

2.2.2 Payment of Fees -- Vocational Programs

Preface:

A.1 Payment of Fees

A.1.1 Fees are payable in advance of the training provided.

A.1.2 Fees may be paid in installments based upon the year being divided into 4 training period as follows:

<u>Training Period</u>	<u>Duration</u>
January - March	3 months
April - June	3 months
July - August	2 months
September - December	4 months

A.1.3 If fees are paid on an installment basis they are payable in full for the complete period in advance of the training period as stated in the College calendar.

Procedures:

B.1 If the commencement date for students paying on the installment basis falls on a day other than the first day of a training period, then the fees will be calculated as follows:

- i) All complete or partial weeks remaining within the training period at the approved vocational weekly tuition fee rate.
- ii) The Student Union fee will be assessed at the approved semester/training period rate for full-time and part-time students.

B.2 If the student's program is completed on a day other than the last day of the training period, then tuition fees for that training period will be calculated as in B.1 (i) above.

B.3 Students enrolled in programs offered on continuous intake basis and who will be completing their training before the end of a training period will be required to present a signed notice from an appropriate instructor stating the expected program completion date and fees will be charged as in B.1 (i) above. Should the training period be extended upon notice from the instructor, the student must register and pay fees for the period of the extension.

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- B.4 Any overpayment as a result of early completion or termination will be refunded in accordance with 2.2.5 *Tuition Fee Refunds*.
- B.5 Students who are unable to pay their fees on this basis will be advised to contact the Financial Aid Officer for assistance, possibly by the use of the Student Emergency Loan Fund.
- B.6 Part-time students enrolled in a full time program receiving less than 15 hours of training per month will be assessed a fee of one half the current full-time tuition fee rate.
- B.7 The assessment of the late registration fee will be extended to include full-time vocational students. The fee will apply to students who do not abide by the payment procedure as stated in A.2, A.2 and A.3.
- B.8 From time to time some variation to the established procedure will be required to best serve certain groups of students. Such variations to the normal procedure will be established and communicated to the affected program area.

Issue Date:	October 6, 1982	Concerning: Students, Staff and Administration	
Amendment:	(4) September 1998		
Manager Approval:	<i>Original signed by Roy Catherall</i>	Title: Registrar	Date: <i>October 13, 1998</i>
College Approval:	<i>Original signed by Berry Calder</i>	Title: President/CEO	Date: <i>October 13,1998</i>