

Fee & Payment Reference Guide



Spring 2018

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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?

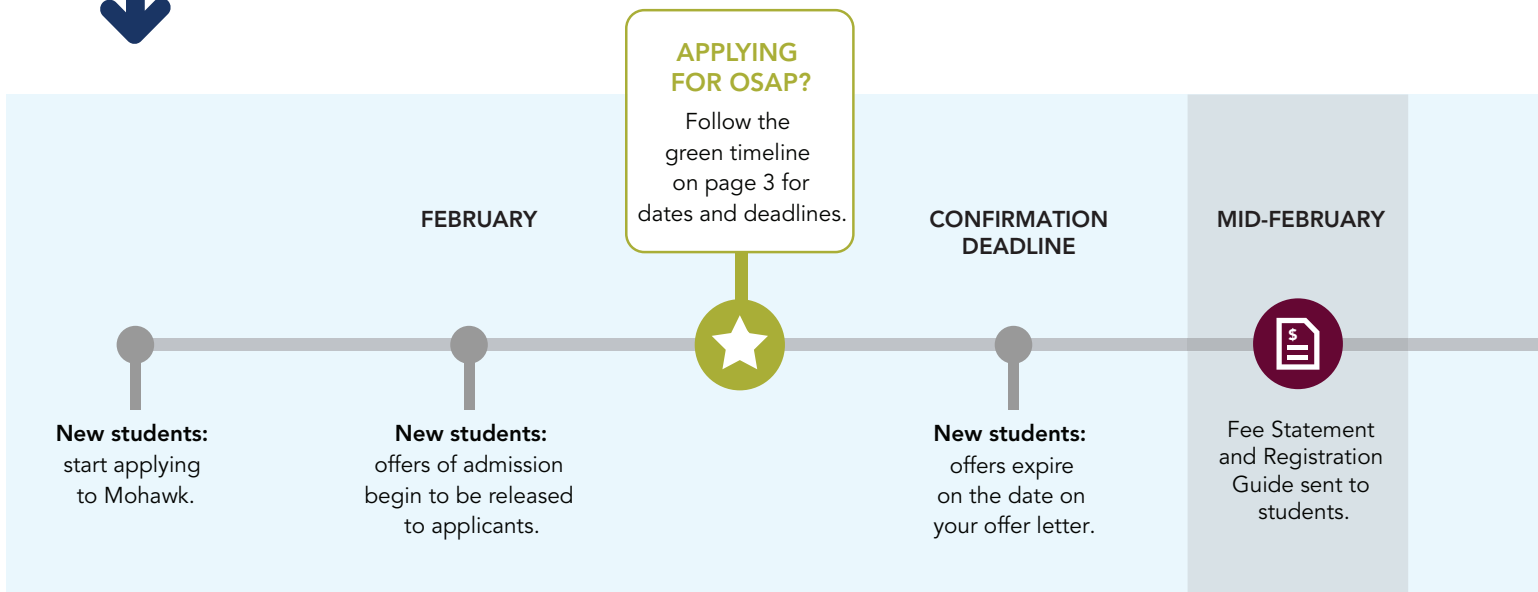
Visit mohawkcollege.ca or call 1-844-767-6871

Fee & Payment Reference Guide **Spring 2018**

Timeline for new and returning students



NEW STUDENTS START HERE



Questions?

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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.



RETURNING STUDENTS START HERE

MARCH 20, 2018
Tuition Deposit Deadline
(New students only)



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

APRIL 9, 2018
Spring Timetable Selection



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.

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.

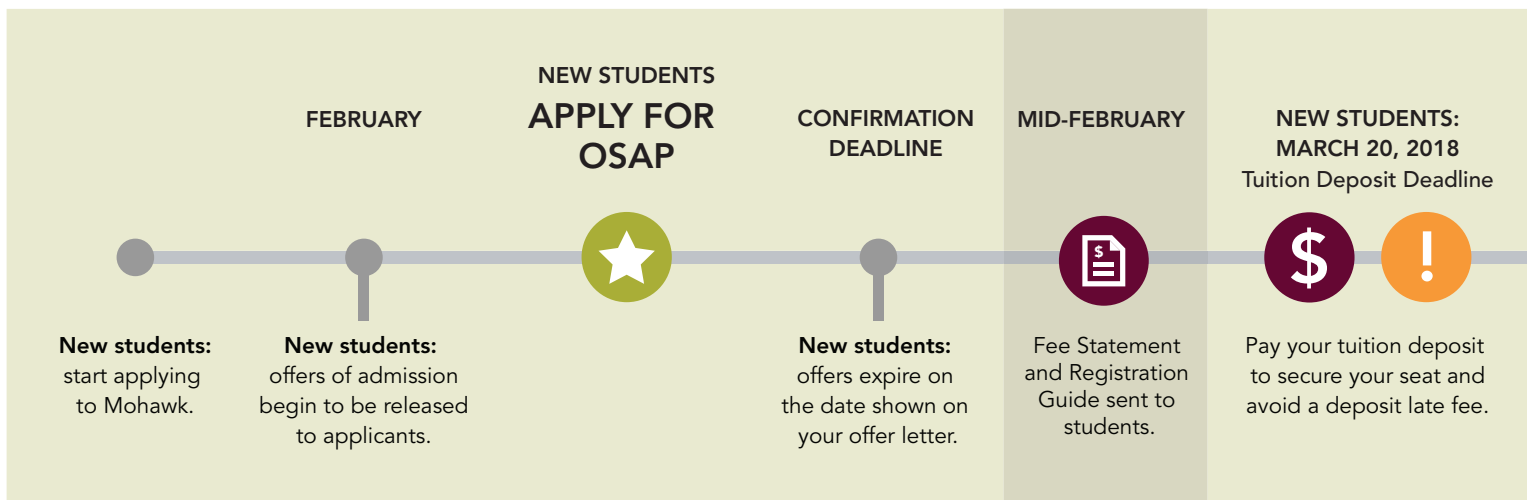
Fee & Payment Reference Guide **Spring 2018**

Timeline for students applying for OSAP

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



NEW STUDENTS START HERE



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?

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LEGEND



Important payment deadline



Timetable selection/registration



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OSAP application for new and returning students



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
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 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.



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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.