

## B. Regulations for Payment of Academic Fees

### 1. Schedule for Payments

Full-time students in the regular academic session (September-April) may make payment in one installment in September, or in two installments at the beginning of each term. At a minimum, the September payment should include 50% of the tuition fees plus the full student union fee. An administration fee (\$20.00 in 2021-2022) is charged when tuition fees are paid in two installments.

*Note: Students who have registered for the fall semester must adhere to published deadlines for payment of tuition and fees in order to hold their registered courses. Failure to do so will result in the loss of registered courses.*

### 2. Scholarship and Bursary Students

Registration is not complete until fees have been paid or a satisfactory arrangement has been made with the Registrar's Office. Scholarship students should notify the Registrar's Office of their acceptance of their scholarship in order to complete their September registration requirements. Students depending on government student aid programs are reminded that their applications should be submitted to the student aid offices at least two months prior to the date of registration in order to allow time for processing.

### 3. Interest Charges

Interest will be charged on all overdue accounts at a rate set by the University, not to exceed 1.5% per month, on the balance owing.

### 4. Outstanding Accounts

Students who have outstanding accounts will not be permitted to receive an official transcript of their record or be recommended for any degree or diploma until fees, fines, and any other accounts owed to the University are paid.

### 5. Withdrawal from University: Refund Policy

Students who withdraw from university before the end of the academic year may qualify for