

Fee & Payment Reference Guide

Fall 2017



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SAVE THE DATE: SEPTEMBER 5, 2017
DAY ONE ORIENTATION



Are you an International Visa student?

Visit mohawkcollege.ca/international for an International Fee & Payment Reference Guide

Questions?

Visit mohawkcollege.ca or call 1-844-767-6871



Timeline for new and returning students



LEGEND

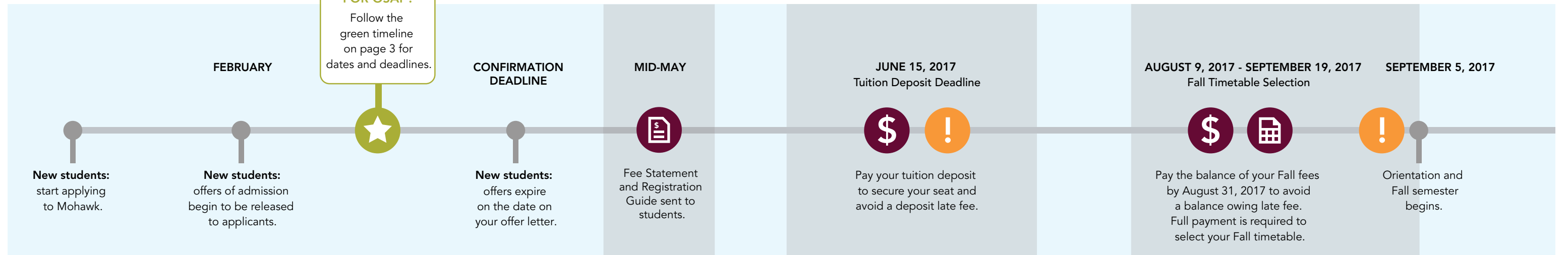
- Important payment deadline
- Timetable selection/registration
- Fee Statement and Registration Guide sent to students. Read more on page 5.
- A late fee of \$150 is charged if you pay after the due date. Read more on page 5.

SPONSORED STUDENTS: see page 6 for more information.

NEW STUDENTS START HERE

RETURNING STUDENTS START HERE

APPLYING FOR OSAP?
Follow the green timeline on page 3 for dates and deadlines.



NEW AND RETURNING STUDENTS:

Pay the tuition deposit fee of \$500 to secure your seat. The tuition deposit is due on June 15, 2017 or as outlined on your fee statement and is **non-refundable**. Pay online, at your bank, through the mail or in-person. Read more on page 6.

Students who have registered/selected a timetable for the upcoming semester will be charged a holdback fee of \$500 if they choose to withdraw. Read more on page 5.



Timeline for students applying for OSAP

Tip: Apply for OSAP early. The application is available at Ontario.ca/osap

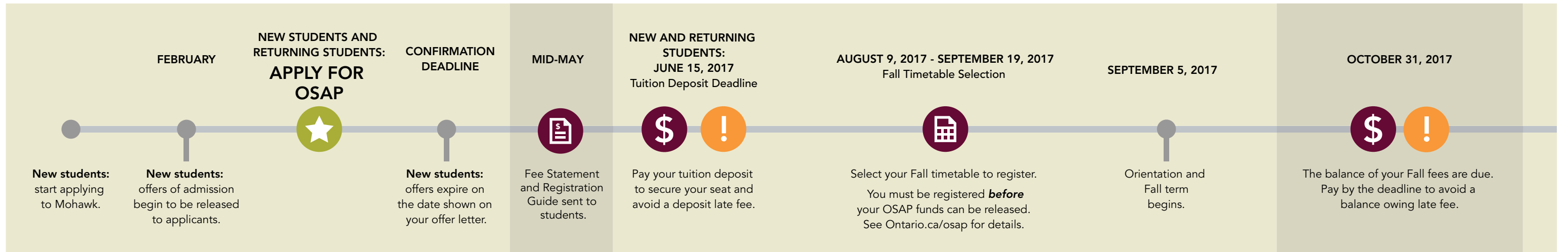


LEGEND

- Important payment deadline
- Timetable selection/registration
- Fee Statement and Registration Guide sent to students. Read more on page 5.
- A late fee of \$150 is charged if you pay after the due date. Read more on page 5.
- OSAP application for new and returning students

NEW STUDENTS START HERE

RETURNING STUDENTS START HERE



NEW AND RETURNING STUDENTS:

Pay the tuition deposit fee of \$500 on time to secure your seat. The tuition deposit is due on June 15, 2017 or as outlined on your fee statement and is **non-refundable**. Pay online, at your bank, through the mail or in-person. Read more on page 6.

Students who have registered/selected a timetable for the upcoming term will be charged a holdback fee of \$500 if they choose to withdraw. Read more on page 5.



Important Information

Fee Statement and Registration Guide

FALL TERM

A Fee Statement and Registration Guide **will be communicated through letter mail and email to all new, special authorized, 1st semester and returning co-op students**, commencing mid-May for the **Fall term**. These packages will be sent to **returning students by email only** to their Mohawk College email address and the personal email address on file with the college.

WINTER TERM

A Fee Statement and Registration Guide will be sent to **returning students** for the subsequent **Winter term** in November **by email only** to their Mohawk College email address. A notification will also be sent to the personal email address on file with the college.

\$500 Non-Refundable Tuition Deposit (New students and 1st semester students)

A minimum **\$500 non-refundable deposit towards tuition** is required once per academic year and is due on June 15, 2017 or the date indicated on the Fee Statement. Failure to make the tuition deposit by the due date may result in the loss of your seat in the program. A \$150 deposit late fee will apply after the due date. Payments made after the due date do not guarantee a seat in the program as offers may be extended to other waitlisted applicants. Please contact a Student Services Coach at coach@mohawkcollege.ca when paying past the tuition deposit due date to confirm space remains in the program.

Timetable Selection

A schedule for timetable selection, by program, will be posted on July 26, 2017. Timetable selection will begin August 9, 2017, and run until September 19, 2017. Visit mohawkcollege.ca/register for instructions on how to access the schedule and select your timetable.

FALL TERM

In order to select a timetable, **one** of the following **payment options** must occur:

1. Full payment of fees owing as indicated on your Fee Statement
OR
2. Deferral of the balance owing by verification of OSAP eligibility
OR
3. Receipt of sponsorship letter by the College

Applicants applying to open programs on or after August 31, 2017 for a Fall program start will incur a \$150 balance owing late fee if timetable selection and registration conditions above have not been met within five business days from the time of application. Similar timelines will apply for the Winter term. All other applicants and students who have not satisfied one of the **payment options** above and selected a timetable by August 31 for the Fall term will incur a \$150 balance owing late fee.

OSAP Balance Due Date (Fall and Winter)

Students who are funding their education through OSAP and have deferred payment of the balance owing must pay the balance in full by October 31, 2017 for the Fall term. Students must check their account summary to confirm all fees have been paid. Visit mohawkcollege.ca/register for instructions. Outstanding fees must be paid by the deadline to avoid a \$150 balance owing late fee.

Holdback fee

Students who choose to withdraw from the college must complete a formal withdrawal form by the 10th day of class of the current semester to be eligible for a tuition refund less the \$500 holdback fee. Withdrawal requests must be submitted to a Student Success Advisor, a Student Services Coach or Counselling Services. In extenuating circumstances it is acceptable to send an email indicating an intention to withdraw to one of the above service areas. Email withdrawal requests must be sent from the Mohawk College email account of the person withdrawing. The college is not responsible for email withdrawal requests that do not reach the college. Students who withdraw after the 10th day of class are responsible for full fees for the semester. Lack of attendance or OSAP denial does not constitute a formal withdrawal.

Learn more

Learn more about ancillary fees and the services they support. Visit:

- mohawkcollege.ca/fees
- mohawkstudents.ca

Your payment options

When you receive your Fee Statement you must choose one of the following options:

Option A: Pay the total balance

Pay the total amount owing by the due date indicated on the Fee Statement.

Option B: Pay the tuition deposit by the due date

Make the required \$500 non-refundable tuition deposit by the due date. Before you can select a timetable, full payment **OR** confirmation from the Ministry that they have received your OSAP application is required.

Before you can select your timetable to register for your courses, you are required to pay the balance of your fees, unless you are an OSAP recipient.

SPONSORED STUDENTS Option C: External Sponsorship

If your education is being funded by an employer or agency please attach a letter from your sponsor to your Fee Statement and submit it by the tuition deposit due date on your Fee Statement. Alternately, your sponsor can send a sponsorship letter on letterhead to Accounting by fax at 905-575-2330 or email at ARSponsors@mohawkcollege.ca

Receipt of your sponsorship letter by the tuition deposit deadline on your Fee Statement will secure your seat in the program and enable you to choose your timetable during the registration period.

How you can pay

Payment must be received at Mohawk before timetable selection can take place. **Tuition payment may be made in the following ways:**

1. Online

Pay online with VISA or MasterCard. Visit mohawkcollege.ca/fees for instructions.

2. Electronic Banking

Take your SBID number (on the Fee Statement) to your banking institution or pay through your banking website. Allow 3–5 business days for processing.

3. Mail

Send a certified cheque, money order or credit card number (VISA or MasterCard with expiry date and signature) with the bottom portion of your Fee Statement. Students are advised not to send cash through the mail.

4. In Person

Bring your Fee Statement to The Square at any campus and pay with cash, certified cheque, debit card, VISA, or MasterCard.

Students who
pay the \$500 deposit
by June 9th could

**WIN
IT BACK!**

YOU
COULD **WIN 1 of 3**
\$500 Cash Prizes!

- Contest begins: May 15, 2017
- Entry deadline: June 9, 2017
- Prize awarded: October 6, 2017

For full contest details, please visit
mohawkcollege.ca/WinItBack

Mohawk College, at its sole discretion, reserves the right to alter information, including but not limited to, modifying program availability, program length, campus locations, or curriculum, or to adjust fees, admission requirements, policies or procedures at any time. The College would make such changes to meet competencies in the job market and/or as prescribed by its governing Ministry, or for budgetary reasons or for other reasons it deems necessary. The College reserves the right to withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. Prompt notice will be given to all affected applicants and students. The College shall not accept any liability for the consequences of these changes.