

Title	Registration Fee Payment and Refund
Number	E2003
Category	Student Services

1. PURPOSE

To provide a framework for the payment and refund of fees for students enrolled in Regular Studies.

2. DEFINITIONS

Course drop: the student transaction that officially cancels a student's registration in a course and results in a defined amount of fee refund. There is no notation of this transaction on the student's academic transcript.

Course withdrawal: the student transaction that officially cancels a student's registration in a course after the refund period with a "W" notation recorded on the student's academic transcript.

Non-refundable fees: fees for which there is no provision for refund.

Non-transferable fees: fees that cannot be advanced to another payment period.

Scheduled Registration period: the period at the start of registration when students become eligible to access registration based on assigned priority times.

Open Registration period: the period during which eligible registrants can access the registration system during published operating hours. Phase I of the Open Registration period begins after scheduled registration closes and ends on the fee payment due date. Phase II of the Open Registration period begins after the fee payment drop date and ends on the seventh (7th) calendar day after classes begin, as scheduled by the Registrar.

3. POLICY

- 3.1. All students have a responsibility to register during the designated periods and to pay all applicable fees and deposits by the published deadlines.
- 3.2. Students whose fees have not been paid in full or who do not have an approved exemption by the semester fee payment due date for phase I of the Open Registration period will be dropped from all classes.
- 3.3. Fees for registrations in phase II of the Open Registration period are due immediately and will be subject to penalties and interest for delayed payment.

- 3.4. Non-payment of fees after phase II of the Open Registration period begins does not constitute a course drop or withdrawal, nor does failure to attend classes. Students remain liable for all applicable fees.
- 3.5. In order for students to access College services, all fees and outstanding fines must be paid in full.
- 3.6. Overdue student accounts will be sent to a collection agency.
- 3.7. Refunds or partial refunds may be granted for courses officially dropped by posted deadlines.
- 3.8. Appeals may be directed to the Registrar and must include documented evidence of extenuating circumstances.

4. **INQUIRIES**

For inquiries related to the policy, please contact the Registrar and Director, Enrolment Services.

5. **REGULATIONS/PROCEDURES**

[Registration Fee Payment and Refund Regulations](#)

History/Revision	
Origination Date	January 27, 2004
Amendment Dates	November 4, 2014 February 14, 2012 October 20, 2009 May 15, 2007 March 20, 2007 January 27, 2004
Next Review Date	November 4, 2017