* to be paid in full with instalment A
4.) Other Tuition Fees (e.g. $50 Laboratory Fee for Computer Science courses and PSYC299, GEOG255, $595 Dual Credit Registration) to be paid in full with instalment A.

IMPORTANT NOTE:
Submission of a TIP application does not guarantee that you will be permitted to pay your tuition in 3 equal instalments. Your application and approval are subject to review by the college. The only eligible applicants permitted to use TIP are those who are considered "continuing enrolled" students. New students must use the entirety of their initial tuition deposit prior to applying for TIP. Students who have been re-admitted to the college are ineligible for TIP to cover the first semester they have returned to the College.

Starting the Fall 2024 term, students must pay their tuition instalment by the instalment deadlines. If a payment is missed or delayed, the student will be placed on a business hold and will be ineligible to register for TIP in the following semester.

Submission of this form means that you agree with the terms and conditions of the program detailed below. You will not be allowed to pay by instalment if this form is not submitted prior to registration.

If you have any questions about submitting payment or about the TIP, please email accounting@columbiacollege.ca

Instalment Due Dates:
INSTALMENT A = One third of Total Tuition (1) + $35 Student Activity Fee (2) + Guard.me Medical Insurance ($190 if no MSP) (3) + Other Tuition Fees (4).
Instalment A must be paid before your registration.
For continuing students, early registration begins mid-December. Students who have applied for the TIP will be able to register in a full-time course load (9-14 credits) once Instalment A is paid-in-full.
Instalment A will be accepted until 5:00pm, Tuesday, May 20, 2025 (the last day to

Select Owing Term	-- Select Term --
* Last name	
* First name	
* Student number	
* Date of Birth	-- Month -- -- Da -- -- Yea --
* Email Address	
Please indicate which of the following that you are enrolling in for the semester (select one):	
Reason for Request	
I wish to enroll in the Columbia College (TIP) program and agree with the program criteria as detailed below:	

* ☐ I have a contractual agreement with Columbia College and agree to pay the full

* ☐ As I am paying in instalments, I am not eligible for the Advance Payment Incentive (API) program.

* ☐ I have a contractual agreement with Columbia College and agree to pay in full at the end of Instalment C

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