



Task Title: Write an Email to a College

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path:

Employment	☐	Apprenticeship	☐
Secondary School	☐	Post Secondary	☒
		Independence	☐

Task Description: The learner will write an email requesting information about a College tuition payment plan.

Main Competency/Task Group/Level Indicator

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Write continuous text/B2.2
- Use Digital Technology/D.2

Materials Required:

- Computer with access to email program

Learner Information

When applying to colleges or universities, people may need more information than is posted on the website. Prospective students may send emails to ask questions. For example, students may need to contact admissions, financial aid, or program offices before submitting an application.

Read “George Brown College Payment Plan” (2 pages) and “George Brown College Payment Plan: Frequently Asked Questions” (2 pages).

George Brown College Payment Plan

Affordable Education, Tailored for You

George Brown College has partnered with PayMyTuition to offer an interest-free Payment Plan to enable students or their families to make monthly installments on their student account towards tuition and fees. The payment plan is not a loan and is available for the fall, winter, and spring semesters for up to three automatic installments per semester. Enrolling in this plan requires a non-refundable \$50 fee per plan.

- **Fall Term Installments** - September, October, & November (3 payments if enrolled by July)
DEADLINE TO ENROLL: OCTOBER 1ST
- **Winter Term Installments** - January, February, & March (3 payments if enrolled by January)
DEADLINE TO ENROLL: FEBRUARY 1ST
- **Spring/Summer Term Installments** - May, June & July (3 payments if enrolled by May)
DEADLINE TO ENROLL: JUNE 1ST
- **The payment plan will automatically readjust if charges are added or removed from the student's account.**

Eligibility Requirements

You may be eligible for a payment plan if you are a post-secondary student who meets all of the following criteria for the semester:

- You have registered for classes
- You are a domestic student (new or returning) OR a returning international student
- You have a minimum \$1000 balance of fees owing

For more details regarding the Tuition Policy, please visit the [Tuition Policy FAQ page](#).

Key Features: George Brown College Payment Plan

- **Enrollment Fee:** \$50
- **Payment Methods:** EFT, local Bank Transfers, and Credit Cards
- **Customized Payments:** Spread your tuition and fees over multiple installments.
- **No Interest:** Our Payment Plan is interest-free.
- **Easy Enrollment:** Sign up in a few simple steps.
- You will have 5 days to make up a declined payment. If you have two or more declined payments, you will be at risk of being removed from the plan and payment due in full.

...Continued on next page.

How It Works:

1. **Enroll:** Pay a one-time enrollment fee of \$50 to get started.
2. **Make Payments:** Submit your scheduled payments through our secure online portal.
 - a. **Note:** A \$15 fee is charged to your account for any payments that return unpaid due to insufficient funds by your institution/bank/Credit Card.

Why Choose George Brown College's Payment Plan:

- **Affordable:** Break down the cost of your education into manageable installments.
- **Convenient:** Align your payments with your financial schedule.
- **No Interest:** Our Payment Plan won't accrue interest charges.
- **Peace of Mind:** Focus on your studies knowing your payments are taken care of.

George Brown College Payment Plan: Frequently Asked Questions

Are there any fees to participate in the Payment Plan?

You will be charged a \$50 enrollment fee when you sign up each semester. Our vendor also assesses a 2.5% convenience fee on credit card payments.

Note: A \$15 fee is charged to your account for any payments that return unpaid due to insufficient funds by your institution/bank/Credit Card.

How do I enroll in a Payment Plan?

Upon redirect from [STU-VIEW](#) into the PayMyTuition Payment Center, locate your **Payment Center** and select **"ENROLL IN PAYMENT PLAN"**. You will be prompted to confirm the plan details and the amount you wish to budget. After you input your payment method, you can review your Payment Plan Agreement and finalize your plan.

How come I cannot find the Enroll in Payment Plan button/link?

If the **"ENROLL IN PAYMENT PLAN"** option isn't visible, it might mean that you do not meet the eligibility requirements listed (see the [George Brown College Payment Plan](#) section for the requirements). If you meet the requirements and the option is not available, then contact George Brown College's Accounts Receivable team at accountsreceivable@georgebrown.ca to inquire further

How can Authorized Users interact with the Payment Plan?

A plan can be initiated by either the student or by an Authorized User. Authorized Users can make payments on a plan that their student has set up. Banking information is confidential and only the user will be able to see and access this information. Multiple Authorized Users can enroll in the same student's payment plan.

Instructions on how to add an Authorized User to your PayMyTuition account can be [found here](#).

How do I make changes to or cancel my Payment Plan?

Students and their Authorized Users can make changes to their payment plan within PayMyTuition's **Payment Center**. You will be responsible for any balance due on your student account after your Payment Plan has been modified or cancelled.

Students and Authorized Users will not be permitted to cancel their payment plan on their own. Please contact the Department to request for your payment plan to be cancelled.

...Continued on next page.

Are payments automatically withdrawn?

Yes. When you enroll, you will be required to enter either a checking/savings account or credit card number that will be used to automatically withdraw funds on your installment due dates. The payment method you choose will be used for all scheduled payments.

Can I change my payment method after enrolling?

If you would like to switch from one checking/savings account to another or switch from a credit card payment to a checking/savings account, you can add a new payment method within PayMyTuition's **Payment Center**. You can do this under the "Profile" tab.

How can I view my Payment Plan Agreement?

Your Payment Plan Agreement will be available for review, prior to the request of signature, once you have initiated the process of enrolling in a Payment Plan.

To access your Payment Plan Agreement following enrollment, you can access the PayMyTuition Payment Center and locate the "e-documents" tab. Available documents can be accessed here, by viewing documents directly in the portal or downloading a PDF version.

Questions for the George Brown College team?

Contact George Brown College's Accounts Receivable team at accountsreceivable@georgebrown.ca.

Need Assistance? The PayMyTuition support team is happy to help:

Call 1.855.663.6839 (toll-free) or through one of their [local country contact numbers](#). You can also contact PayMyTuition Support at support@paymytuition.com or through their [support page](#).

No matter what time zone you are in, you will have a dedicated customer support team available to you through live chat, email, and phone to answer any of your questions and help you with your payment.

Task Title: WriteEmailToACollege_P_A1.2_B2.2_D.2

Work Sheet

Task 1: Open an email program on the computer. Compose a professional email message to the financial aid office at George Brown College. In your email, include at least three questions you have about the Tuition Payment Plan.

Email the final copy to your instructor.

Answer: No written response required here.

Task completed: Yes: ☐

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	locates multiple pieces of information in simple texts			
	makes connections between sentences and between paragraphs in a single text			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			
B2.2	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	uses a limited range of vocabulary and punctuation appropriate to the task			
	begins to organize writing to communicate effectively			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			

Task Title: WriteEmailToACollege_P_A1.2_B2.2_D.2

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
