

Tuition & Fees Policy

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| Guildford College | | ID-04470 |
| Name of Institution | | Institution Number |
| Tuition & Fees Policy | October 7 th , 2024 | October 1 st , 2025 |
| Name of Policy | Effective Date | Revision Date |
| All approved programs offered by Guildford College | | |
| Name of Program | | |

General Payment and Registration

- All students must register during the designated registration period and pay all applicable fees prior to the published deadlines.
- A non-refundable application fee of \$100.00 must be submitted with each Application for Admission.
- A Financial Hold is applied to student accounts in arrears (due to unpaid tuition fees, student association fees, Library fines, returned personal cheques, or any other recognized overdue payments).
- Funds deposited as credit to a student account may be used to pay for tuition and supplemental fees only.
- Students with unpaid tuition balances are contacted by phone, email, and letter mail and must submit payment in full within 10 business days from the date of the notice. Failure to submit payment in full may result in the accumulation of late payment penalty or the student being dropped from the course(s) without further notice.
- All fees paid are non-transferrable.
- All fees are subject to change.
- Regular Registration
- (From the opening of registration until three Fridays before the start of classes, may change without notice)



- For courses registered during the registration dates in each registration period, tuition fee payment is due in full within 10 business days.
- For courses registered within 2 weeks of the program start date, tuition fee payment as scheduled is due within 5 business days.
- When there are less than 5 business days remaining to the program start date, payment must be received by 4:00pm on the first business day of the program.

Domestic Tuition Fees

- The following fees are in Canadian Dollars (CAD).
- The following fees apply to Canadian citizens, Permanent Residents, and Convention Refugees.
- All fees are subject to change without notice.
- It is the student's responsibility to honor their financial obligations to the school as outlined in their student contract. Failure to do so may result in the student being barred from classes and examinations until all tuition payments are brought up to date. Fees must be paid on time as per the schedule stipulated in the Student Enrolment Contract. Guildford College will accept payment by certified cheque or money order, debit card, credit card, or electronic funds transfer.



Other Fees

- A \$100.00 fee may be charged for cheques not honored by the issuing bank.
- A \$50.00 fee is charged for re-issuing Letter of Acceptance.
- A \$50.00 fee is charged for re-issuing a Transcript.
- A \$50.00 fee is charged for Grade Appeal.
- A \$150.00 fee is charged for Exam Deferral.
- A \$100.00 fee is charged for cancellations (Prior to program start date).
- A \$100.00 fee is charged for withdrawals (after the program start date).
- A \$200.00 fee is charged for the first rewrite.
- A \$300.00 fee is charged for the second rewrite.
- A \$400.00 fee is charged for the third rewrite.
- A \$150.00 fee is charged for the graduation Ceremony.
- A \$750.00 fee is charged for course retake.

Late payments will be subject to the following fee and discipline structures:

Penalty per day after due date: \$30.00

More than 10 days: May be barred from attending classes or examinations.

Learning Center access could be revoked if not paid on time.



Tuition Deposit (International Students)

Upon admission, overseas international applicants who do not already possess a study permit, or who need to extend an existing study permit, are required to deposit tuition fees in advance of course registration. The amount of the required deposit (also referred to as a 'tuition prepayment') is normally equal to the tuition fee amount for 30% of the total program fees.

Applicants depositing an amount equal to 30% of the total program fees or greater, prior to or during their first enrolled term, will be issued a Letter of Acceptance (LOA) for a maximum of 2 years depends on the program selected. Applicants depositing amounts equal to less than 30% of the total program fees will be issued a LOA for a decreased study period length.

Citizenship and Immigration Canada (CIC) has sole authority for determining the length of a study permit's validity, and may, at their discretion, issue a study permit for a greater or lesser length of time than what is indicated on the LOA.

Supplemental Fees

Supplemental fees support the development and enhancement of the college's co-curricular programs and services. Supplemental fees provide funding for specialized programs, extracurricular activities, and enhanced services that go beyond the core curriculum. These opportunities can help students develop new skills, explore their interests, and foster a well-rounded education. 100% of supplemental fees paid by students go toward the specified programming.

Supplemental fees are assessed for all students registered in a given term, as follows:

1. The following fees are in Canadian Dollars (CAD).
2. The following fees are mandatory for all registered students in a term.



3. The following fees are refundable if the student drops the course(s) prior to the first day of term.
4. All fees are subject to change without notice.

The following fees are in effect from Fall 2025:

Student Association and Activities Fee: \$30.

This fee contributes to the operational costs of the Guildford College Student Association (GCSA).

Student Life and Recreation Fee: \$50

This fee contributes to the operational costs of non-academic events and activities, clubs, and athletics.

Educational Resources and Technology Fee: \$30

This fee contributes to the operational costs of academic activities including field trips, as well as enhancements to educational resources such as Library and technical support.

Laboratory (Lab) Fee: \$50

This fund contributes to the operational costs of the science lab(s) and use of equipment and materials. The Laboratory fee is assessed for all students registered for a lab-science course (e.g., HCA, ECE) on a per term basis.



Academic Process Fees

| <u>ITEM</u> | <u>FEE</u> |
|-----------------------|------------|
| APPEAL OF FINAL GRADE | \$50.00 |
| EXAM DEFERRAL | \$150.00 |

Tuition Tax Receipts

T2202 Tuition and Enrolment Certificate – This certificate is issued to a student who was enrolled during the calendar year in a qualifying educational program or a specified educational program at a post-secondary institution, such as a college or university, or at an institution certified by Employment and Social Development Canada (ESDC).

Tuition fees paid in respect of the calendar year to any one institution must be more than \$100. Fees paid to an institution certified by ESDC or to a post-secondary educational institution in Canada for courses that are not at a post-secondary school level, must be for courses taken to get or improve skills in an occupation, and the student must be 16 years of age or older before the end of the year.
