



## **FEES AND REFUNDS**

**#4-04**

Approved:	February 20, 1992	by: Administrative Council
Revised:	October, 2009	by: Deans' Council
Revised:	January, 2010	
Approved:	February 2010	by: President's Council
Effective:	September, 2010	
Date to be Reviewed:	2015	

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## **POLICY**

**This policy establishes the tuition and related fee responsibilities for North Island College students (international students excluded).**

## **PURPOSE**

North Island College students must pay their tuition and related fees or make approved alternate arrangements, by the published deadlines, to secure their application and/or enrolment at NIC. Tuition and related fees may be waived by the President, Registrar or designate.

### **1. Fees**

#### **1.1 Application Fee**

North Island College will charge program students a one-time non-refundable application fee to be paid in full with application.

#### **1.2 Tuition Fees**

Tuition fees for based funded programs shall be as stated in Schedule 'A' of the Board Bylaws. The college shall publish all other tuition fees, such as those for cost recovery and community education courses and programs.

#### **1.3 Tuition Deposit**

North Island College may require that students pay a non-refundable tuition deposit prior to registration. The College shall apply this tuition deposit

toward student tuition. Tuition deposits will not be required for tuition-free courses or programs.

#### **1.4 Student Society Fee**

In accordance with the *College and Institute Act*, North Island College will collect student society fees and remit them directly to the student society. Students are required to pay student society fees.

#### **1.5 Other Fees and Charges**

North Island College may charge other fees for certain courses, activities and services.

### **2. Tuition and Fee Payment and Refunds**

All fees, except tuition are not refundable. Tuition payment and refund deadlines may vary by course and/or program and shall be as published. Guidelines for refunds shall be available at the Registrar's Office.

Normally, refunds will not be provided after the published deadlines. Students with exceptional medical or compassionate reasons may apply to the Office of the Registrar for special consideration. Written application for special consideration fee refunds must be made to the Office of the Registrar within 30 days of the published fee refund deadline.

### **3. Guidelines**

#### **3.1 Fee Payment Deadline**

Students must pay the balance of their tuition and related fees by the dates published or have a written deferral of fees approved by an administrator in the Office of the Registrar.

#### **3.2 Form of Payment**

Students may pay North Island College fees by cash or any equivalent acceptable to North Island College. Third party payment of fees must comply with the *Freedom of Information and Protection of Privacy Act*.

#### **3.3 Non-Payment of Fees and Charges**

Failure to pay fees by the published deadlines will result in the cancellation of a student's application and/or registration for all terms, unless approved alternate arrangements have been made. North Island College may also withhold or deny services until all outstanding debt to North Island College is resolved.

North Island College may charge a reinstatement fee to students who have not paid the balance of their fees by the deadline and who wish to be reinstated. North Island College cannot guarantee students deregistered for nonpayment of fees a seat in a specific program, course or placement on a waitlist.

Any student submitting an invalid form of payment must honor the payment with seven (7) calendar days of notice or North Island College may cancel the student's application or registration.

### **3.4 Sponsored Students**

Sponsored students are responsible for their financial obligations to North Island College, including tuition and any other applicable fees. Sponsored students must present proof of sponsorship prior to the fee payment deadline to defer payment of fees.

**Cross Reference:**

See also Audit Student Policy #4-06

See also Admission and Registration Policy #4-09

See also Recognition and Prior Learning Policy #4-10

See also Mature Student Status Policy #4-16