

Tuition and Other Fees

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| Responsible Executive: | Chief Financial Officer |
| Approval Authority: | Senior Leadership Team |
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PURPOSE

This policy establishes guidelines for the assessment and collection of tuition and other fees at Coquitlam College (the College). It ensures transparency, fairness, and consistency in the application of tuition and other fees while maintaining compliance with applicable provincial regulations. By providing a structured framework, this policy supports the financial sustainability of the College and ensures students have a clear understanding of their financial obligations.

SCOPE

This policy applies to all full-time and part-time domestic and international students.

POLICY STATEMENTS

1. The College is committed to reviewing and setting tuition and other fees in a fair and reasonable manner. Tuition and other fees are reviewed and approved by the President and Chief Financial Officer.
2. The College will establish different tuition fees for domestic and international students.
3. To ensure students have access to accurate and relevant information regarding tuition, other fees, and payment options, details will be readily available on the College website.
4. The College offers a variety of online and in-person payment options for tuition and other fees.
5. Tuition and other fees are subject to change without notice.
6. As an accredited Independent School and a private post-secondary institution, the College maintains financial security by providing a Letter of Credit, as required by the Ministry of Education and Child Care and the Ministry of Advanced Education and Future Skills of British Columbia.
7. The College establishes clear time limits on financial and enrolment-related obligations. Unless otherwise approved, student financial arrangements, deferrals, and admission commitments will not extend beyond a twelve (12) month period without formal review or re-application.

PROCEDURES

Payment of Fees

8. All students must register during the designated registration period and pay all applicable fees before the published deadlines.

9. A non-refundable application fee is required.
10. The College accepts tuition and course related fee payments for a maximum of thirty (30) credits for post-secondary and one (1) academic year for the High School and English Studies programs. Any excess payment amount will be returned in the same manner they were received (e.g., wire transfers will be transferred to the original source via wire transfer).
11. The College does not accept cash payments, except for balances up to a maximum of \$100.00.
12. The College has additional fees beyond tuition that support student services, academic resources and campus facilities. These include mandatory fees (required for all students and non-refundable) and other fees (based on student choice). A complete list of these fees is available on the College website. Mandatory fees are due at the time of registration.
13. Students who provide official proof of permanent residence or recognized refugee status in Canada (i.e., a Protected Person) before the last day of registration for a given semester will qualify for domestic tuition rates beginning that semester.
14. Students who become permanent residents after the last day of registration for a given semester will be eligible for domestic tuition rates in the next semester.
15. Prepayment of tuition fees does not guarantee course selection.
16. Advance payment of tuition and other fees does not exempt students from future fee increases.
17. Students with outstanding financial obligations will not be able to:
 - a. register, drop, or withdraw from courses;
 - b. obtain enrolment letters; or
 - c. view grades or final marks.Upon payment of outstanding balances, full access will be restored.
18. The College reserves the right to drop a student from course(s) due to failure to pay an outstanding tuition balance.
19. For English Studies programs, students who register within the first four (4) weeks of a semester are required to pay the full tuition for the semester. Students who register after week four (4) of a semester will have their tuition prorated based on the number of weeks remaining in the semester.
 - a. Tuition will not be prorated for students who require College documentation to obtain a study permit.
 - b. Students who become permanent residents after the last day of registration will not have their tuition retroactively prorated to domestic tuition rates.

Registration Period

20. Registration dates will be clearly indicated on the online Semester Schedule and in the Student Portal.
21. University Transfer and Associate Degree students may access course registration, account balances and make payments through their student portal. High School and English Studies students must meet with an Academic Advisor to select courses.
22. A \$175.00 non-refundable per course registration deposit is required for each course. This deposit secures a seat in the course and reflects administrative and enrolment-related costs

incurred by the College. The deposit is applied to the course fee if the outstanding fee balance is paid in full by the due date.

23. Once registered in a course(s), it is the student's responsibility to ensure that any outstanding fee balance is received by the College before 10:00 am on the 10th business days from the date of registration. If payment is not received by the deadline, the course(s) will automatically be dropped without prior notice. The course registration deposit will not be refunded.
24. If students register in a course(s) less than ten (10) business days before the semester start date, the payment deadline for outstanding fees will decrease daily until only four (4) business days remain. From that point onward, all tuition and fee payments must be received by the College within four (4) business days.
25. A non-refundable \$25.00 course change fee will be applied for each course change made throughout the Registration Period.

Late Registration

26. Late Registration begins on the semester start date and ends five (5) business days after. During the late registration period:
 - a. Full payment of tuition and other fees is due at the time of registration.
 - b. A one-time non-refundable \$25.00 late registration fee will be applied each semester.

Tuition Deposit – International Students Only

27. Upon receipt of a Letter of Offer, new international students must secure their admission to the College by paying a non-refundable tuition deposit equal to the cost of eight (8) courses. This deposit confirms the student's intention to enroll.
28. Once the tuition deposit is received, students are required to register and maintain full-time enrolment for at least two (2) consecutive semesters, unless otherwise approved by the College.
29. International students requesting a transfer of their Designated Learning Institution (DLI) must pay a non-refundable tuition deposit equal to the cost of four (4) courses.
30. The College will issue an official Letter of Acceptance (LOA) only after receiving the tuition deposit.

Intake Deferrals

31. Students who are unable to begin their studies in the semester for which they originally applied, may request an intake deferral by completing a Deferral Form and paying the applicable intake deferral fee. The College may request supporting documentation or information when granting an intake deferral.
32. Intake deferrals are limited to a maximum of two (2) semesters following issuance of an LOA. A separate deferral request and applicable fee are required for each semester of deferral.
33. Students who have not registered in any courses within twelve (12) months of the issuance of their original LOA will be required to re-apply for admission to the College and pay the application fee. The tuition deposit on file will be transferred to the new application. Students will be subject to the admission, tuition, fees, and program requirements in effect at the time of re-application.

Student Aid BC

34. Student Aid BC is only available to students applying to an Associate Degree program.

35. Students who have applied for Student Aid BC are required to:
 - a. complete a College form authorizing Student Aid BC to redirect outstanding funds directly to the College;
 - b. pay the \$175.00 course registration deposit for each course; and
 - c. enrol in a minimum of 60% of a full-time course load per semester (2 courses).
36. Students enrolled in two (2) separate institutions must maintain their student loan eligibility with the institution in which they are enrolled full-time.
37. Individuals wanting to enrol as part-time students must apply to Student Aid BC prior to registration.

Payment Plans

38. In exceptional circumstances, students may request a payment plan. Students must meet with an Academic Advisor to discuss their situation, review eligibility, and complete a Payment Plan Agreement for consideration and approval.
39. Payment plan agreements are considered on a case-by-case basis and must be approved by the President or designate. Approval is not guaranteed.
40. Payment plan agreements apply to a single semester only and are not transferrable or extendable to future semesters. Students must request and obtain approval for a new agreement for each semester.
41. Students who anticipate difficulty meeting a scheduled payment must contact Academic Advising in advance of the payment due date. Failure to meet the approved payment schedule will result in an Administrative Drop from any unpaid course(s).
42. Students removed due to non-payment will receive a refund only for the tuition paid, less the \$175.00 per course registration deposit.

DEFINITIONS

Academic Year: Applies to High School and English Studies only and is equivalent to three semesters.

Administrative Drop: Removal from a course or program by the College due to failure to meet financial or administrative requirements, including non-payment under an approved payment plan.

Course Registration Deposit: A non-refundable fee applied for each course registration.

Domestic Student: A student who is a Canadian citizen, permanent resident, or protected person under the *Immigration and Refugee Protection Act*.

Drop: When a student requests or is required to leave a program or course before the last day of registration.

Full-Time Student: For post-secondary, this means a student who is registered in a minimum of three courses in a semester. For High School and English Studies, this means a student who is registered in a minimum of four courses in a semester.

International Student: A student who registered in a program/course on a valid study permit, who is not a Canadian citizen, permanent resident, or protected person under the *Immigration and Refugee Protection Act*.

Part-Time Student: For post-secondary, this means a student who is registered in less than three courses in a semester. For High School and English Studies, this means a student who is registered in less than four courses in a semester.

Payment Plan: An approved arrangement that allows a student to pay tuition and fees according to a scheduled series of payments within a single semester, subject to College approval and compliance with the terms of a written agreement.

Pro-rated: The total fee amount divided by the number of weeks in a program.

Student: A person who has completed an application to the College and has received a student number.

Tuition Deposit: A non-refundable fee paid at the time of acceptance of admission to the College. This fee is applied to the cost of tuition.

Tuition Fee: The amount charged to students for instruction and teaching for courses offered at the College.

Withdrawal: When a student requests or is required to leave a program or course after the last day of registration.

Related Documents

- [Cash Payment Policy 1.3.8](#)
- [Tuition Refunds Policy 2.1.7](#)
- [Immigration and Refugee Protection Act, SC 2001, c 27](#)
- [Immigration, Refugees and Citizenship Canada \(IRCC\)](#)
- [Independent School Act, RSBC 1996, c 216](#)
- [Federation of Independent School Associations \(FISA BC\)](#)
- [Languages Canada](#)
- [Student Aid BC](#)