I. Purpose

i. This Policy provides guidelines for students, program management and program operational staff to ensure that program payments are transparent and consistent.

II. Principles

i. Transparency

   a. At the time of registration, prospective students will be provided with a detailed list and timing of all payments required.

   b. A variety of different fees may be required depending on the program and associated services selected by a prospective student, these will be clearly identified and may include:

      i. Deposit
      ii. Application Fee
      iii. Tuition Fee
      iv. Service Fee

   c. If any of these fees are non-refundable, they will be identified as such.

ii. Payment Timing

   a. To reserve a place in a program, a prospective student must pay the required deposit within the expiry deadline outlined with the offer.

   b. At the time of registration, if there are less than 10 business days until the start of the program, the deposit must be paid immediately.

   c. If a deposit is not made within the appropriate deadline, the offer of a place on a program may be withdrawn and the student will have to re-apply.

   d. For International Students:

      i. All fees must be paid before the first day of the start of the program.

      ii. An unpaid amount will restrict a student’s ability to participate in the program and may impact the status of a prospective student’s visa.

   e. For Domestic Students enrolling in a program of less than nine months:

      i. All fees must be paid before the first day of the start of the program.

      ii. An unpaid amount will restrict a student’s ability to participate in the program.
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f. For Domestic Students enrolling in a program of nine months or longer (i.e., multi-Term program):
   i. Application fees and a defined portion of the tuition fees must be paid before the start of the first term.
   ii. The remaining portion of the tuition fees will be evenly divided by the number of remaining terms, and an equal payment must be made before the start of each subsequent term.
   iii. An unpaid amount will restrict a student’s ability to participate in the program.

   iii. Post-Dated Payments
      a. While a prospective student can make payments in multiple transactions, the School of Continuing Studies does not offer a post-dated installment payment plan.

III. Responsibilities
   i. Approval – SMT
   ii. Review & Maintenance – Director, Operations & Organizational Effectiveness
   iii. Compliance – Departmental Management

IV. Policy Version Control

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V. Related Documents
   i. Continuing Professional Education Program Payment Procedure
   ii. Continuing Professional Education Program Refund Policy

VI. Definitions
   i. International Student – a student requiring a Student Visa in order to attend an SCS Program
   ii. Domestic Student - any student who does not require a Student Visa to participate in an SCS Program.

VII. Appendices
     N/A