
Due Date Standard for Tuition and Other Student Fees

PURPOSE

To provide transparency regarding the rules applied in determining due dates for confirmation deposits.

SCOPE AND LIMITATIONS

This standard applied only to confirmation deposits charged under the authority of *Tuition and Other Student Fees (2323)*.

1.0 DEFINITIONS *(if applicable)*

Refer to definitions applicable to *Tuition and Other Student Fees (2323)*.

2.0 IMPLEMENTATION

2.1 Due Dates for Confirmation Deposits

For **domestic** students applying to programs having a start in the following term, the due date for confirmation deposits shall be:

Fall	Winter	Spring
Fourteen (14) days following letters of acceptance issued on or before the second Friday in June.	Fourteen (14) days following letters of acceptance issued on or before the second Friday in October.	Fourteen (14) days following letters of acceptance issued on or before the second Friday in February.
Seven (7) days following letters of acceptance issued after the second Friday in June but on or before the second Friday in August.	Seven (7) days following letters of acceptance issued after the second Friday in October but on or before the second Friday in December.	Seven (7) days following letters of acceptance issued after the second Friday in February but on or before the last Friday in March.
Three (3) days following letters of acceptance issued after the second Friday in August.	Three (3) days following letters of acceptance issued after the second Friday in December.	Three (3) days following letters of acceptance issued after the last Friday in March.

For **international** students applying to programs having a start in the following term, the due date for confirmation deposits shall be:

Fall	Winter	Spring
Payment One (I) , fourteen (14) days following letters of acceptance issued on or before the last Friday in May.	Payment One (I) , fourteen (14) days following letters of acceptance issued on or before the last Friday in September.	Payment One (I) , fourteen (14) days following letters of acceptance issued on or before the last Friday in January.
Payment One (I) , seven (7) days following letters of acceptance issued after the last Friday in May but on or before the second Friday in June.	Payment One (I) , seven (7) days following letters of acceptance issued after the last Friday in September but on or before the second Friday in October.	Payment One (I) , seven (7) days following letters of acceptance issued after the last Friday in January but on or before the second Friday in February.
Payment Two (II) , the last Friday in June where letters of acceptance are issued on or before the second Friday in June.	Payment Two (II) , the last Friday in October where letters of acceptance are issued on or before the second Friday in October.	Payment Two (II) , the last Friday in February where letters of acceptance are issued on or before the second Friday in February.
Payments I and II , fourteen (14) days following letters of acceptance issued after the second Friday in June but on or before the second Friday in August.	Payments I and II , fourteen (14) days following letters of acceptance issued after the second Friday in October but on or before the second Friday in December.	Payments I and II , fourteen (14) days following letters of acceptance issued after the second Friday in February but on or before the last Friday in March.
Payments I and II , three (3) days following letters of acceptance issued after the second Friday in August.	Payments I and II , three (3) days following letters of acceptance issued after the second Friday in December.	Payments I and II , three (3) days following letters of acceptance issued after the last Friday in March.

2.2 Non-compliance with Due Dates for Confirmation Deposits

Applicants not complying with Due Dates for Confirmation Deposits shall be withdrawn from the Registration (and/or Enrolment) process of the College on a timely basis.

2.3 Eligibility for Reinstatement

2.3.1 Both domestic and international Applicants having been withdrawn due to non-compliance with Due Dates for Confirmation Deposits may be eligible for reinstatement to the Registration (and/or Enrolment) process only after:

- 2.3.1.1 The second Friday in June (Fall term).
- 2.3.1.2 The second Friday in October (Winter term).
- 2.3.1.3 The second Friday in February (Spring term).

2.3.2 *At the discretion of the College*, Applicants having been withdrawn from Registration (and/or Enrolment) processes due to non-compliance with Due Dates for Confirmation Deposits may be reinstated subject to the following confirmations:

2.3.2.1 That the Applicant has a valid study permit (*applicable to international Applicants only*).

2.3.2.2 That there is capacity within the Applicant's first or second choice of Academic Program within which they may be accommodated for Registration (and/or Enrolment).

2.3.2.3 That the College has received applicable Confirmation Deposits subject to the following timelines:

Fall	Winter	Spring
Seven (7) days following letters of reinstatement issued after the second Friday in June but on or before the second Friday in August.	Seven (7) days following letters of reinstatement issued after the second Friday in October but on or before the second Friday in December.	Seven (7) days following letters of reinstatement issued after the second Friday in January but on or before the last Friday in March.
Three (3) days following letters of reinstatement issued after the second Friday in August.	Three (3) days following letters of reinstatement issued after the second Friday in December.	Three (3) days following letters of reinstatement issued after the last Friday in March.

2.4 Non-compliance with Due Dates for Reinstatement

Applicants not complying with Due Dates related to their letters of reinstatement shall remain withdrawn/be withdrawn from the Registration (and/or Enrolment) process of the College on a timely basis.

2.5 Due Dates for Tuition and Other Compulsory Fees, and Mandatory Fees

2.5.1 Policy Supersedes

Unless otherwise specified by policy, the following shall be used to determine due dates for Tuition and Other Compulsory Fees, and Mandatory Fees.

2.5.2 For programs of 30-40 weeks starting normally in Fall and Winter, Tuition, Supplementary International Fees and Technology and Learning Resource Fee shall be charged and due in equal instalments in each of the Fall and Winter terms of an Academic Year. Payment Due Date is the end of business on Friday of the first week of classes. Calendar dates corresponding to the payment due dates for each academic term shall be specified in the Academic Calendar of events of the College on an annual basis.

2.5.3 For programs of 30-40 weeks starting normally in Spring or Summer, Tuition, Supplementary International Fees and Technology and Learning Resource Fee shall be charged and due in pursuant to a schedule published by the Registrar. Payment Due Date is the end of business on Friday of the first week of classes. Students shall be informed of such schedules on enrollment.

- 2.5.4 For programs with a duration which falls outside the standard range, Tuition, Supplementary International Fees and Technology and Learning Resource Fee shall be charged and due as follows:
- 2.5.4.1 For programs having duration of less than 30 weeks, by end of business on Friday of the first week of classes.
- 2.5.4.2 For programs having duration greater than 40 weeks, amounts related to the first 30-40 weeks shall be due pursuant to 2.10.1. Amounts related to subsequent weeks shall be due prior to end of business on Friday of the 41st week of the program.
- 2.5.5 Payment Due Dates for Part-Time Students shall be the same as those for Full-Time Students.

2.6 Other Matters

2.6.1 Measurement

Unless otherwise specified, all references to 'days' shall be measured in 'calendar days'.

2.6.2 Date Letters of Acceptance Issued

Notification shall be deemed to be the earliest of:

- The documented date on which an electronic communication is sent to the student's last known electronic contact information.
- The date on which communication is posted via regular, public mail service to the student's last known mailing address.

2.6.3 Interpretation

For interpretation and clarification of this document, please contact the Director of Finance (FinanceHelp@Nbcc.ca) or VPFinance&Admin@nbcc.ca .

3.0 OTHER RELATED DOCUMENTS

Tuition and Other Student Fees (2323).