

Centre for Christian Studies Guidelines for Collecting Fees for Theme/Integrating Year



REVIEWED MARCH 08
REVIEWED APRIL 06, AMENDED APRIL 27/04,
APPROVED BY THE FINANCE COMMITTEE, SEPTEMBER 18, 2002

Fees Determined

Fees for the year will be determined by Finance Committee and reported to the Central Council for information and approved by Central Council in adoption of the budget.

Bursaries Determined

Student bursaries will be determined and then designated as a credit to the student's account.

Statement

A statement for the year will be sent to the student, informing them of their bursary award and the credit on their account. See Appendix A for example.

Payment Plan

The balance owing will be payable through two methods:

- a) Upon receipt of statement (with a due date of September 1).
- b) In three installments

September 1	Administration fee & 1/3 of remainder
January 1	1/3
April 1	1/3

See Appendix B for example.

Student Withdrawal

If a student should withdraw from the program or change status (from full time to part time) then the fees owing will be reassessed based on the amount of the program which the student has not attended. At the same time any CCS bursary received will be reassessed.

Accommodation Policy

Students are required to pay their own accommodation costs when at Learning Circles. They should pay the Residence directly.

Travel Policy

Travel for all aspects of the Centre for Christian Studies program will be the financial responsibility of each student. However, travel costs to attend a Learning Circle will be determined under the Student Travel Pool Policy. The travel pool will be a simple averaging of expenses for travel. (see Student Travel Pool Policy)

Income Tax Forms

Students will receive T2202As by February 28th covering the tuition fees paid during the previous year. ~~Administration and readings fees~~ cannot be included by government regulations. CCS will provide appropriate forms to the students regarding the bursaries awarded.

Outside Bursaries

Occasionally students are awarded bursaries from outside CCS sources that are sent directly to CCS. These bursaries are generally meant to cover program costs. However, sometimes the bursary arrives after students have paid tuition or exceeds tuition. In these cases, CCS will then send a cheque for the remainder to the student in question.

Payment Concerns

The Centre for Christian Studies is always prepared to be in dialogue with students around the paying of their fees. Every effort is made to find a manageable solution to ensure that fees will be paid by the end of the school year so that students may continue with their studies. Unfortunately, a student in arrears will not be allowed to proceed to the next year. If a student has a problem, they should contact the Office Administrator/Registrar.

Fees for Leadership Development Module will be billed separately.

Example of Statement

Appendix A

Jane Doe's Account

Bursary Credit		\$1,000.00
Fees Owing		
Administration	\$500.00	
Readings Fee	\$325.00	
Tuition Fee	\$3,275.00	
Total	\$4,100.00	\$4,100.00
Balance		\$3,100.00

Example of Payment Plan

Appendix B

Which for example, using the above amount,

September 1	\$500 administration fee plus \$866	\$1,366.00
January 1		\$867.00
April 1		\$867.00