

## Fees and Refunds Policy

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<b>Policy Name</b>	Fees and Refunds	<b>Approved By</b>	Board of Directors
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<b>Policy Lead</b>	Chief Financial Officer	<b>Revision History</b>	
<b>Department</b>	Finance		

### Policy Purpose

This policy details the framework MaKami College (the “College”) uses for tuition, fees and deadlines, along with fee refunds or adjustments. It also provides the basis for timely payment of tuition, fees, as well as fee adjustments or refunds.

### Definitions

- **Tuition:** the fees that the College charges for delivering the agreed upon learning outcomes to a student enrolled in a program.
- **Books and supplies:** any materials needed for the program including, but not limited to computer hardware devices, student uniforms, course learning materials and course equipment and/or supplies.

### Scope

This policy applies to all College students.

### Policy Details

To enrol in a College program, students pay fees in the form of tuition or other related services by established deadlines. If students meet the withdrawal deadline or when otherwise applicable, fee adjustments, penalties or refunds may be applied.

#### 1.0 Fees

1.1 Students are responsible for paying fees in effect within 30 days of their program registration date.

1.1.1 Payment plans may be arranged on a case by case basis by the Finance Department.

1.2 These fees

1.2.1 Consist of tuition, books and supplies.

1.2.2 May include an application fee, exam fee or any other associated fees.

- 1.2.3 Are outlined in the Enrolment Contract.
- 1.2.4 Are subject to approval by the College.
- 1.2.5 May change.
- 1.3 Non-payment of fees may result in the College removing the student from the program.
- 1.4 Partial or non-payment of fees may result in the College withholding transcripts and certifications for academic work completed by the student.
- 1.5 Partial or non-payment of fees may result in the College engaging collections agencies and/or legal firms for collection.
- 1.6 Interest calculated at five percent (5%) per annum shall apply to all late payments.

## 2.0 Refunds or Adjustments

- 2.1 Refunds will be provided according to the deadlines and terms specified in the Enrolment Contract.
  - 2.1.1 Students are responsible for formally withdrawing from any program they choose not to complete. Withdrawal deadlines are outlined in the College's Enrolment Contract.
  - 2.1.2 Students who withdraw from their program before the stated deadlines, or any other applicable deadlines, may qualify for fee refunds.
  - 2.1.3 Refunds due to extenuating circumstances or compassionate reasons will be considered on an individual basis.
- 2.2 Refunds or adjustments will be provided in situations where students are offered awards, have overpaid for their program or are granted assistance due to financial hardship.
  - 2.2.1 Students that overpay for the program, independent from financial awards, will be refunded at the earliest discretion of the College.
  - 2.2.2 Students that are entitled to a refund due to the application of a financial award, will be refunded at the earliest discretion of the College based on the terms and conditions of the award.
  - 2.2.3 Students that apply and are approved for financial hardship assistance will be awarded funds at the earliest discretion of the College.

Decisions made about assessments, payments, refunds, or any other fee covered in this policy are not subject to appeal.

### Relevant Documents or Legislation

- Fee Payments and Refund Procedure