

# Registration Fee Payment and Refund

## REGULATIONS

### 1. Registration and Fee Payments

- 1.1. To register in courses in their first semester at the College, International students will pay a deposit as set by the College. A portion of the deposit (commitment fee) will be non-refundable.
- 1.2. The full deposit will be refunded to International students who apply directly from outside Canada if they are refused a visa by Citizenship and Immigration Canada (CIC) if this documentation is received by the 7<sup>th</sup> calendar day after classes begin. Students must submit documentation acceptable to the Registrar in order to receive this refund.
- 1.3. Prior to registration in their second and subsequent semesters at the College, International students will pay a commitment fee that is non-refundable and non-transferable.
- 1.4. Students whose fees have not been received in full or who do not have an approved exemption will be dropped from courses for reasons of non-payment on the posted fee payment drop date.
- 1.5. Phase II of the Open Registration period begins the morning after courses have been dropped for non-payment or academic requirements.
- 1.6. After the closure of the Open Registration period, students may self-register up to the set deadline, but only with the approval of the course instructor. Fee payment is due in full immediately after registering to avoid additional late charges.

### 2. Late Charges

- 2.1. Commencing on the ninth (9<sup>th</sup>) calendar day after classes begin, late charges will be applied to student accounts as follows:
  - a. A late payment charge in an amount set by Financial Services;
  - b. Interest at 1.8% of the outstanding balance owing including the late payment charge.
- 2.2. Interest will be calculated on the ninth (9<sup>th</sup>) day of each subsequent month on amounts remaining outstanding including the late payment charge and interest levied in previous months.
- 2.3. Part or all of outstanding late payment charges and/or interest may be waived under extenuating circumstances.

### 3. Refunds

- 3.1. 100% of LSU and College fees paid will be refunded for all courses officially dropped prior to the registration system closure on the day before the first day of classes, excluding the commitment fee paid by International students.
- 3.2. 100% of LSU fees and 70% of College tuition fees paid will be refunded for all courses officially dropped from the first (1<sup>st</sup>) to the seventh (7<sup>th</sup>) calendar day after classes begin.
- 3.3. No refunds will be provided after the registration system closes on the seventh (7<sup>th</sup>) calendar day after classes begin.
- 3.4. 100% of LSU fees and 70% of College tuition fees paid will be refunded to students who officially drop Section A and B courses prior to registration system closing on the Section A and B fee payment deadline. The deadline will be on a day that is proportional to the end of the course period consistent with the regular semester deadline in 3.1 (as determined by the Registrar).
- 3.5. "W" (withdrawal) notations on transcripts will commence the day following the last day for refunds.