

# Fee & Payment Reference Guide

**Winter 2018**

Timeline for new and returning students

PAGE 1-2

Timeline for students applying for OSAP

PAGE 3-4

Payment options and how to pay

Information for sponsored students

PAGE 5-6

**SAVE THE DATE: JANUARY 16, 2018**  
**DAY ONE ORIENTATION**



**Are you an International Visa student?**

Visit [mohawkcollege.ca/international](http://mohawkcollege.ca/international) for an International Fee & Payment Reference Guide

**Questions?**

Visit [mohawkcollege.ca](http://mohawkcollege.ca) or call 1-844-767-6871



# Timeline for new and returning students

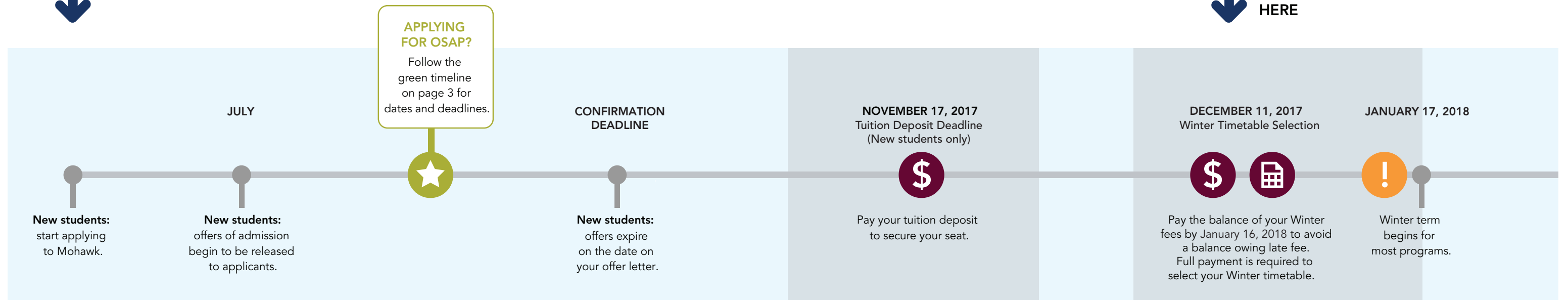
**LEGEND**

- Important payment deadline
- Timetable selection/registration
- 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**







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

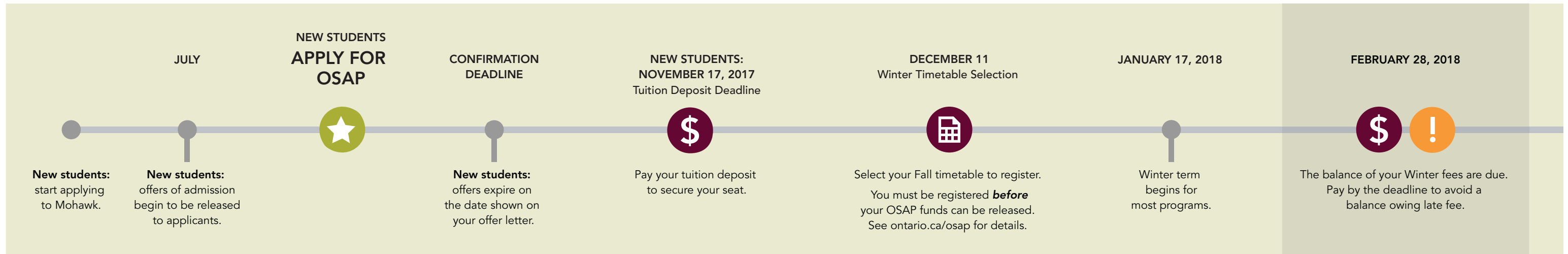
Tip: Apply for OSAP early. The application is available at [ontario.ca/osap](http://ontario.ca/osap)

**LEGEND**

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

↓  
NEW STUDENTS  
START HERE

↓  
RETURNING STUDENTS  
START HERE



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

#### WINTER TERM

A Fee Statement and Registration Guide **will be communicated through letter mail and email to all new, special authorized, 1<sup>st</sup> semester and returning co-op students, for the Winter 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.

#### SPRING TERM

A Fee Statement and Registration Guide will be sent to **returning students** for the subsequent **Spring term** in mid-March **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 1<sup>st</sup> semester students)

A minimum **\$500 non-refundable deposit towards tuition** is required once per academic year for all students. The tuition deposit for all new Winter 2018 students is due on November 17, 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. 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](mailto:coach@mohawkcollege.ca) when paying past the tuition deposit due date to confirm space remains in the program.

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.

### Timetable Selection

A schedule for timetable selection, by program, will be posted on November 27, 2017. Timetable selection will begin December 11, 2017. Visit [mohawkcollege.ca/](http://mohawkcollege.ca/) register for instructions on how to access the schedule and select your timetable.

#### WINTER 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 January 16, 2018 for a Winter 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. All other applicants and students who have not satisfied one of the **payment options** above and selected a timetable by January 16, 2018 for the Winter term will incur a \$150 balance owing late fee.

### OSAP Balance Due Date (Winter)

Students who are funding their education through OSAP and have deferred payment of the balance owing must pay the balance in full by February 28, 2018 for the Winter term. Students must check their account summary to confirm all fees have been paid. Visit [mohawkcollege.ca/](http://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 10<sup>th</sup> day of class of the current semester to be eligible for a 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 10<sup>th</sup> 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 about ancillary fees and the services they support. Visit:

- [mohawkcollege.ca/fees](http://mohawkcollege.ca/fees)
- [mohawkstudents.ca](http://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](mailto: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](http://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.