

2.1.5 Student Registration

Preface:

A.1 Each student is required to register and pay all assessed fees for a program or course within the period designated in the College Year section of the College calendar and in accordance with the Fees Procedure 2.2.2 *Payment of Fees - Vocational Programs*.

Procedures:

B.1 Fees must be paid in full at or prior to the dates as contained in the College calendar and registration is not complete until all assessed fees are paid in full and any other outstanding indebtedness to the College met. Fees may be paid by cash, cheque, VISA and Mastercard where available), or money orders, made payable to the *College of the Rockies*.

B.2 Where a student's fees have not been paid in full and the Registrar has not granted a deferment, that student will not be allowed to attend classes and his/her enrollment is cancelled.

B.3 Unless a deferment of fees has been approved, an additional fee of \$25.00 is charged as a late registration fee for registrations completed after the last day of the designated registration period.

B.4 The College collects a fee on behalf of and at the request of the Student Association at the time of registration. The registration process is not complete unless and until these fees are paid.

B.5 The registration of any student who writes a cheque not honored by the bank or financial institution upon which it is drawn for payment of fees may be cancelled. A penalty fee amounting to a maximum of \$25.00 may be levied. The outstanding fee and the penalty must be paid before the student's registration will be reinstated.

B.6 The student is responsible for maintaining the accuracy of registration documents by informing the Registrar of changes. No discrepancy may exist between the program taken by the student and that entered on the Registration and Fees form. No credit will be given for courses for which the student has not registered and paid the assessed fees.

Issue Date: May 3, 1984	Concerning: Students and College Employees		
Amendment: (2 June 16, 1993	(2.1.1.1)		
Manager Approval:	Title: Registrar	Date:	
College Approval: <i>Original signed by J. L. McInnis</i>	Title: President/CEO	Date: June 21, 1993	