



## Operational Policies and Procedures

Division: Students	Topic: Financial
Policy No. S008	Effective: September 2015
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### **1. Payment of Tuition**

1.1 All tuition fees and other charges are due and payable at the beginning of each semester. Students who fail to keep their accounts up to date are subject to dismissal from the College.

1.2 Students with outstanding accounts will not be permitted to advance to their subsequent semester until such time as all outstanding balances are paid in full.

1.3 Students whose accounts are not up to date will be denied work term experiences until payment is made.

1.4 Diplomas, certificates and transcripts will be withheld until student accounts are paid in full.

### **2. Student Fees**

#### **2.1 Application Fee**

A \$30 non-refundable processing fee must accompany all applications to the College. The processing fee will not be refunded for programs cancelled but will be transferred to another semester or program for a period of one year.

#### **2.2 Tuition**

Tuition amounts vary from one program to another. Please see the Admissions Office for program specific tuition amounts.

#### **2.3 Compulsory Fees**

A \$30 compulsory fee will be applied to each semester of study. This is a \$60 fee for select programs.

#### **2.4 Textbooks and Other Required Materials**

2.4.1 Academy Canada will order books for each semester and, in the case of block programs, will order textbooks for a number of blocks corresponding to that semester.

2.4.2 Students are required to purchase books and other materials (kits) as soon as possible. Unsold textbooks and other supplies will be returned 6 weeks after the commencement of the semester or term.

**2.4.3** Only new students whose loans have been delayed and are in good financial standing will be eligible to request textbooks and supplies on credit. Approval of such requests is at the discretion of Campus Business Office Personnel.

## **2.5 Miscellaneous**

### **2.5.1 Additional Transcripts**

A processing fee of \$5 is charged for each additional copy of the Official Transcript of marks. The original Official Transcript is issued free of charge, provided all accounts with the Business Office are settled.

### **2.5.2 Canadian Adult Achievement Test (CAAT) Results**

A processing fee of \$30.00 is charged for release of CAAT results to another training institution. There is no fee applicable to transfer CAAT results from one program application to another at Academy Canada.

### **2.5.3 Re-Reads**

Re-reads refer to an opportunity to have any evaluation re-assessed. Request forms are available through the Registrar's office. Each re-read will cost \$20; this charge will be credited to the student's account or refunded to the student only should the mark increase.

## **3. Students on an Individualized Delivery Plan**

**3.1** Students who fail a course, or are not able to complete a program of study through the class delivery plan, *may* be offered an Individualized Delivery Plan (IDP).

**3.2** A separate agreement/contract will be drawn up for each portion of a student's IDP, so that no agreement covers a break period in the student's training. The total tuition due will be sum of all contracts.

**3.3** Students on an IDP will be charged pro-rated per day or proportionally per part of a day, if their new end date extends beyond their original end date. If they are doing more hours per week than a normal student they should be billed a greater per diem proportional to the number of hours they are studying. If a student is studying on their own, or as a reading course, they should still be charged for the number of hours they would have been in school for that course.

**3.4** If the student transfers straight to an IDP, or has an IDP set up before they leave for a break, they will be charged the same per diem for which they were originally contracted. If a student withdraws or is dismissed, and then decides to come back at some later date to complete their program, they will be charged the new per diem being charged to all new students.

**3.5** Where an IDP takes a student into future September months, they will be charged for the 3 registration days, at the same rate applied to that first semester or block.

**3.6** In the case of an IDP student withdrawing, the same 2/3 rule applies within the length of the current contract.

## **4. ABE students**

**4.1** ABE students enter into a weekly contract with Academy Canada.

**4.2** ABE students are not charged a 10% withdrawal fee when a student withdraws.

**4.3** Students are charged for the full week, regardless of which day of the week they begin or withdraw.

4.4 When a student graduates, then they are only charged for the number of days in the last week of study.

4.5 If an ABE student misses a *full* week of study for medical reasons, and has a doctor's note to support this, then they are not charged for that week.

## 5. Student Illness

Where a student misses a period of time through illness, they are still enrolled at Academy Canada and will be charged accordingly (exception for ABE students outlined below). However, where a student will miss a significant period of time, they may be able to arrange an IDP that incorporates the time missed through illness. This will be assessed on an individual basis.

## 6. Refunds

6.1 As per the Private Training Institution Regulations, if a student is dismissed by the College for academic or financial reasons, tuition refunds will be subject to the following criteria:

- The student will be charged tuition up to and including the day of dismissal
- There will be no withdrawal penalties
- If it is determined that the student has overpaid, (when the contract termination report is completed), a refund will be issued.
- If it is determined that the student has a balance owing (when the contract termination report is completed), they will be issued a letter from the Head Office Business Office

6.2 As per the Private Training Institution Regulations, if a student submits proper written notice of their intent to withdraw from their program, tuition refunds will be subject to the following criteria:

- The student will be charged tuition up to and including the day the withdrawal letter is received.
- Students are subject to applicable withdrawal penalties including, where applicable:
  - 1) If a student is two-thirds of the way through their program of study, they will be charged for the full tuition of the program. No refund will be issued.
  - 2) If a student withdraws after 21 calendar days of the start of the financial semester, they will be charged 10% of the semesters tuition cost. A student will not be charged both the two-thirds penalty and the 10% penalty.
  - 3) If it is determined that the student has overpaid, (when the contract termination report is completed), a refund will be issued.
  - 4) If it is determined that the student has a balance owing (when the contract termination report is completed), they will be issued a letter from the Head Office Business Office.

### 1. First 21 Calendar Day Refund Policy

Making the correct career choice takes considerable consideration and sometimes, no matter how much deliberation and advanced research you do, students can find that the career they have chosen is not the right one for them. With this in mind, Academy Canada offers a unique "21 Calendar Day Refund Policy" that extends beyond the refund policy required by government legislation. Students who decide within the first 21 calendar days of their program that it is not for them (for any reason) they can withdraw or

transfer to a different program with no financial penalty. Tuition paid prior to that time will be fully reimbursed.