

Policy and Procedures Manual



Policy #:	3-01
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Student Fees and Refunds
Effective Date:	May 28, 2018
Revision Date:	December 19, 2018
	February 28, 2019
Approved By:	Board of Directors
Date Approved:	

STUDENT FEES AND REFUNDS POLICY

POLICY STATEMENT

Valemount 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 the College. This policy applies to Class A programs only and complies with the Private Training Act as regulated by the Private Training Institutions Branch.

PURPOSE STATEMENT

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

GUIDELINES

Fees:

Application Fee

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

Tuition Fee

Tuition fees shall be determined annually, and shall be published in the Valemount College Course Calendar, which is available in paper format as well as published online at www.valemountcollege.ca.

Tuition Deposit

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

Other Fees and Charges

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

Refunds:

All fees, except tuition, are non-refundable. Valemount College does not charge for letters of acceptance and may charge up to maximums of \$250 for domestic student application fees, \$1000 for international student application fees and \$250 for student assessment fees. Tuition payment and refund deadlines may vary by course and/or program, and shall be as published. Normally, refunds will not be provided 30 days after the published deadlines except for circumstances listed below. If a refund is due and the student has paid for but has not received textbooks or other course materials, including equipment or uniforms, Valemount College will also refund the fees charged for these items. Students with exceptional medical or compassionate reasons may apply to Valemount College for special consideration. A written application for special consideration fee refunds must be made to Valemount College within 30 days of the published fee refund deadline.

Circumstances for special consideration for refunds

100% Tuition Refund for the following:

- If a student is enrolled in an approved program:
 - without having met the admission requirements, and
 - without having misrepresented his/her knowledge or skills when applying
- If Valemount College does not provide all the work experience hours of a program within 30 days of the contract end date, and the student does not attend the work experience;
- If a notice of withdrawal is received from a student, or an international student delivers a refusal of study permit:
 - no later than seven (7) days after the effective contract date, and before the program start date
 - between the date the contract was signed and the start date of the program, where that period is less than seven (7) days.

Partial Tuition Refund for the following:

- If a student does not attend the first 30% of the program, Valemount College may retain up to 50% of the tuition.
- If a notice of withdrawal is received from a student, or an international student delivers a refusal of study permit:
 - More than seven (7) days after the effective contract date, and at least 30 days before the program start date, Valemount College may retain up to 10% of tuition, up to a maximum of \$1000.00
 - More than seven (7) days after the effective contract date, and less than 30 days before the program start date, Valemount College may retain up to 20% of tuition, up to a maximum of \$1300.00
 - After the program starts, but before 11% of instruction hours have been provided, Valemount College may retain up to 30% of tuition
 - After the program starts, and after 10% but before 30% of instruction hours have been provided, Valemount College may retain up to 50% of tuition.
- If Valemount College delivers notice of dismissal to a student:
 - Before 11% of the instruction hours have been provided, Valemount College may retain up to 30% of tuition.
 - After 10%, but before 30% of the instruction hours have been provided, Valemount College may retain up to 50% of tuition.

Fee Payment Deadline

Full payment is required for programs with a duration of less than 6 months.

For programs longer than 6 months, students must pay the balance of their tuition and related fees by the dates published or have a written deferral of fees approved by Valemount College.

Forms of Payment

Students may pay Valemount College fees by cash or any equivalent acceptable to Valemount College, including third-party payments.

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, unless approved alternate arrangements have been made. Valemount College may also withhold or deny services until all outstanding debt to Valemount College is resolved.

Valemount 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. Valemount College cannot guarantee a

seat in a specific program, course or placement on a waitlist for students de-registered for nonpayment of fees.

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

Sponsored Students

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

REFERENCES:

Student Audit Policy #3-02

Registration Policy #3-03

Mature Student Status Policy #3-04