

Colbourne College

FINANCIAL AGREEMENT

- Application is different from Registration.
 - You receive a written acceptance when your application for admission is successful.
 - After acceptance you will be INVOICED for the Registration and Student fee (a holding fee) to secure a place in the programme of your choice.
- (PLEASE DO NOT CONSIDER YOURSELF REGISTERED UNTIL THE NONREFUNDABLE AND NON TRANSFERABLE STUDENT/HOLDING FEE IS FULLY PAID).

CONTRACT AND FEE PAYMENT DUE AT COLBOURNE:

1. APPLICATION

Freshmen Application: NON REFUNDABLE ADMISSION FEE of \$3,000.00 is due upon the return of the Application for Admission Form.

Continuing students: Submit \$1,500.00 reapplication fee with the Reapplication Form and the required Registration and Student Fees.

2. REGISTRATION

Students may only be scheduled and registered for classes after this Agreement is read, and fully completed and signed. To be returned with the nonrefundable student/holding fee.

Annual Registration and Student Fees (commonly called students holding fee).

- Students in Continuing Education Department pays the annual amount of \$7,500.
- All other Students pay the annual amount of \$12,000.
- Student Fees/Holding fees are nonrefundable and non transferrable amounts paid by the student to secure a place for the Academic Period enrolled in. ***Registration is valid from the date paid up to 6 months to the date of the first class of the enrolment period.***

3. ENROLMENT

Students may only receive timetables and scheduled for classes after enrolment. Enrolment involves meeting the required minimum published tuition for the Programme admitted for. Late fee may be applied after published deadlines and while space is still available.

4. ENROLLMENT AGREEMENT

- 4.1. It is understood that the contents of the Student Handbook and subsequent amendments published or electronic copies, for which I agree to fully read and abide by when published and made available online for reading and/or download, constitute a contract between the student/parents/guardians and the college, in addition to the details of this agreement. This contract is enforceable whether or not you read. If there is anything you are unclear about please ask the admission representative for assistance.

- 4.2. I agree to pay the application, registration and student fee and tuition as set forth in the agreement for the academic year in which I seek entry, at the time the contract is delivered to the college. I understand that the admission, registration and student fees are not refundable and that the refund of the tuition is subjected to the terms laid out in this agreement.
- 4.3. I understand that if I have delinquent account that I will be refused all services and certification unless others provided with special permission granted in writing by the Account Manager.
- 4.4. I agree to cooperate with and support the college's Mission and Philosophy statements.
- 4.5. I will keep the college administration informed of any changes in address, email, phone numbers or family status that will affect the enrollment and satisfactory completion of college.
- 4.6. **I understand that this contract is for the full academic year and it will not be pro-rated.** If I withdraw for any reason, I agree to pay the full annual tuition rate. The payment is due at the time of the withdrawal and includes reasons such as voluntary withdrawal or expulsion for disciplinary reasons, or non-payment of tuition and/or fees. I understand that resulting from my failure to pay the required annual tuition as scheduled, that I will be required to pay; in addition to the tuition and fees owing, any and all other costs involved in the collection or resolution of this matter, including but not limited to all attorney's fees and court fees.
- 4.7. I understand that the college is legally allowed to refuse to release transcripts of a graduated student who owes the college money for that student (i.e. tuition, fees, school equipment, etc). Final exams will be withheld until all financial obligations due to the college are paid in full.
- 4.8. **ACCEPTABLE BEHAVIOR:** Students are required to respect the facilities and property of the college and others. Academic dishonesty (plagiarism), morally destructive behaviors; drugs, tobacco or alcohol use, and homosexuality, are not acceptable. Applicants unable to comply with the standards of the college will not be accepted. Students failing to observe the rules and standards in place will be dismissed. Colbourne College's admission procedures are fair and non discriminatory. Applicants who meet the academic and character requirements of the college and are willing to cooperate and uphold the standards of the institution will be accepted.
- 4.9. **ACADEMIC STANDARD:** Standards of Satisfactory Academic Progress
- *Students must show satisfactory academic progress according to the following criteria:*
 - a. Evaluations of all academic progress will take place at the end of each semester. Students must successfully complete 55% of all credits attempted at the first evaluation point and 60% of all credits attempted thereafter.
 - b. Students must have earned the indicated minimum grade point average at the evaluation points in their programs. Students whose cumulative GPA is below that required for the successful completion of their programs (2.0 for undergraduates) will be placed on academic probation unless mitigating circumstances apply. Students whose GPA fall below 1.75 for two consecutive semesters will be placed on academic probation.
 - c. Students whose GPA fall below 1.75 on the third consecutive attempt will be discontinued. This student will not be able to re-apply until after one (1) year.
- 4.10. **WITHDRAWAL INFORMATION:** It is the responsibility of the student to inform the Campus Registrar in writing that he/she wishes to withdraw from the college. Any refunds that may be due to the student are governed by the refund policies described below. Any refunds due to a

student will be made within thirty calendar days of the student's official withdrawal date on the refund policy. Students are required to pay according to the payment schedule; however, if there are any delays in the payment of the fees, a deferred payment agreement has to be signed. If payment is not made on time, interest at the rate of up to 2% per calendar day is added to the balance outstanding.

5. COLBOURNE REFUND POLICY

The following policy applies to all Colbourne students effective January 2011. Students who officially withdraw will be eligible to receive a refund of tuition and fees only according to the following schedule. The application, and student fees/holding fees excepted.

TIME FRAME	REFUND AMOUNT
1. After you have signed the enrolment agreement but before <u>day 1 of the new college semester:</u>	90% of the annual tuition
2. In Week One of the Semester	50% of the annual tuition
3. In Week Two of the Semester	40% of the annual tuition
4. In Week Three of the Semester	0% of the annual tuition

All Refund requests must be received in writing before

- **the start of the third week of the semester.**

Refund Requests are accepted on the official college Refund Request Forms available in the Student Office, through an email request or from the DocuCentre on the students page of the college's website.

- **The refund is calculated on the date the written request is received.**
- Absolutely no refunds are granted after week two of the official commencement of the college semester.
- Please note that the refunded amount is a percentage of the amount on the enrolment agreement (total tuition for your enrolled programme for the year).

6. ACCEPTANCE OF THE FINANCIAL AGREEMENT AND TERMS OF REGISTRATION

- 6.1. **I agree to abide by the conditions of this enrollment and attendance listed above and all other published rules and regulations in the Student Handbook in printed or electronic forms that the college supply .** The payments of the required fees and Tuition is a clear indication of my acceptance of all terms of admission and enrolment including withdrawal and refund conditions as are described in agreement # 11 on this page.

REGISTRATION AND FINANCIAL AGREEMENT

TO BE PRINTED, SIGNED AND RETURNED TO COLBOURNE COLLEGE BEFORE YOU CAN BE REGISTERED.

I, the undersigned student/parent/guardian/financier, request enrollment of the above named student into Colbourne College. In consideration of such enrollment, I agree to abide by the conditions of the Financial Policy for this and all other academic years covering my/his/her tenure at Colbourne College. I agree to read and act on all college correspondences directed to my/our attention whether delivered by email, enotice board, notice board, or by the student.

1. I AGREE TO PAY TUITION AS FOLLOWS: (please tick the method of payment you are using.)

_____ Pay per course in the full amount of \$ _____ before _____ 20__

_____ Semester payments to the amount of \$ _____ before _____ 20__

_____ Three payments to the amount of \$ _____ before _____ 20__

_____ Pay in full for year to the amount of \$ _____ before _____ 20__

2. I, the authorised student/parent/guardian/financier, request enrollment of the named student into Colbourne College for the academic year. In consideration of such enrollment, I understand that the college and its faculty and administration will, to the best of their ability, provide a programme of studies that will meet the educational need of the named student.

3. This contract is entered into on this day _____ of the year _____ with knowledge of the Refund Policy. Any request for a Tuition Refund on my part must be received by the Office in writing before the start of the third week of the semester. Hence, the final date for Refund Requests for this semester is _____.

Student (Name) Student (Signature) Date

Parent/ Guardian (Name) Parent/ Guardian (Signature) Date

Financier (Name) Financier (Signature) Date

Colbourne Staff Date

FOR OFFICE USE ONLY

Application Fee :

\$ _____

Receipt Number () Bank Branch () Date ()

Student Fee/Holding Fee:

\$ _____

Receipt Number () Bank Branch () Date ()