

PAYING YOUR FEES

Deposits and Deadlines

Confirmation Deposit

Applicants are required to remit a non-refundable confirmation deposit to signify acceptance of an offer of admission to an open intake or limited intake program (see Other Fees (<https://calendar.kpu.ca/registration/other-fees/>) for specific amounts).

The confirmation deposit is a non-refundable deposit that is applied against tuition fees owing due to registration. Once a student registers for courses, the confirmation deposit will be applied toward the account balance, thereby reducing the total fees owing for the term. Should a student choose not to register in courses, the confirmation deposit is forfeited and retained by KPU.

If an International applicant is denied a study permit by Immigration, Refugees and Citizenship Canada (IRCC), a request can be made to refund the confirmation deposit. However, this request must be made by submitting the original Study Permit Denial letter and the completed International Confirmation Deposit Refund Request form (<https://www.kpu.ca/ses/forms/>).

Fee Payment Deadline

The balance of fees owing must be paid in full each term on or before the published fee payment deadline. The fee payment deadline date is published in the *Dates & Deadlines* section of the Registration Guide (<https://www.kpu.ca/registration/dates/>). Any fees outstanding after the fee payment deadline will incur a 5% interest penalty and an additional 2% on the first of each month thereafter. If an outstanding account balance exists, KPU reserves the right to forward the account to collections.

In addition to the interest penalty, an Accounting Hold preventing academic progression will be placed on a student's account. An Accounting Hold prevents course registration, issuance of enrollment verification, issuance of transcripts, and graduation. The accounting hold will be removed when the outstanding balance, including all penalties, is paid in full.

Fixed-Term Offerings

The fee payment dates will be communicated to students registering in fixed-term offerings upon Admission to the program.

Methods of Payment

It is strongly advised that students use online payment methods.

For more information about methods of payment refer to How to Pay (<https://www.kpu.ca/registration/pay/>).

Scholarships, Bursaries and Loans

For more information contact Student Awards and Financial Assistance (<https://www.kpu.ca/awards/>) (SAFA).

Sponsored Students

For more information contact Accounts Receivable (<https://www.kpu.ca/finance/accounts-receivable/>) at 604-599-2242 or 604-599-2057.

Refunds and Fee Adjustments

Refunds or adjustments are provided under the conditions stated in Policy and Procedures FM8, Student Tuition and Fees (<http://www.kpu.ca/policies/>).

Refund cheques will normally be mailed within six weeks after eligibility has been determined. The minimum amount refunded will be \$25.00.

Students who withdraw prior to the start date of the term will receive a 100% reduction or refund in fees owing. Students who withdraw during the add/drop period, will receive a 70% reduction or refund in fees owing. Students who withdraw during the late registration period, will receive zero reduction or refund in fees owing. Dates are published in the *Dates and Deadlines* section of the **Registration Guide**.

Fixed-Term Offerings

Students who withdraw prior to the start date of the fixed-term will receive a 100% reduction or refund in fees owing. Students who withdraw after the start date of the fixed-term but before 15% or less of the term has completed, will receive a 70% reduction or refund in fees owing. Students who withdraw after 15% of the term has completed, will receive zero reduction or refund in fees owing.

Guided Study

A student entering into a guided study contract will not be eligible for a refund after the course has begun.

Prior Learning Assessment and Recognition

Fees for Prior Learning Assessment and Recognition are non-refundable.