

<b>Title: Tuition and Fees Payment</b>	<b>Number: 4.30.0513.2</b>
<b>Approved by the Board of Governors Date: May 14, 2013</b>	<b>Implementation Date: August 1, 2013</b>
<b>Revised Date: February 21, 2017</b>	
<b>History:  Scheduled Review Date: February 2020</b>	<b>Origin: Registry and Bursar Department</b>

## RATIONALE

Historically, the registration period for students is a defined period, yet the payment for classes varies widely, extending even to the end or beyond the same semester. This policy is designed to ensure the payment for tuition and fees within stated timelines, and to describe consequences and recourse for non-payment or late payment. Except for tuition and fees for which a purchase order is required in advance, the policy applies to payment of student tuition and fees regardless of the source of payment.

## DEFINITIONS

**Paid in full** - *having* made full payment, enrollment in an approved payment plan, or payment by a third party.

**Approved payment plan** - an agreement between the student and the College that covers tuition only. The fees plus 50% of tuition must be paid before a payment plan is approved. Students under the age of eighteen must have a parent's approval of the payment plan.

## POLICY

### Payment of Student Tuition and Fees

The registration process is complete only when students have paid their tuition and fees in full. Payment plans do not apply to payment of fees. Ultimately, it is the student's responsibility to be aware of tuition and payment obligations in accordance with the schedule below:

- For students who pre-register, payments are due two weeks before normal registration.
- For students who register during regular and or late registration, tuition and fees must be paid by the second business day after the add/drop period.
- For students who register for a summer class, payment is due one week before the start of the summer class.

Failure to receive a statement of account does not release a student from financial obligation. Failure to attend class does not constitute a drop, a withdrawal, or an exemption from payment.

### Additional Fees and charges:

Additional charges related to the payment of tuition and fees are:

- Cheques returned by the bank;

- Failure to meet an established payment deadline;
- Reinstatement in a class.

### **Consequences of Nonpayment:**

- Students will be dropped for nonpayment, from all courses where payment in full has not been received in accordance with the payment requirements.
- Students may be reinstated to classes upon full payment of tuition and fees. A reinstatement fee will be charged.
- Students with unpaid balances will not be permitted to register for a subsequent semester until obligations have been met, or payment arrangements have been made.
- The College will withhold the issuance of diplomas, grade reports, enrolment verification letters, and transcripts until all monies due to the College have been paid.

### **PROCEDURES**

- After a student registers, the student goes to the Fiscal Services Department to make payment. Payment can be made by cash, payment plan or by an approved purchase order in the case of the BVI Government or a government agency.
- The Fiscal Services Department prints the student's statement and gives it to the student for their review before payment is made.
- If the statement is correct, the student makes payment in full in accordance with payment schedule. If the statement is incorrect, the student must return to the Registrar's Office to have the statement corrected before payment can be made.
- If the student fails to make payment in full in accordance with the payment schedule, the Fiscal Services Department completes an Accounts Receivable Report (by student and amounts due) by the last day of the regular add/drop period. This report is forwarded to the Registrar's Office so that students can be dropped from any classes for which they are registered.