

Policy Title: Late Payment Policy

Approved by: Campus Director

Executive(s) Responsible: Associate Director, Student Services/Registrar

Administrator(s) Responsible: Enrolment Services and Registration Officer, and Financial Aid Officer

Revision Date: Aug 22, 2023

Effective Date: May 5, 2023

Next Review Date: May 5, 2024

Institution Number: 4119

Background & Scope

Students are required to pay all tuition and other fees due to the institution by the required due dates as stipulated in the enrolment contract. In the event of overdue payments, the institution will take reasonable steps to notify the individual concerned; however, it is the student's responsibility to ensure that all payments are made on or before the payment due date. Such notification shall state the consequences of non-payment.

This policy is applicable to all current students and/or prospective students of CCTB.

Purpose of the Policy

This policy outlines the consequences of non-payment/late payment for CCTB students. Students are provided with a copy of this policy alongside the *Student Dismissal Policy*, *Student Code of Conduct Policy*, *Tuition Refund Policy*, and *Tuition Payment Policy* prior to the start date of their program.

Policy Statement

1. Consequences of Non-Payment

1.1. Initial Warnings

Students with overdue tuition or ancillary fee payments will receive two warning emails from the Student Finance Department. These warning emails will be scheduled 1 calendar day after the deadline has passed and 10 calendar days after the deadline has passed.

These warnings will be recorded and placed in the student file.

1.2 Final Payment Warning

Students who fail to provide a response to any of the two initial warnings will be given a final payment deadline which is 10 business days after the initial payment deadline.

1.3 Suspension Notice and Removal from Class

If the outstanding balance has not been paid before the final payment warning, or if the student fails to provide a response to the initial warnings, a suspension notice will be published by the Student Finance Department alerting the Academic Department and the Office of the Registrar with the student's academic suspension due to outstanding fees.

This suspension notice will be published 14 calendar days after the initial payment deadline.

During the period of suspension, Canvas LMS access will be revoked for the student, and the student will not be allowed to enter the class. In addition, any missed assessment during their absence period will be deemed as failed and awarded a score of "0".

The student will also not be granted access to student resources, events, and activities. Enrolment documents may only be issued to students once the outstanding balance has been cleared.

1.4. Dismissal

Failing to clear the outstanding balance within thirty (30) calendar days may result in dismissal from the college as a breach of the Student Code of Conduct.

2. Special Cases

2.1. StudentAid BC – Domestic Students

Domestic students with StudentAid BC (SABC) financial support must contact the Financial Aid Officer (or designate) to revise payment deadlines according to SABC disbursement dates.

2.2. Students in Scheduled Academic Breaks/Pre-Placement Academic Breaks

Students with outstanding fees during Academic Breaks/Pre-Placement Breaks will follow the same process as *1. Consequences of Non-Payment*. Students with outstanding balances will not be allowed to participate in Work Placement.

2.3. Course Retake Fees

The deadline to pay course retake fees is on the first day of the course. Students with outstanding Course Retake Fees will follow the same process as *1. Consequences of Non-Payment*.

Related Policies

Policy Name	Policy Number
Student Dismissal Policy	
Student Code of Conduct	
Work Experience Policy	

Document History

Date	Approval/Review/Key Change(s)