

Rule Number:	3001R	Effective Date:	Aug 1, 2022
Rule Title:	Payment and Refund Rules	Last Updated:	Sept 5, 2024
Rule Category:	Finance	Next Review Date:	June, 2025

Payment and Refund Rules

For framework regarding payment and refund requirements at Ridge Meadows College, please see Standard 3001: Payments and Refunds.

Fees for RMC's 2024-25 academic year are:

Student Fee Schedule (2023-2024)		
Fee Type	Fee Amount	Description
Non-Credit Courses	Various	Refer to academic calendar or website for current non-credit course rates
Supplies Fee	Various	Added to courses with special technological or supplies requirements
Book Fee	Various	Charged for courses where a textbook is supplied at a cost to the College.
Application Fee	\$30 (domestic) \$100 (international)	Required for all new applications
Technology and Library Fee	\$50 per term (some exceptions for short classes)	Allows access to Learning Management System, Microsoft Office 365 and related benefits and contributes to library catalogue resources.
Graduation Fee	\$60 to attend convocation \$25 if not attending	Applies to students graduating from a program of 12 credits or greater, whether they attend convocation or not.
Transcript Request Fee	\$15 each	Official Transcript – signed and sealed.
Late Payment Fee	\$50	Payable as per Payment and Refund Standard
Payment Plan / CIP Enrollment Fee	\$50	This fee will be charged for every payment plan (usually once per term) requested by the student. CIP enrollment may also be subject to interest of up to 5% of total tuition owing depending on the method of payment.
Student ID Replacement	\$15	If a Student ID replacement is requested, this fee will be charged.
Challenge Test Fee	\$50	If a student requests to write a challenge exam for an eligible course, this fee will apply.
PLAR Fee	\$400	If a student requests a PLAR review to obtain recognition for a specific RMC course as per

		standard 4003 – Prior Learning Assessment and Recognition (PLAR)
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Program Specific Guidelines

Early Childhood Educator Programs

The Early Childhood Educator (ECE) programs offer the following options:

- An ECE-Assistant (ECE-A) program consisting of one course
- An ECE-Certificate (ECE-C) program consisting of 41 credits
- An ECE Diploma (ECE-D) program consisting of 60 credits
- A Post-Basic Special Needs Educator (ECE-SN) program consisting of 22 credits
- A Post-Basic Infant / Toddler Educator (ECE-IT) program consisting of 22 credits

Each course is priced individually. Courses may be completed full time or part time. It is recommended that students in all but the ECE-A program take at least two courses each semester.

Deposit:

There is no deposit for ECE students.

Tuition and Special Fees Payment:

Course tuition is due on or before the first day of the program semester as per Standard 3001 – Payments and Refunds. Check the RMC Academic Calendar for important dates.

Refunds:

Tuition is refundable prior to the add/drop date.

Tuition is transferrable to other courses in the same program prior to the add/drop date.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Educational Assistant Program

The Educational Assistant (EA) program is 30 credits, including practicum orientation seminars and school placements. The program is priced as a whole.

The EA program is a cohort program meaning registered students must take all courses assigned to them in a semester.

Deposit:

A \$1,000 deposit is required for the program.

Payment:

The EA program deposit is due upon registration. No other deposits are required for the program.

Program tuition, less deposit paid, is due on or before the first day of the program semester as per the semester fee schedule. Note: The College offers a Payment Plan and/or Course Installment Program to manage the remaining tuition over ten months through monthly installments. Contact the finance department for more information.

Refund:

EA program deposits are non-refundable after 14 days prior to the first day of the semester or as stated in the letter of acceptance, if provided.

Tuition is refundable prior to the add/drop date, less the non-refundable deposit.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Administrative Office Specialist Program

The Administrative Office Specialist (AOS) program is 16 credits and students may take it full time or part time.

Deposit:

There is no deposit for AOS students.

Payment:

AOS tuition is due on or before the first day of the program semester.

Refund:

Tuition is refundable until the add/drop date, less the non-refundable deposit.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Bookkeeping Professional Program

The Bookkeeping Professional (BKP) program is 16 credits and students may take it full time or part time.

Deposit:

There is no deposit for BKP students.

Payment:

BKP tuition is due on or before the first day of the program semester.

Refund:

Tuition is refundable until the add/drop date, less the non-refundable deposit.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Medical Office Administrator Program

The Medical Office Administrator (MOA) program is 28 credits in length. Students may study full time or part time.

Deposit:

There is no deposit for MOA students.

Payment:

MOA tuition is due on or before the first day of the program semester.

Refund:

Tuition is refundable until the add/drop date, less the non-refundable deposit.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Medical Booking Clerk Program

The Medical Booking Clerk (MBC) program is 7.5 credits in length. Students may study full time or part time.

Deposit:

There is no deposit for MBC students.

Payment:

MBC tuition is due on or before the first day of the program semester.

Refund:

Tuition is refundable until the add/drop date, less the non-refundable deposit.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Community Support Worker Program

The Community Support Worker (CSW) program is 32 credits in length. Students may study full time or part time.

Deposit:

There is no deposit for CSW students.

Payment:

CSW tuition is due on or before the first day of the program semester.

Refund:

Tuition is refundable until the add/drop date, less the non-refundable deposit.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Building Service Workers Program

The Building Service Workers (BSW) Program is an intensive three-week course and is primarily hands-on.

Deposit:

Registering for the BSW program, does not require a deposit.

Payment:

Full tuition for the BSW Program is due at the time of registration.

Refund:

Tuition is fully refundable if the written request is made to the office prior to the first class.

Tuition is partially refundable within 7 calendar days of the first day of the program start. Refund is subject to a \$200 instructional fee.

Tuition is non-refundable after the first 7 calendar days of the program start.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.