

TUITION AND FEES POLICY (GC-POL-09)

Item	Detail
Policy No.	GC-POL-09
Effective Date (this revision)	September 29, 2026
Previous Version	September 8, 2026
Next Scheduled Review	September 29, 2027
Applies To	All students in all programs
Responsible Office	Office of the Registrar
Regulatory Basis	Private Training Regulation ss.24(4)(l), 24(5), 29, 30, 56(2)(a); PTIRU Policy Manual ss.3.2.2, 3.2.4, 3.2.10
Related Policies	GC-POL-10 Refund; GC-POL-28 Deferral; GC-POL-30 Academic Progression; GC-POL-04 Grade Appeal and Exam Deferral; GC-POL-03 Student Dismissal
Institution	Guildford College Inc. PTIRU Institution No. 04470

1. Application, assessment and acceptance fees

- The domestic application fee is never more than \$250 and the international application fee is never more than \$500.
- An assessment fee is never more than \$250 (none is charged at present).
- There is no fee for the initial Letter of Acceptance; all additional letters together never exceed \$250.

2. Program tuition and related fees

These amounts are the tuition and related fees listed with PTIRU for each approved program (all amounts in Canadian dollars):

Health Unit Clerk - with Practicum (Certificate)

Fee	Domestic (CAD)	International (CAD)
Tuition	\$6,800.00	\$8,400.00
Application fee	\$100.00	\$100.00
Administrative fee	\$100.00	\$200.00

Fee	Domestic (CAD)	International (CAD)
Textbooks	\$320.00	\$320.00
Course materials	\$30.00	\$30.00
Total	\$7,350.00	\$9,050.00

Health Unit Clerk (Certificate)

Fee	Domestic (CAD)	International (CAD)
Tuition	\$5,600.00	\$7,000.00
Application fee	\$100.00	\$200.00
Administrative fee	\$100.00	\$100.00
Textbooks	\$320.00	\$320.00
Course materials	\$30.00	\$30.00
Total	\$6,150.00	\$7,650.00

Bookkeeping & Payroll (Certificate)

Fee	Domestic (CAD)	International (CAD)
Tuition	\$7,200.00	\$9,000.00
Application fee	\$100.00	\$250.00
Administrative fee	\$100.00	\$200.00
Textbooks	\$900.00	\$900.00
Total	\$8,300.00	\$10,350.00

Business Administration Diploma (Diploma)

Fee	Domestic (CAD)	International (CAD)
Tuition	\$9,200.00	\$12,200.00
Application fee	\$100.00	\$100.00
Administrative fee	\$200.00	\$200.00
Textbooks	\$1,800.00	\$1,800.00
Course materials	\$200.00	\$200.00

Fee	Domestic (CAD)	International (CAD)
Total	\$11,500.00	\$14,500.00

What the related fees cover. Application Fee: processing and review of the application. Administrative Fee: setting up the student file and records, the Learning Center (Moodle) account and the T2202 tuition tax slip. Where the international administrative fee is higher than the domestic fee (Health Unit Clerk - with Practicum and Bookkeeping & Payroll), the difference covers international student services and processing of study-permit documentation. The initial Letter of Acceptance is always free. Textbooks and Course Materials: the items listed in the program's Student Enrolment Contract.

Tuition and related fees are published on each program's web page and in the Student Enrolment Contract. Any change to tuition or related fees is notified to PTIRU at least 14 days before it takes effect and applies only to contracts signed after the change.

3. Work experience

Any fee relating to a work experience component is part of tuition. The College charges no separate practicum, placement, re-placement or repeat-practicum fee.

4. Other fees

Apart from the conditional tuition in section 5, these are the only other fees the College may charge:

Item	Fee	Notes
Additional Letter of Acceptance (re-issue)	\$25.00	The initial Letter of Acceptance is free; all additional letters together will not exceed \$250.
Transcript re-issue	\$25.00	
Certificate / diploma re-issue	\$25.00	
Transcript and certificate re-issued together	\$30.00	
Grade appeal (GC-POL-04)	\$50.00	Non-refundable.
Exam deferral (GC-POL-04)	\$150.00	Exceptional, documented circumstances only.
Deferral of start date (GC-POL-28)	\$500.00 per approved deferral	A related (administrative) fee, refunded whenever the Refund Policy requires related fees to be refunded.

Item	Fee	Notes
Returned payment (cheque not honoured / NSF)	\$100.00	
Late payment	\$30.00 per day after the due date, to a maximum of \$300.00	Charged only after the College has given written notice of the missed payment.
Graduation ceremony	\$150.00	Optional.

5. Conditional tuition (charged only if needed)

Examination rewrites and course retakes are conditional tuition (PTIRU Policy Manual s.3.2.2). They are charged only when a rewrite or course retake is scheduled, as set out in the Academic Progression Policy (GC-POL-30).

Conditional tuition (charged only if needed)	Amount
Examination rewrite (first / second / third)	\$100.00 / \$200.00 / \$300.00
Each rewrite beyond the three program rewrites (the extra attempt after a course repeat, or one granted by exception)	\$300.00 each
Course retake (repeating a failed course)	\$750.00 per course

6. Payment terms

- Payments are due on the dates in the student's Student Enrolment Contract. The first payment is due on the date recorded in the contract or, if none is recorded, on the date the contract is signed.
- Where an application for enrolment, or a deferral request, is received within three (3) weeks of the program start date and the student is on a payment plan, the First Payment (deposit) and the final scheduled payment are swapped; the total program cost does not change.
- International applicants who need a Letter of Acceptance provide a deposit of 30% of total program fees. The deposit is refundable under the Refund Policy (GC-POL-10), including on a study permit refusal.
- Accepted methods: certified cheque, money order, debit card, credit card, electronic funds transfer (EFT, including Interac e-Transfer) or cash. The College never accepts more than \$1,000 in cash in total under a Student Enrolment Contract.
- Credit card payments are subject to a transaction fee charged and collected by the credit card processing company, not by the College.

- A missed payment is notified in writing. More than 10 days after the due date, the student may be barred from attending classes or examinations and Learning Center access may be revoked; continued non-payment is handled under the Student Dismissal Policy (GC-POL-03), with written notice.

7. Refunds and contract term

Refunds are governed by the Refund Policy (GC-POL-10), which is provided to every student before any tuition or related fee is accepted. Student Enrolment Contracts are written in at least 10-point type for a term of no more than 12 months; for a program longer than 12 months, a subsequent contract is signed only after 50% of the hours of instruction have been provided.

Approved by: Firas Haddad, President & Senior Educational Administrator, Guildford College Inc. · Approved and effective September 29, 2026.

All Guildford College student policies are published at <https://guildfordcollege.com/policies/>.