

**TUITION AND FEES**

<b>Title: Tuition and Fees Payment</b>	<b>Number: 4.30.0513.3</b>
<b>Approved by the Board of Governors Date: May 14, 2013 Revised Date: September 10, 2020</b>	<b>Implementation Date: August 1, 2013</b>
<b>History: Scheduled Review Date: February 2023</b>	<b>Origin: Registry and Bursar Department</b>

**RATIONALE**

Historically, the registration period for students is a defined period, yet the payment for classes varies widely, extending even to the end or beyond the same semester. The revised document updates and implements new processes for the collection of tuition and fees. This policy ensures that payment for tuition and fees is within stated timelines and describe consequences and recourse for nonpayment or late payment. Tuition and fees for which a purchase order is required in advance or sponsorship letter received will be exempted from payment at registration.

**DEFINITIONS**

**Paid in full** - having made full payment for both tuition and all fees.

**Category IA** - BVI Islanders, Belongers, Naturalized Citizens.

**Category 1B** - Government Employees, HLSCC Employee (Student Fees Only) HLSCC Employee's Spouse, HLSCC Employee's Dependent Child under 18 years of age.

**Category II** - Individuals residing in the British Virgin Islands for seven years or more, Dependent child under the age of 18 whose parent has been residing in the BVI for seven plus years.

**Category III** - Individuals residing in the British Virgin Island for less than seven years or individuals in the Territory for the expressed purpose of attending HLSCC.

**Approved payment plan** - an agreement between the student and HLSCC that is administered by the Bursar's office. A payment plan covers tuition only. Fifty percent (50%) of the total bill which includes tuition must be paid before the payment plan is approved. Students under the age of eighteen years must have a parent's approval of the payment plan. To qualify for a payment plan, the student must be a Category I A who is repeating a course, Category I B, or Category II.

**POLICY****Payment of Student Tuition and Fees**

The registration process is complete only when students have paid their tuition and fees in full. Payment must be made on the same day of registration. It is the student's responsibility to be aware of tuition and payment obligations in accordance with the schedule below:

- For students who pre-register, payment of fees and tuition are due at the time of pre-registration. If pre-registered students do not pay by the end of the two weeks before regular registration, they will be removed from pre-registered courses.
- For students who register during regular and or late registration, all fees must be paid at the time of registration. Payment of tuition must be made by the last day for adding classes as indicated on the Academic Calendar for the specified semester.
- For students who register for a summer class, payment is due in full for both tuition and all fees at the time of registration.

Failure to receive a statement of account does not release a student from financial obligation. Failure to attend class does not constitute a drop, a withdrawal, or an exemption from payment. Students must complete the necessary documentation relevant for the withdrawal process. The timeline for each process is stipulated on the Academic Calendar for the specified semester. The calendar is posted on HLSCC's website and on the Moodle platform.

**Additional charges related to the payment of tuition and fee are:**

- Returned cheque fee for cheques returned by the bank for any reason;
- A late fee will be charged for failure to meet an established payment deadline.

**Consequences of Nonpayment:**

- Students' registration will be reversed at the end of day when registered, if payment is not made in full for fees that day.
- Students will be barred from the use of all educational resources for nonpayment and given a deadline for payment to be made.
- If payment of tuition is not made within the date allotted, students will be removed from all classes.
- Students will be reinstated with full access to the use of all educational resources upon full payment of tuition and fees.
- Students with unpaid balances will not be permitted to register for a subsequent semester or receive future services from the college, until obligations have been met (meaning all outstanding balances paid in full); which include services from all College departments such as Desktop Publishing, Performing Arts, Learning Resource Centre, etc.
- The College will withhold the issuance of diplomas, grade reports, enrolment verification letters, and transcripts until all monies due to the College have been paid.

**PROCEDURES**

- After a student pre-registers, the student goes to the Fiscal Services Department to make payment. Once the payment of fees and tuition is received the Fiscal Services Department will activate the student as registered.
- Payment can be made by cash, cheques, Visa or Mastercard, ATH.
- An approved payment plan or an approved purchase order in the case of the BVI Government or legitimate agency will be accepted in lieu of payment.
- Scholarship letters are also accepted in lieu of payment.
- Payments can be made online via SONIS.
- During registration, students must be given a copy of their student statement by Registry once they have signed up for classes for their review. Students can also view their statement of account online via SONIS. The student is then instructed to go to the Fiscal Service Department to make payment in order to complete the registration process or make payment online.
- If the student's statement is correct, the student makes payment in full if they are not on a payment plan. If the statement is incorrect, the student must return to the Registry Department to have the statement corrected before payment can be made.
- If a student fails to pay for fees by the end of registration day, his/her registration will be counted as void and removed from all classes.
- If the student fails to make payment in full in accordance with the payment schedule, the Fiscal Services Department completes an Accounts Receivable Report (by student and amounts due) by the last day of the regular add period. This report is forwarded to the Registry Department who will initiate the non-compliance payment consequence as listed above.
- Faculty will be notified by the Registry Department of all students who have been barred from the use of all educational resources.