

# Paying Your Fees

## PAYMENT OF FEES

### Registration Deposit

The registration deposit is a non-refundable deposit that is applied against tuition fees owing due to registration. If a student has no registration activity in the semester for which the deposit was paid, the deposit will automatically be transferred to the next term. This transfer will happen a maximum of two terms. Any registration activity, including dropping all courses, will result in the forfeiture of the registration deposit.

### Confirmation Deposit

The confirmation deposit is a non-refundable deposit that is applied against tuition fees owing due to registration. Domestic applicants are required to remit a non-refundable \$250 confirmation deposit to signify acceptance of an offer of admission to an open intake program or a \$500 confirmation deposit to signify acceptance of an offer of admission to a limited intake program.

International applicants are required to remit a non-refundable \$1000 confirmation deposit to signify acceptance of an offer of admission to an open intake program or a \$1500 confirmation deposit to signify acceptance of an offer of admission to a limited intake program. If an International applicant is denied a study permit by Citizenship and Immigration Canada (CIC), a request to refund the confirmation deposit must be made prior to the start of classes by submitting the original CIC Study Permit Denial letter and the Study Permit Denial Request for Refund form.

### Fee Payment Deadlines

Fees must be paid each semester on or before the Fee Payment Deadline, which is published in the Dates & Deadlines section (by semester type) of the Registration Guide. If fees are not paid in full by the Fee Payment Deadline, that semester's registration may be cancelled without notification. Registration activity after the Fee Payment Deadline incurs tuition and other regular fees and is payable no later than the Arrears Deadline published in the Dates & Deadlines section (by semester type) of the Registration Guide.

Any fees not paid by the Arrears Deadline will be billed for outstanding fees and assessed a late penalty (5% of the outstanding amount with a \$10.00 minimum late penalty). Any outstanding balance that exists four weeks after the Fee Payment Deadline will be assessed an additional penalty. If an outstanding account balance exists at this time, the University reserves the right to forward the account to collections.

### NON-SEMESTER BASED PROGRAMS

All fees must be paid prior to the start of classes. Fee payment date will be communicated to students registering in a fixed term program by the Office of Admissions. Students registering in continuous intake programs must pay for one semester of tuition and other fees in advance.

Students who are granted Fee Deferrals must contact Student Enrolment Services by the due date to arrange for continuation of their registration. Students for whom paying their tuition and other fees three months in advance is a hardship will be permitted to pay on a monthly basis if recommended by the Registrar or designate or the Financial Awards Officer after completing an assessment of need.

Students who do not pay their fees by the close of business on the first day of classes for the month for which fees are due will be subject to a late payment fee. A student who fails to pay the fees owing by the close of business on the third day of classes for the month for which fees are due will have her or his registration cancelled and the seat may be offered to another student.

The student may appeal for reinstatement through the normal KPU appeal process. If reinstatement is approved, the student will be required to pay a reinstatement fee in addition to the late payment fee. Reinstatement will be subject to the availability of a seat in the program.

## METHOD OF PAYMENT

**In order to increase customer service and reduce lineups the University strongly suggests that students use online payment.**

### Credit Cards

Domestic students may pay registration tuition and fees by MasterCard credit card. However a third-party convenience fee of 2% will be levied and is non-refundable, under any circumstance. See [kpu.ca/payments](http://kpu.ca/payments) for more information.

International students may pay registration tuition and fees by both Visa and MasterCard with no third-party convenience fee incurred.

### Passport to Education

Students can use their passport award towards the cost of their registration tuition and fees. For any award over \$500 students will need to provide their Social Insurance Number. If a passport award exceeds of the student's account balance a refund cheque will be mailed via Canada Post.

### Scholarships, Bursaries and Loans

Scholarships, Bursaries and Loans students relying on the proceeds from a scholarship, bursary or student loan to pay their tuition and other fees should refer to the Registration Guide and Timetable for each semester, or contact Student Awards and Financial Assistance (SAFA) regarding the deadline for a fee payment override.

### Sponsored Students

Students whose fees are being paid by a sponsoring agency must ensure that a Letter of Authorization is received by Financial Services before your registration date. If you are relying on a sponsorship to cover the Registration Deposit, you must provide the Letter of Authorization before you can register. The **Letter of Authorization** may be faxed to the attention of Accounts Receivable at 604-599-2338. Any questions concerning sponsorship should be directed to Accounts Receivable at 604-599-2242 or 604-599-2057.

## FINES, BALANCES, REFUNDS AND ADJUSTMENTS

### Returned Cheques

If a cheque is issued in payment for fees and is returned for any reason prior to the first payment deadline, students will have their registration cancelled. If a cheque is issued in payment for fees and is returned for any reason after the start of classes, students will not be removed from their program and/or courses.

Instead, they will be billed for the amount owing and NSF fees and payment penalties will be applied.

It is the student's responsibility to ensure that any outstanding charges from previous registrations or other transactions with KPU have been cleared. KPU reserves the right to initiate action regarding any monies owed by the student in order to ensure that collection matters are brought to a timely and satisfactory conclusion.

## **Refunds and Fee Adjustments**

Refunds or adjustments are provided under the conditions stated in Policy C.39. Specific instructions regarding the refund or adjustment of fees are provided in the Registration Guide and Timetable for each semester. Refund cheques will normally be mailed within six weeks after eligibility has been determined. The minimum amount refunded will be \$5.00.

Policy C.39 can be viewed at the Library or online at [kpu.ca/policies](http://kpu.ca/policies) for further details.

### **OPEN ADMISSION AND SELECTIVE ENTRY**

In general, students are entitled to a full refund, or a full reduction in outstanding fees, less the amount of the Registration Deposit, when courses are dropped by a specified deadline prior to the start of classes. This deadline is published in the online Registration Guide and Timetable.

Students who withdraw by the published deadline during late registration and thereby reduce their course load, will be granted a partial refund, or partial reduction in assessed fees (currently 70% of tuition fees). If the withdrawal is from all courses for the semester, the minimum charge assessed is the amount of the Registration Deposit.

If the adjusted fees exceed the amount already paid on the account, the student will be required to pay the difference by the Fee Payment Deadline. Late payments are subject to a penalty.

A student who withdraws from courses after the deadline specified for refunds/fee adjustments is not entitled to a refund if the course load is decreased.

### **FIXED TERM PROGRAMS**

Certain programs may establish individual refund schedules. These programs will provide information to students on the refund/fee adjustment deadlines prior to or upon registration.

In general, students who withdraw prior to the start of classes/program will receive a full refund or fee reduction, less the Deposit. Students who withdraw by the end of the first week of classes/program will be entitled to a partial refund or fee reduction (currently 70% of tuition fees). The minimum fee assessed is the amount of the Deposit or the 30% of the tuition fees, whichever is greater. A student who withdraws from a program or course after the first week of classes is not entitled to a refund.

### **CONTINUOUS INTAKE PROGRAMS**

Students registered in continuous-intake programs are entitled to a refund or fee reduction of tuition and Student Association fees for each full month paid for but not utilized. Refunds will not be granted for partial months.

### **GUIDED STUDY**

Because of the particular fee payment arrangements for instructor services, a student signing a guided study contract will not be eligible for any refund after the course has begun.