

Centre for Christian Studies Guidelines for Collecting Program Fees

Policy

Fees Determined

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

Fee Payment

Students in the Leadership Development Module will pay fees as outlined in their application package and/or acceptance letters. Certificate and Diploma programs are expected to pay all fees when due as posted on the CCS website. A student in arrears will not be allowed to proceed to the next year or to graduate from CCS.

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. Students may opt to organize a Student Travel Pool to share travel costs.

Arrears and repayments policy

A student in arrears at the conclusion of the LDM, Theme Year or Reflection Year will not be allowed to proceed to the next year.

A Certificate student in arrears at the conclusion of the LDM or the Certificate Year(s) will not receive a certificate and their transcript will indicate an "incomplete". A Diploma student in arrears at the conclusion of the Integrating Year will not be allowed to graduate and their transcript will indicate an "incomplete". If the student is a candidate for ministry, the denomination will be informed of the student's status. At least one additional notice of payment owing will be communicated to the former student if necessary.

If after a period of one year, fees owing are still outstanding, the CCS will notify the former student that their file is closed and that the CCS is unable to issue a transcript until full payment is received.

In the cases cited above, when payment has been made the Certificate or Diploma and complete transcript will be issued.

CCS may employ the services of a professional collection agency if the situation warrants.

Student Withdrawal Policy

1) Leadership Development Module

Should a student accepted into the Leadership Development Module (LDM), either for continuing education or for the Certificate or Diploma program, withdraw, within four weeks of the Leadership Development Module beginning and up to the week prior to the course, they will be assessed a fee established by the Finance Committee plus the cost of the readings package. Any tuition paid in excess of this will be refunded and any allocated CCS bursary must be returned to CCS.

Students withdrawing prior to the 4 week deadline will be assessed a fee established by the Finance Committee plus the cost of the readings package if it is not returned. Normally, no tuition will be returned if a student withdraws one week prior to the beginning of the LDM and any CCS bursary granted will be prorated.

2) Theme Year

A student who has indicated their intention to enter a Theme Year is considered registered in that Theme Year unless they indicate a change in student status or withdraw prior to September 1.

a) Normally, a Theme Year student withdrawing from the program after September 1 and prior to the first day of the Fall Learning Circle, will be assessed a fee established by the Finance Committee plus the cost of the reading package for the Fall Learning Circle. Any tuition paid in excess of this amount will be refunded. Any CCS bursary granted to the student will be prorated.

b) Normally, a Theme Year student changing their student status to Inactive or Reflection after September 1 and prior to the first day of the Fall Learning Circle, will be assessed a fee established by the Finance Committee plus the cost of the reading package for the Fall Learning Circle. Any tuition paid in excess of this amount will be refunded after the fee required for the change in status is paid. Any CCS bursary granted to the student will be prorated.

c) If a Theme Year student should withdraw from the program or change status after the beginning of the first day of the Fall Learning Circle, then fees owing OR the tuition to be returned will be assessed based on the amount of the program which the student has completed. Any CCS bursary granted will be prorated.

3) Integrating Year

A student who has indicated their intention to enter the Integrating Year is considered registered in the Integrating Year unless they indicate a change in student status or withdraw prior to August 15.

a) Normally, an Integrating Year student withdrawing from the program after August 15 and prior to the first day of the Fall Learning Circle, will be assessed a fee established by the Finance Committee plus the cost of the reading package for the Fall Learning Circle. Any tuition paid in excess of this amount will be refunded. Any CCS bursary granted to the student will be prorated.

b) Normally, an Integrating Year student changing their student status to Inactive or Reflection after August 15 and prior to the first day of the Fall Learning Circle, will be assessed a fee established by the Finance Committee plus the cost of the reading package for the Fall Learning Circle. Any tuition paid in excess of this amount will be refunded after the fee required for the change in status is paid. Any CCS bursary granted to the student will be prorated.

c) If an Integrating Year student should withdraw from the program or change status after the beginning of the first day of the Fall Learning Circle, then fees owing OR the tuition to be returned will be assessed based on the amount of the program which the student has completed. Any CCS bursary granted will be prorated.

4) Reflection Year

A student who has indicated their intention to enter a Reflection Year is considered registered in that Reflection Year unless they indicate a change in student status or withdraw prior to September 1.

- a) Normally, a Reflection Year student withdrawing from the program after September 1 and prior to October 15, will be assessed a fee of established by the Finance Committee. Any tuition paid in excess of this amount will be refunded. Any CCS bursary granted to the student will be prorated.
- b) Normally, a Reflection Year student changing their student status to Inactive after September 1 and prior to October 15, will be assessed a fee of established by the Finance Committee. Any tuition paid in excess of this amount will be refunded after the fee required for the change in status is paid. Any CCS bursary granted to the student will be prorated.
- c) Normally, if a Reflection Year student withdraws from the program or changes status after October 15, no tuition will be returned to the student. Any CCS bursary granted will be prorated. If the student changes status from Reflection Year into a Theme Year or Integrating Year after bursaries have been distributed for the year, no additional tuition bursary assistance will be available to that student.

5) Program Withdrawal

When a student withdraws from the program, fee reimbursement (if any), the fees still owing (if any), and the bursary repayment (if any) will be communicated to the student in writing. Where money is owed to the student, the CCS will issue a cheque and where money is owing to the CCS, the former student is expected to make payment. At least one additional notice of payment owing will be communicated to the former student if necessary.

If after a period of one year, fees or bursary owing are still outstanding, the CCS will notify the former student that their file is closed and that the CCS is unable to issue a transcript until payment is received.

In the case cited above, when payment has been made the transcript will be issued.

CCS may employ the services of a professional collection agency if the situation warrants.

6) Audit Students

Tuition fees for auditing the LDM are the same as taking it for credit. Fees for auditing Theme Year Learning Circles are the tuition for the LDM. Withdrawal fees will be as indicated above for credit students. No bursary funds are available to audit students from CCS Bursary Funds.

Protocols

1. Bursaries Determined

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

2. Statement

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

3. Bursary Repayment

If a student should change status any bursary that has been awarded will be reassessed. By policy, a bursary given to a student would never exceed the tuition portion of the fees required for the student's program of study and this policy extends to a change in status and tuition required.

Normally, the bursary reassessment will be based on the ratio of the original bursary granted to the tuition due. The ratio of tuition to bursary would remain consistent in the reassessment.

4. Payment Plan

The balance owing will be payable through two methods:

a) Upon receipt of statement due on the date announced to students, normally in early September.

OR

b) in two installments (September Administration Fee and one half tuition; February second half of tuition) due on the dates announced to students, normally Administration Fee and one half tuition in early September, and second half due in early February.

5. Income Tax Forms

Students will receive T2202As by February 28th covering the tuition fees paid during the previous year. CCS will provide appropriate forms to the students regarding the bursaries awarded.

6. 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. No tax receipts are issued by CCS for bursaries from outside sources.