

LEARNER FINANCIAL ACCOUNTS POLICY

Policy Statement

Learners pay towards the cost of their courses, programs or other services at Bow Valley College through tuition, fees and other payments. They are required to be in good standing with their financial accounts with the College. Where appropriate, learners may also be eligible or entitled to a refund of tuition and other fees; however, refunds may not be in full and be subject to deadlines as the College incurs costs related to enrolling learners and initiating delivery of instruction.

Purpose

This policy provides a framework to ensure that amounts owed by learners to the College are paid and that the processes for payments, overdue accounts and refunds are applied consistently and equitably.

Scope

This policy applies to all Bow Valley College learners and employees.

Principles

1. Responsibilities of the learner: Learners have the responsibility to ensure timely and required payment of all amounts owed to the College related to their courses, programs and studies. Learners are responsible for providing required information and notice to the College on matters related to their accounts, including but not limited to prompt notice of withdrawal from courses.
2. Responsibilities of the College: Bow Valley College has the responsibility to: implement this policy in a fair and equitable manner; ensure processes and transactions related to student accounts are handled in a timely and accurate fashion; and, communicate with learners in a timely and transparent manner.

Definitions

Annual Schedule of Deadlines for Tuition and Fees: The annual schedule of learner deadlines which states when Tuition, Mandatory, Third Party, and other fees are due. The schedule also includes the Drop Deadlines for each trimester term.

Drop Deadline: The last day to drop a credit course or program and receive a 100% refund of Tuition and Mandatory fees (less the Confirmation Deposit). The eligibility for refund of Third Party Fees will be specified in the Annual Schedule of Deadlines for Tuition and Fees.

Fees:

Application Fee: Fee required to apply to applicable College programs.

Confirmation Deposit Fee: Deposit required by some programs of study to confirm that the learner will be attending the program. It is applied as credit toward the learner's tuition fees if the learner attends the program. If the learner cancels registration or does not attend the program, these deposits are non-refundable and non-transferrable to another intake or program and are considered a fee.

Mandatory Fees: Fees specified as "Mandatory Fees" in the Tuition and Fee Policy. These include but are not limited to Materials Fees and Student Services Fees.

Third Party Fees: Learner fees that are collected by the College on behalf of another organization based on enrolment in courses and/or credit load in a term of study. These include but are not limited to Student Association Fees and Student Health and Dental Plan Fees.

Tuition Fees: Fees specified as "Tuition Fees" in the Tuition and Fee Policy as well as learner fees for instruction for other programs and courses.

Other Fees: Any other learner fees, charges, penalties, fines and payments charged by the College. These include but are not limited to Enrolment Services / Office of the Registrar Fees, Library and Learning Commons fines and payments, testing fees, etc.

Learner: A person who is currently registered as a learner at the College whether or not for credit. For the purposes of this document, "learner" shall be used synonymously for applicants, prospective learners, and learners.

Data Sheet

Accountable Officers

Vice President, Enrolment and Learner Services

Responsible Officers

Director, Enrolment Services and Registrar

Relevant Dates

Approved	May 23, 2012
Effective	August 27, 2012
Next Review	May, 2015
Modification History	MARCH, 2009

Associated Policies

- Academic and Performance Standards Required for Continuance in College Programs
- Admissions Policy
- Learner Appeals
- Prior Learning Assessment
- Learner Records and Information
- Transfer Credit Policy
- Grading Policy
- Code of Conduct (for Learners)
- Tuition and Fee Policy