

Paying Your Fees

DEPOSITS AND DEADLINES

Confirmation Deposit

Applicants are required to remit a non-refundable confirmation deposit to signify acceptance of an offer of admission to an open intake or limited intake program (see Other Fees for specific amounts).

The confirmation deposit is a non-refundable deposit that is applied against tuition fees owing due to registration. Once a student registers for courses, the confirmation deposit will be applied toward the account balance, thereby reducing the total fees owing for the semester. Should a student choose not to register in courses, the confirmation deposit is forfeited and retained by the university.

If an International applicant is denied a study permit by Citizenship and Immigration Canada (CIC), a request can be made to refund the confirmation deposit. However, this request must be made prior to the start of the semester by submitting the original CIC Study Permit Denial letter and the completed KPU form, *Study Permit Denial Request for Refund*.

Fee Payment Deadline

SEMESTER-BASED OFFERINGS

Fees must be paid each semester on or before the fee payment deadline, which is normally the end of the second week of classes, based on the semester dates. The payment date is published in the Dates & Deadlines section (by semester type) of the Registration Guide. Any fees outstanding after the fee payment deadline will incur an interest penalty of 5% assessed after the fee payment deadline and 2% on the first of each month thereafter. If an outstanding account balance exists at this time, the University reserves the right to forward the account to collections.

In addition to the interest penalty, an accounting hold preventing academic progression will be placed on a student's account. An accounting hold prevents course registration, issuance of enrolment verification, issuance of transcripts, and graduation assessments. The accounting hold will be removed when the outstanding balance, including all penalties, is paid in full.

FIXED-TERM AND CONTINUOUS-INTAKE OFFERINGS

The fee payment dates will be communicated to students registering in a fixed-term offerings upon Admission to the program. Students registering in continuous-intake offerings must pay for one semester of tuition and other fees upon registration.

METHODS OF PAYMENT

In order to increase customer service and reduce lineups it is strongly advised that students use online payment.

See kpu.ca/payments for more information on all methods of payment available.

SCHOLARSHIPS, BURSARIES AND LOANS

Contact Student Awards and Financial Assistance (SAFA) at kpu.ca/awards for further information.

SPONSORED STUDENTS

Contact Accounts Receivable at 604-599-2242 or 604-599-2057 for further information.

REFUNDS AND FEE ADJUSTMENTS

Refunds or adjustments are provided under the conditions stated in **Policy and Procedures FM8, Student Tuition and Fees**.

Refund cheques will normally be mailed within six weeks after eligibility has been determined. The minimum amount refunded will be \$25.00.

All KPU Policies can be viewed at kpu.ca/policies

SEMESTER-BASED OFFERINGS

Students who withdraw prior to the start date of the semester will receive a 100% reduction or refund in fees owing. Students who withdraw during the add/drop period, will receive a 70% reduction or refund in fees owing. Students who withdraw during the late registration period, will receive zero reduction or refund in fees owing. Dates are published in the online Registration Guide.

FIXED-TERM OFFERINGS

Students who withdraw prior to the start date of the fixed-term will receive a 100% reduction or refund in fees owing. Students who withdraw after the start date of the fixed-term but before 15% or less of the term has completed, will receive a 70% reduction or refund in fees owing. Students who withdraw after 15% of the term has completed, will receive zero reduction or refund in fees owing.

CONTINUOUS INTAKE OFFERINGS

Students registered in continuous intake offerings are entitled to a refund or fee reduction under the following schedule:

1. Completion of Studies: students who complete their studies and who have paid in advance will receive a full refund of tuition and Student Association fees for each full week and/or month paid for but not utilized.
2. Withdrawal or Suspension: refunds of tuition and Student Association fees will only be granted for each full month of instruction paid for but not completed. Refunds will not be granted for partial months.

GUIDED STUDY

A student entering into a guided study contract will not be eligible for a refund after the course has begun.

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment fees are non-refundable.