

## BOUCHER INSTITUTE POLICY

**Policy Title:** Payment of Tuition

**Date of Initial Board Approval:** September 22, 2003

**Date of Last Approved Revision:** June 25<sup>th</sup>, 2012

**Person(s) Responsible for Implementation & Adherence:** Chief Finance Officer & Registrar

**Related Procedures:** Tuition payment procedure, Internal financial controls

The Boucher Institute is accredited by the Private Career Training Institutions Agency of B.C., thereby making our students eligible to apply for student loans through Student Aid BC. PCTIA has strict guidelines pertaining to student contracts and payment schedules. A payment schedule is developed with each student at the beginning of each year and specified as part of the student contract.

***All tuition must be paid and cashable on time as per the schedule outlined in the student contract.***

It is each student's responsibility to honour their financial obligations to the school as outlined in their student contract. *Failure to do so will result in the student being barred from classes and examinations until all tuition payments are brought current.*

Any student having more than one NSF check returned in an academic year will be required to submit all remaining payments for the year in the form of a money order or bank draft.

The Boucher Institute reserves the right to submit outstanding student accounts to collections. All tuition and outstanding fees or fines must be paid in full prior to graduation and release of final transcripts.

If a student is having financial difficulty and is not able to fulfil the terms of the contract, s/he should make an appointment with the Chief Finance Officer to discuss the situation and consider options. The student is strongly encouraged to arrange to meet before actual default occurs. The CFO may need to consult with the Deans' Council and/or the President with respect to a particular case or situation to determine the most appropriate course of action.