

Standard Number:	<b>3001</b>	Effective Date:	<b>Nov 1, 2021</b>
Standard Title:	<b>Payments and Refunds</b>	Last Updated:	<b>Mar 23, 2022</b>
Standard Category:	<b>Finance</b>	Next Review Date:	<b>March, 2023</b>

## Purpose

This standard is intended to provide framework for fee, payment, and refund transactions.

## Definitions

Program: the complete set of all courses required to achieve a regulated certification, or the collection of courses defined as a program by the College.

Course: one course of the program which is required to achieve a regulated certification, or consideration for completion of College defined program.

Class: one class of a course offered in a program or individual course.

## Statement

Fees for courses at Ridge Meadows College (RMC) are subject to change. As a result, current fee guidelines are published on the RMC website on program pages and in other central locations. Refer to 3001R Payment and Refund Rules for additional detail on transactions.

Fee types include:

- Application fees
- Deposits
- Tuition
- Special fees (activity fees, document fees, book fees, library fees, technology fees, etc.)

## All Programs

Application Fees:

Application fees apply to all programs of one semester (12 credits) or greater in duration.

Deposits:

A deposit holds the applicant's placement in the program and may be made in advance to secure a spot. All courses have a maximum capacity of students to ensure quality instruction. Deposit deadlines vary by the program.

Tuition and Special Fees:

Tuition and special fee payments are due on or before the first day of the semester. If registering for a course after the start of semester, all fees are due in full upon registration.

Late Payments:

Payments made more than 3 business days after the required due date will be subject to a late payment fee as per the college's published fee schedule.

Upon two weeks of non-payment, the college will be entitled to place financial holds or withdraw students from classes as per standard 4005 - Academic Standing.

**Individual Courses**

Application Fees:

Registering for individual (non-program) courses, does not require application fees.

Deposits:

Registering for individual (non-program) courses, does not require deposits.

Tuition and Special Fees:

Tuition and special fee payments for individual courses are due at the time of registration for the course(s).

## Refunds

### Programs

#### *Application Fees:*

Application fees are non-refundable.

#### *Deposits:*

Deposits are 100% refundable upon withdrawal from the program if the withdrawal takes place a minimum of 14 days prior to the start of the semester. Deposits will not be refunded if the request is made later than 14 days before the start of the semester.

#### *Tuition:*

Students who are suspended or expelled from any course or program, are not eligible for a refund.

Tuition refunds are restricted to the terms and conditions within a specific program.

Refunds can take up to 14 days to process.

#### *Special Fees:*

Special fees are generally not eligible for a refund after a semester has begun.

### Individual Courses

Individual courses are subject to different refund standards depending upon the length of the course.

- Tuition is fully refundable for all non-program courses prior to the first class in the course.
- Courses of 2 classes or less that have started are non-refundable.
- Courses longer than 2 classes are refundable when a formal written request is made before the second class.
- If classes are cancelled, at the decision of the College, a full refund will be provided.
- If program and or course times are changed at the decision of the College, registered students will be offered the opportunity to take the course at the new time or receive a full refund.
- There will be no full or partial refunds for unexpected conditions (such as inclement weather) that forces the cancellation of a class. Exceptions may be made for courses that are two courses or less.
- Special fees will not be refunded if the course has begun.

## Related Standards

- 4004 – Course Changes and Withdrawals
- 4005 – Academic Standing

## Related Rules

- 3001R – Payments and Refunds