Fee & Payment Reference Guide

Spring 2018

Timeline for new and returning students

Timeline for students applying for OSAP

Payment options and how to pay

Information for sponsored students

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SAVE THE DATE: MAY 7, 2018
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
Orientation and Spring semester begins. Pay the balance of your Spring fees by May 2, 2018 to avoid a balance owing late fee. Full payment is required to select your Spring timetable.

Offers of admission begin to be released to applicants. Offers expire on the date on your offer letter.


**NEW STUDENTS START HERE**

**FEBRUARY**

New students: offers of admission begin to be released to applicants.

**APPLYING FOR OSAP?**

Follow the green timeline on page 3 for dates and deadlines.

**CONFIRMATION DEADLINE**

New students: offers expire on the date on your offer letter.

**MID-FEBRUARY**

Fee Statement and Registration Guide sent to students.

**Questions?**

Visit mohawkcollege.ca or call 1-844-767-6871
Spring semester begins.

Pay the balance of your Spring fees by May 2, 2018 to avoid a balance owing late fee.

Full payment is required to select your Spring timetable.

Offers of admission begin to be released to applicants.

Offers expire on the date on your offer letter.


Tuition Deposit Deadline (New students only)

Pay your tuition deposit to secure your seat and avoid a deposit late fee.

SPONSORED STUDENTS: see page 6 for more information.

RETURNING STUDENTS START HERE

MARCH 20, 2018

Tuition Deposit Deadline (New students only)

Pay the balance of your Spring fees by May 2, 2018 to avoid a balance owing late fee. Full payment is required to select your Spring timetable.

MAY 7, 2018

Orientation and Spring semester begins.

LEGEND

(icon) Important payment deadline

Fee Statement and Registration Guide sent to students. Read more on page 5.

(icon) Timetable selection/registration

A late fee of $150 is charged if you pay after the due date. Read more on page 5.

NEW STUDENTS:

Pay the tuition deposit fee of $500 to secure your seat. The tuition deposit is due by March 20, 2018 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](http://ontario.ca/osap)

**NEW STUDENTS START HERE**

**FEBRUARY**
- New students: start applying to Mohawk.
- New students: offers of admission begin to be released to applicants.

**NEW STUDENTS APPLY FOR OSAP**
- New students: offers expire on the date shown on your offer letter.

**CONFIRMATION DEADLINE**
- Fee Statement and Registration Guide sent to students.

**MID-FEBRUARY**
- Pay your tuition deposit to secure your seat and avoid a deposit late fee.

**NEW STUDENTS: MARCH 20, 2018**
- Tuition Deposit Deadline
- Students who pay the $500 deposit by March 15, 2018 could WIN IT BACK! See back page for details.

NEW STUDENTS:
Pay the tuition deposit fee of $500 on time to secure your seat. The tuition deposit is due by March 20, 2018 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.

Questions?
Visit [mohawkcollege.ca](http://mohawkcollege.ca) or call 1-844-767-6871
Are you an International Visa student? Visit mohawkcollege.ca/international for an International Fee & Payment Reference Guide

LEGEND

$ Important payment deadline

Important payment deadline

Fee Statement and Registration Guide sent to students. Read more on page 5.

Timetable selection/registration

OSAP application for new and returning students

A late fee of $150 is charged if you pay after the due date. Read more on page 5.

RETURNING STUDENTS START HERE

APRIL 9, 2018
Spring Timetable Selection

Select your Spring timetable to register.

You must be registered before your OSAP funds can be released. See ontario.ca/osap for details.

MAY 7, 2018
Orientation and Spring term begins.

JUNE 15, 2018
The balance of your Spring fees are due.

Pay by the deadline to avoid a balance owing late fee.

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

SPRING TERM
A Fee Statement and Registration Guide will be communicated through lettermail and email to all new, special authorized, first semester and returning co-op students, commencing mid-February for the Spring 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.

FALL TERM
A Fee Statement and Registration Guide will be sent to returning students for the subsequent Fall term in May 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 first semester students)

A minimum $500 non-refundable deposit towards tuition is due by March 20, 2018 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 March 26, 2018. Timetable selection will begin April 9, 2018. Visit mohawkcollege.ca/register for instructions on how to access the schedule and select your timetable.

SPRING TERM PAYMENT OPTIONS
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
2. Deferral of the balance owing by verification of OSAP eligibility
3. Receipt of sponsorship letter by the college

Applicants applying to open programs on or after April 24, 2018 for a Spring 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 Fall term. All other applicants and students who have not satisfied one of the payment options above and selected a timetable by May 2, 2018 for the Spring term will incur a $150 balance owing late fee.

OSAP Balance Due Date (Spring and Fall)

Students who are funding their education through OSAP and have deferred payment of the balance owing must pay the balance in full by June 15, 2018 for the Spring 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.

Questions?
Visit mohawkcollege.ca or call 1-844-767-6871
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 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. Alternatively, 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 March 15, 2018 could WIN IT BACK!

YOU COULD WIN 1 of 3 $500 Cash Prizes!

- Contest begins: March 5, 2018
- Entry deadline: March 15, 2018
- Prize awarded: July 6, 2018

For full contest details, 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.