

FEES AND FINANCIAL INFORMATION

The payment of all fees and deposits is mandatory. Lethbridge College Board of Governors reserves the right to change fees and deposits when necessary and without notice. Students enrolled in all terms pay tuition, Technology Infrastructure Fee, and the Athletics Fee. In addition, Students' Association fees, including student health and dental insurance and Legal plan, are set by the Students' Association and are collected by the College on their behalf.

Where Can I Pay My Fees?

You can make payments 24 hours a day, 365 days a year through the Lethbridge College website. Online payments include domestic bank payment options, as well as by credit card.

Learners provided with a user name and password will have access to our Internet portal for payments and to view their account status. T2202 tax forms are also provided via the portal. **Effective January 2019, the Canada Revenue Agency requires collection of the Social Insurance Number for the issuance of the T2202 tax form.**

Payments for all tuition and fees can be made on-line through the college's website or in the Finance office and/or the Registrar's office. Tuition payments made by credit card can only be made online, and there is a convenience fee charged for this service. For all other payments, the Finance office is open 8:30 a.m. to 4:30 p.m. Monday through Friday. It is located on the second floor of the Centre Core, Room CE2310. The Registrar's office is open 8 a.m. to 4:30 p.m. Monday through Friday and is located on the main floor, adjacent to the Centre Core, Room PA1130.

When Do I Need to Pay My Tuition and Fees?

All fees are due and payable, by the last day of the add/drop period. The 2022-2023 fees are due for the following terms:

Term	Due Date
Summer I Term (July - August)	July 6, 2022
Fall Term (September - December)	September 14, 2022
Winter Term (January - April)	January 12, 2023
Spring & Summer II Term (May - June)	May 10, 2023

- Course changes made after the fee payment dates may result in additional fees. These additional fees must be paid at the time the course changes are made. Resulting credit balances may be retained "on account" or a request may be submitted for subsequent refund to the student and/or sponsor.

Non-payment of fees, if appropriate arrangements have not been confirmed with Accounting Services by the due date, will result in the student's registration being cancelled.

It should be noted that non-attendance of classes does not constitute automatic withdrawal. Students must submit a completed Add/Drop form to the Registration Office if they will not be attending classes for which they have been registered.

Students who have applied for and received confirmation that they will be receiving student loans will normally have fees deducted for the current term. Loan borrowers have the option of bringing loan documents

to the Financial Aid Office and requesting that both terms' tuition and fees be remitted during the first term. Sponsored students and those applying for a student loan are responsible for making payments or appropriate arrangements with Accounting Services if their sponsorship/loan has not been approved by the due date. Any resulting refunds from payments received through the student loan appropriation will normally be forwarded directly to the loan provider.

General Regulations Governing Payment of Fees

Final confirmation of acceptance will be contingent upon receipt of the required tuition fee deposit or sponsorship confirmation and the signed Offer of Admission within the dates specified in the Offer. All fees are due and payable in full, or arrangements made with Accounting Services, on or before the dates defined in the academic calendar.

Students who have not paid their fees or made arrangements with Accounting Services for payment of fees in full, by the scheduled dates will have their registrations cancelled from programs and all courses in which they are currently registered.

Students with outstanding indebtedness to Lethbridge College are placed on Financial Hold and all transcripts, marks statements, parchments, and Student I.D. cards are withheld. In addition to collection procedures, this will restrict access to the College in the future. The Accounting Services Department should be contacted immediately to resolve any outstanding obligations. Issuance of "NSF" cheques will result in the student not being able to pay with a cheque in the future.

Subsequent to initial registration in various courses, the College does permit a restricted time period for the student to adjust their course load by making such changes through the Registrar's Office no later than the end of Add/Drop Period.

Changes made will, in all probability, result in an adjustment to the financial fee obligation. Responsibility for the changes in fee amounts will be handled as follows:

- Tuition fee deposits may be transferred from one program/course to another or from one term to another at the written request of the applicant, subject to entrance requirements being met and availability of space at the time of reactivation. Such transfers are restricted to programs designated as "credit" and scheduled for delivery within the same academic year.
- All financial obligations must be settled before a parchment, scholarship, medal, prize or grades can be awarded or issued. Students unable to meet fee obligations while awaiting a loan or grant assistance must make arrangements with Accounting Services prior to the fee due date and before attending any classes. Sponsored students must check with their sponsoring agency to ensure which fees or portion of fees would not be covered. It is the student's responsibility to ensure payment, by the posted dates, of any fees not covered by the sponsoring agency.

Note: Additional fees must be paid at the time the course changes are made. Resulting credit balances may be retained on account or a request may be submitted for subsequent refund to the student and/or the sponsor.

Refunds, Individual Course Drops & Program Withdrawal Timeline Information

Please check online for updated information regarding timeline periods for individual course drops, program withdrawal and refund of fees.

Policies

Policies are a guide to organizational operation and behavior. Members of the Lethbridge College community are governed by policies that are consistent with College values. It is the responsibility of students to be aware of, and comply with, all relevant policies. Full policy information is available on our website: <https://lethbridgecollege.ca/departments/institutional-compliance/policies-and-procedures> (<https://lethbridgecollege.ca/departments/institutional-compliance/policies-and-procedures/>). The majority of policies relevant to students are listed under the categories - Academic Programming & Instructional and Student Services & Support. Other relevant policies such as Parking & Traffic Management are included in the additional categories. If you have any questions, send us an email at policy@lethbridgecollege.ca.