

## Summer 2021 Semester Important Information for Registration and Tuition Fee Payment

To maximize the likelihood of enrolling in your first-choice course/s selection for the Summer 2021 semester, we encourage all students to prepay their tuition and related fees.

A student is considered as registered in their course/s for the Summer 2021 Semester once their registration form has been completed by the counselor via the zoom meeting. Any withdrawal from course/s (whether voluntary by the student or withdrawal by the administration due to an unpaid balance) after this point will be considered as dropped and will be subject to the College's standard refund policy as stated on the website: <https://www.coquitlamcollege.com/admissions/tuition/refund-policy/>

As per the College's **new policy**, once the course/s are selected, the full tuition and related fees must be **received** by the College by 10:00 am on the 10<sup>th</sup> business day from your registration date. **Payments made to the College via any source are not received by the College immediately. All payment processes require a lead time.**

When the registration date is less than 10 business days away from the semester start date, the payment timeframe will decrease each day until there are 4 business days left. All registration payments from this point forward will be allowed 4 business days for payment to be received by the College.

Below is the general timeframe for the College to receive your payment:

- Online Credit Card (Visa/Master) Payment: 24 hours for the College to receive the payment.
- Online Bill Payment: 2-4 business days for the College to receive the payment.
- PayMyTuition: 5-7 business days for the College to receive the payment.
- GlobalPay (Western Union): 5-7 business days for the College to receive the payment.

**Please be advised the above are general guidelines, not guaranteed timelines, the College has no control over how long a payment may take to reach our account.**

*To ensure payment is received before the due date and time; we suggest that students make their payment as soon as possible after their registration date.*

If your payment is not received by the College before the published deadline, the course/s will be withdrawn by the administration and our standard refund policy will apply.

**For example:** The student selects their course/s on **February 22** and then does not initiate payment until **March 5**, the College will not have received the payment by 10am on March 5<sup>th</sup> therefore the student will automatically be withdrawn from the unpaid course/s.

Please refer to the following timetable:

Registration Date	Payment Received Date by College
February 22 - Monday	10:00 am March 5
February 23 - Tuesday	10:00 am March 8
February 24 - Wednesday	10:00 am March 9
February 25 - Thursday	10:00 am March 10
February 26 - Friday	10:00 am March 11
March 1 - Monday	10:00 am March 12
March 2 - Tuesday	10:00 am March 15
March 3 - Wednesday	10:00 am March 16
March 4 - Thursday	10:00 am March 17
March 5 - Friday	10:00 am March 18
March 8 - Monday	10:00 am March 19
March 9 - Tuesday	10:00 am March 22
March 10 - Wednesday	10:00 am March 23
March 11 - Thursday	10:00 am March 24
March 12 - Friday	10:00 am March 25
March 15 - Monday	10:00 am March 26
March 16 - Tuesday	10:00 am March 29
March 17 - Wednesday	10:00 am March 30
March 18 - Thursday	10:00 am March 31
March 19 - Friday	10:00 am April 1
March 22 - Monday	10:00 am April 6
March 23 - Tuesday	10:00 am April 7
March 24 - Wednesday	10:00 am April 8
March 25 - Thursday	10:00 am April 9
March 26 - Friday	10:00 am April 12
March 29 - Monday	10:00 am April 13

Registration Date	Payment Received Date by College
March 30 - Tuesday	10:00 am April 14
March 31 - Wednesday	10:00 am April 15
April 1 - Thursday	10:00 am April 16
April 6 - Tuesday	10:00 am April 19
April 7 - Wednesday	10:00 am April 20
April 8 - Thursday	10:00 am April 21
April 9 - Friday	10:00 am April 22
April 12 - Monday	10:00 am April 23
April 13 - Tuesday	10:00 am April 26
April 14 - Wednesday	10:00 am April 27
April 15 - Thursday	10:00 am April 28
<b>April 16 - Friday</b>	<b>10:00 am April 28</b>
<b>April 19 - Monday</b>	<b>10:00 am April 28</b>
<b>April 20 - Tuesday</b>	<b>10:00 am April 28</b>
<b>April 21 - Wednesday</b>	<b>10:00 am April 28</b>
<b>April 22 - Thursday</b>	<b>10:00 am April 28</b>
<b>April 23 - Friday</b>	<b>10:00 am April 28</b>
<b>April 26 - Monday</b>	<b>10:00 am April 29</b>
<b>April 27 - Tuesday</b>	<b>10:00 am April 30</b>
<b>April 28 - Wednesday</b>	<b>10:00 am May 3</b>
<b>April 29 - Thursday</b>	<b>10:00 am May 4</b>
<b>Apr 30 - Friday</b>	<b>10:00 am May 5</b>
<b>May 3 - Monday</b>	<b>10:00 am May 6</b>
<b>May 4 - Tuesday</b>	<b>10:00 am May 7</b>
<b>May 5 - Wednesday</b>	<b>10:00 am May 10</b>