

## Registration Payment and Contract Guide

- A student is considered as registered in their course/s once their registration form has been completed by the counselor.
- Any withdrawal from course/s (whether voluntary by the student or withdrawal by administration due to an unpaid balance) will be considered as dropped and will be subject to our standard refund policy as stated on our website.
- Once a course/s is selected by the student, the full amount of tuition and related fees must be **received** by the College **before 10:00 am on the 10<sup>th</sup> business day from their registration date.**
- 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. After the semester starts, all students are required to pay the full amount of the tuition and related fees upon enrollment.

**Payments made to the College via any online source are not received by the College immediately.** All payment processes require a lead time.

- **For example:** The student selects their course/s on **October 25<sup>th</sup>** (Payment received deadline is November 5<sup>th</sup>). If the student does not initiate payment until **November 5<sup>th</sup>**, the College will not have received the payment by 10am on November 5<sup>th</sup>; therefore, the student will automatically be withdrawn from the unpaid course/s.

**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.**

Below is the general timeframe for the College to receive payments by source:

- **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.*

### Important Contract Note:

Registration in courses forms the basis of a contract between the student and Coquitlam College Inc. for the term of the semester of registration. In this regard, the term of Spring semester shall be considered to be January 1 to April 30 each year; the term of the Summer semester shall be considered to be May 1 to July 31 each year and the term of the Fall semester shall be considered to be September 1 to December 31 each year.