



Late Fees Guidelines

To help clarify the application of Late Fees in Institute Credit, University and Adult Basic Education programs*, please use these guidelines in conjunction with the GPC Pricing and Costing Guide.

**SST late fees are not covered in these guidelines. International students do not fall under these Late Fee Guidelines. They are subject to those that are within the GPC International Tuition and Fee Schedule*

Late Fees for Full-time Institute Credit and Adult Basic Education Students

The deadline for payment of tuition and other college fees is the first day of the program.

Fifteen (15) business days after the program start date the Admissions and Registration Officer will create the \$50 amount owing late fee penalty using "Admin. Fee" in OCSM. The Admissions and Registration Officer will then mail and email a late fee letter informing the student of the arrears situation. The letter will include information regarding the implications of failing to pay the outstanding balance.

A copy of the letter is placed within the Student's electronic file.

A student must pay all fees, including the late fee, within fifteen (15) business days of the date of the letter.

Once the fifteen (15) business days have passed, the Admissions and Registration Officer is responsible to check to see if those that were issued the initial letters have paid. If the student remains in arrears, a second, final letter is issued to students with a second \$50 late fee added.

A student must pay all fees, including the late fees, within ten (10) business days of the date of the letter. The Admissions and Registration Officer will then mail and email this letter to the student informing the student of the implications of failing to pay the outstanding balance.

A copy of this letter will be placed within the Student's electronic file.

A comprehensive list of all students who are provided a second late fee letter will be sent from the Admissions and Registration Officer, to the Manager of Admissions and International and the Region Managers. Region Managers will cue coordinators and instructors after mailing of second and final late fee letter to allow for appropriate communications with students to encourage payment.

Students who have not paid tuition and college fees in full by the final deadline date will be discontinued from college programs and services.

Discontinuation of Students in Arrears

The Admissions and Registration Officer will advise the Manager of Admissions and International and respective Region Manager that the final deadline has passed for individual students. The Region Manager will issue the discontinuation letter.

They will work collectively to determine how the student will be advised that they are being discontinued from college programs and services. Institutionally, we will strive to provide notification in person with offer of transition supports from the respective Student Adviser.

A copy of the formal discontinuation letter will be placed in the electronic student file. All discontinuation notifications should happen within ten (10) business days of the final payment deadline.

For **Post-secondary programs**, the Program Coordinator will complete a Sask Poly discontinuation form for Sask Poly programs, or a Reg/Drop form for Administrative Assistant Program with Assiniboine College, ensure the withdrawal in OCSM is updated, and advise the instructor/Student Adviser of the student's departure.

For **ABE programs**, the Adviser will complete the leaver form, ensure OCSM is updated, and advise the instructor.

Late Fees for Part Time Institute Credit Students (Course by course registrants)

There are no late fees for part time institute credit students.

Near the end of each course, the Program Coordinator responsible for the course would print out the 'Student Enrolment for Program Session with Payment Items Report out of OCSM' for the respective course. Any student that owes tuition and fees would be required to rectify the outstanding amount prior to writing their final exams. If this amount is not rectified the individual student would not be able to write the final exam. Notification of withholding the final exam writing would be provided to the respective Region Manager, Instructor and Student Adviser as well as placed on the student's electronic file.

Any students who do not write the final exam would be withdrawn in the course and require re-registration in the class to complete.

For **part time post-secondary courses**, the Program Coordinator will complete a Sask Poly program adjustment form for Sask Poly course, or a Reg/Drop form for Administrative Assistant Program with Assiniboine College, ensure the withdrawal in OCSM is updated, and advise the instructor of the student's departure from the course.

Late Fees for University Students

The deadline for student fee payment is the first day of the program.

Fifteen (15) business days after the program start date the Information Officer will create the \$20 amount owing late fee penalty using "Admin. Fee" in OCSM. The Admissions and Registration Officer will then mail and email a late fee letter informing the student of the arrears

situation. The letter will include information regarding the implications of failing to pay the outstanding balance.

A copy of the letter is placed within the Student's electronic file.

A student must pay all fees, including the late fee, within fifteen (15) business days of the date of the letter.

Once the business days have passed, the Admissions and Registration Officer is responsible to check to see if those that were issued the initial letters have paid. If the student remains in arrears, a second, final letter is issued to students with a second \$20 late fee added.

A student must pay all fees, including the late fees, within ten (10) business days of the date of the letter. The Admissions and Registration Officer will then mail and email this letter to the student informing the student of the implications of failing to pay the outstanding balance.

A copy of this letter is placed within the Student's electronic file.

A comprehensive list of all students who are provided the second letter will be sent from the Admissions and Registration Officer desk to the Manager of Admissions and International and the Swift Current Region Manager. The Swift Current Region Managers will cue the University Coordinator after mailing of second and final late fee letter to allow for appropriate communications with students to encourage payment.

Re-registration of any Student in Arrears

A student may not be registered in another course until all outstanding fees are paid. It is the responsibility of the Student Adviser or Administrative Assistant seeking to register the student to **check this before accepting the registration.**

If a student is discontinued for reasons of financial arrears, the student will not be eligible for readmission (to any program or course) in the same academic year.

Please note that within OCSM in the "student handling" section, in the "account balance" area it will indicate if a student owes any fees.

If a student has had an amount written off in past, there is a message in "student handling" which indicates a Bad Debt write off.

The student would have to pay all outstanding fees in addition to the new tuition and fees owing before starting in the classroom.

When a student is ready to re-register, Accounts Receivable and the Admissions and Registration Officer **must be advised.** The bad debt portion of the payment is entered as revenue and coded to account 7200-100-1000-0000. The Admissions and Registration Officer then removes the note from OCSM and notifies the respective Student Adviser and Administrative Assistant.