

**Policy Title:** Late Payment Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Associate Director, Student Services/Registrar

**Administrator(s) Responsible:** Enrolment Services and Registration Officer, Financial Aid Officer

**Revision Date:** June 5, 2024

**Effective Date:** June 5, 2024

**Next Review Date:** June 5, 2025

**Institution Number:** 4119

## Background & Scope

Students are required to pay all tuition and fees to the institution by the due dates stipulated in the enrolment contract. In the event of overdue payments, the institution will take steps to notify the individual concerned; however, it is the student's responsibility to ensure that all payments are made on or before the due dates. Leading up to the tuition deadline, students will be notified if they have not made the required payments and will be informed of the consequences of non-payment.

This policy is applicable to all current and prospective students at CCTB.

## Purpose of the Policy

This policy outlines the consequences of non-payment/late payment for CCTB students. Students are provided with a copy of this policy alongside the *Student Dismissal Policy*, *Student Code of Conduct Policy*, *Tuition Refund Policy* and *Tuition Payment Policy* prior to the start date of their program.

## Policy Statement

### 1. Tuition Due Date Warnings

#### 1.1. Initial Warnings

Students with overdue tuition or ancillary fee payments will receive two warning emails from the Student Finance department. These warning emails will be respectively scheduled 14 and seven calendar days before the tuition deadline.

During this period, students are encouraged to book an appointment with a Financial Aid Officer to arrange alternative payment plan deadlines.

These warnings will be recorded and placed in the student file.

## 1.2 Final Payment Warning

Students who fail to respond to either of the two initial warnings will receive a final payment warning one day before the tuition deadline.

## 2. Consequences for Non-Payment

### 2.1 Suspension Notice and Removal from Class

If the outstanding balance has not been paid by the final payment warning, or if the student fails to respond to the initial warnings, a suspension notice will be issued by the Student Finance department. This notice will alert the Academic department and the Office of the Registrar about the student's academic suspension due to outstanding fees. The suspension notice will be issued one calendar day after the tuition deadline.

During the suspension period, the student's access to Canvas LMS will be revoked and the student will not be allowed to attend classes. Any assessments missed during the suspension period will be deemed as failed and given a score of "0."

The suspension will be lifted once the outstanding tuition fee is paid or after a signed contract amendment outlining new tuition deadlines is submitted to the Office of the Registrar.

The student will also not have access to student resources, events and activities. Enrolment documents will be issued only after the outstanding balance is cleared.

### 2.2. Dismissal

Failing to clear the outstanding balance within thirty (30) calendar days will result in dismissal from the college for breaching the Student Code of Conduct.

## 3. Special Cases

### 3.1. StudentAid BC – Domestic Students

Domestic students with StudentAid BC (SABC) financial support must contact the Financial Aid Officer (or designate) to revise payment deadlines according to SABC disbursement dates.

### 3.2. Students in Scheduled Academic Breaks/Pre-Placement Academic Breaks

Students with outstanding fees during Academic Breaks/Pre-Placement Breaks will follow the same process as outlined in 2. *Consequences for Non-Payment*. Additionally, these students will not be allowed to participate in work placements.

### 3.3. Course Retake Fees

The deadline to pay course retake fees is the first day of the course. Students with outstanding course retake fees will follow the same process as outlined in 2. *Consequences for Non-Payment*.

### Related Policies

Policy Name	Policy Number
Student Dismissal Policy	
Student Code of Conduct	
Work Experience Policy	

### Document History

Date	Approval/Review/Key Change(s)
May 4, 2024	
June 5, 2025	Changed terms of academic suspension due to outstanding fees