



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Fees, Payment and Refund - Policy 195

Policy Statement

This policy establishes the fee payment responsibilities for University students.

University students must pay fees or make approved alternate arrangements, by the published deadlines, to secure their application and/or enrolment at the University. Fees may be waived by the President, Registrar or designate.

Related Policy

Tuition and Other Fees

Definitions

Application Fee means a non-refundable sum of money submitted at the time of application which applies to Tuition Fees if the student registers.

Tuition Fee means a sum of money submitted at registration which is refundable under certain circumstances.

University means Pacific Coast University for Workplace Health Science, a corporation established under the Act.

Procedures

Upon application to the University, students are required to pay a non-refundable Application Fee which will apply to Tuition Fees. In the event that the applicant is not admitted, the Application Fee will be forfeited to the University. In the event that a student accepted into the University fails to complete their registration and/or fails to pay Tuition Fees on the date of registration, the Application Fee will be forfeited to the University. An applicant may have the deposit returned if they can demonstrate extenuating circumstances.

Fees not paid by the due date may be subject to an interest charge or late processing fee, or the Registrar may withdraw the student from the course.

Interest charges, convenience fees, banking charges and processing fees are non-refundable and will be deducted from any future fee payments.

If the student's payment is denied by the credit card issuer or if a cheque is returned for insufficient funds or other reason, the student will be charged the related banking fee and/or an insufficient funds penalty as determined by the University. These fees will be charged to the student's account and will be deducted first from any future fee payments prior to such payments being applied against tuition.

At the student's request, the University will refund Tuition Fees minus the Application Fee within the first week of the course start date. A student may have their Tuition Fees returned after this date if they can demonstrate extenuating circumstances such as exceptional medical or compassionate reasons. Written application for special consideration must be made to the Registrar within 30 days of the course start.

In the case of cancellation of a course or program by the University, a full refund of both the Application Fee and Tuition Fee for that course or program will be made to the student.



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The University may charge other fees for certain courses, activities and services.

Any student submitting an invalid form of payment must honour the payment within seven (7) calendar days of notice or the University may cancel the student's application or registration.

The University does not accept cash as a method of payment for tuition or other payments from or on behalf of domestic and international students.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012; June 3, 2019

Revised: June 3, 2019

Responsibility: Registrar

End of Document