

TRU Fee Payment > Information • 2012–2013 ACADEMIC YEAR

Pay On-Line! MasterCard or Visa > <http://mytru>



Academic/Degree*

* Includes MBA, MSc, M.Educ.; 2nd yr Education; 4th yr Social Work; 2nd, 3rd, 4th yr Nursing; 2nd, 3rd, 4th yr Tourism and University Preparation courses which are semesterized.

Registration

You will receive a letter indicating when to register. Registration takes place in June and July for both the Fall and Winter Semesters.

Tuition Deposit

Students are required to pay a \$300 tuition deposit prior to registering or being wait-listed for the Fall Semester. The \$300 tuition deposit will be applied as a deposit toward Fall tuition with the balance due by August 31, 2012. Fee deferrals for the tuition deposit are not available.

Students who wish to register for or remain only in their winter semester courses must pay a \$300 tuition deposit.

We encourage you to pay your fees using your myTRU account or at any bank or bank machine in Canada using our Acceptance of Payment of Account form which is available at the TRU Finance office on request. Telephone banking is also available through most chartered banks in Canada. The Campus Cashier will also accept payments in person or by telephone 250.371.5646.

Students who will be sponsored are not required to pay the tuition deposit as long as they provide written proof of sponsorship before or at the time of registration. Students in a University Preparation Program are not required to pay a tuition deposit.

Payment Deadlines

Fall Semester

The deadline for payment of the balance of Fall Semester fees is 4pm August 31, 2012.

Winter Semester

The deadline for payment of Winter Semester fees is 4pm November 30, 2012.

If Fees Not Paid

Students whose fees have not been paid in full, or who do not have a fee deferral, or do not have sponsorship in place by the payment deadline may have their registration cancelled and their space made available to students in the following order of priority:

- wait-listed students
- new registrants from the late applicant group

Limited Enrolment Academic Programs and Career/Technology Diploma & Certificate Programs

Registration

You will receive a letter indicating how to register.

Commitment Fees

- > 1st Year Career/Technology
- > 1st Year Nursing*
- > 3rd Year Social Work*
- > 1st Year Education*
- > 1st Year Tourism*
- > Teaching English as a Second Language

> A \$500 commitment fee (to be applied to your Fall tuition) must be paid within 21 days of the date of billing following admission to the program. Fee deferrals for the commitment fee are not available. Students who have a sponsorship letter in place are not required to pay the commitment fee.

> Should the commitment fee not be paid within the 21 day period, the student's offer of admission will be cancelled and the seat will be offered to the next student on the wait list.

> Students who do not pay within the 21 day period may contact the Registrar's Office (OM1155) at a later date to see if seats remain available.

Reinstatement

Fall Semester

Students who wish to be reinstated after September 30, 2012 will be levied a reinstatement fee of \$153.* **(The last date for reinstatement is November 23, 2012).**

Winter Semester

Students who wish to be reinstated after January 31, 2013 will be levied a reinstatement fee of \$153.* **(The last date for reinstatement is April 5, 2013).**

Refunds

Semesterized Programs

Note: You must advise the Registrar's Office before a refund is processed.

- Withdrawal before August 1, 2012 will be subject to a 100% refund of fees paid.
- Withdrawal from August 1, 2012 until the end of the second week of instruction will be subject to a 100% refund of fees less the \$300 tuition deposit.
- Winter semester withdrawal before November 30, 2012 will be subject to a 100% refund of fees paid for the winter semester less the \$300 tuition deposit, if applicable.
- Withdrawal from December 1, 2012 until the end of the second week of instruction for the winter semester will be subject to a 100% refund of fees less the \$300 tuition deposit, if applicable.
- Withdrawal after the end of the second week of instruction in Fall and Winter – no refund.

Summer Session/Semester

Full course fees must be paid by May 3, 2013 when you enroll for courses in Summer Session, unless a fee deferral is arranged. Course registrations may be cancelled if payment is not made or deferral is not in place by the fee deadline.

Payment Deadlines

Fall Semester

First year students:

The balance of Fall Semester fees are due and payable by 4pm August 31, 2012.

Second, third and fourth year students:

Full fees are due and payable by 4pm August 31, 2012.

Winter Semester

First, second, third and fourth year students:

Full fees due and payable by 4pm November 31, 2012.

If Fees Not Paid

Students whose fees have not been paid in full by August 31, 2012 or do not have a fee deferral or sponsorship in place, may have their registration cancelled and their space made available to other students.

> continued

Limited Enrolment Academic Programs and Career/Technology Diploma & Certificate Programs > continued

Reinstatement

Fall Semester

Students who wish to be reinstated after September 30, 2012 will be assessed a maximum reinstatement fee of \$153.*
(The last date for reinstatement is November 30, 2012).

Winter Semester

Students who wish to be reinstated after January 31, 2013 will be assessed a maximum reinstatement fee of \$153.*
(The last date for reinstatement is April 5, 2013).

Refunds

Semesterized Limited Enrollment Programs

Note: A signed Program Withdrawal form must be returned to the Registrar's Office (OM1155) before a refund is processed.

- Withdrawal before August 1, 2012 will be subject to a refund of \$200 of the \$500 commitment fee paid.
- Withdrawal from August 1, 2012 until the end of the second week of instruction will be subject to a 100% refund of fees less the commitment fee paid.
- Withdrawal after the end of the second week of instruction – no refund.
- Winter semester withdrawal before December 1, 2012 will be subject to a 100% refund of fees paid for the winter semester.

Trades, Foundations & Apprenticeships: Program Payment & Refund Procedures

Trades and Foundations

A \$500 Commitment fee (to be applied towards your total fees owed) must be paid within 21 days of receipt of the Commitment fee notice to guarantee your seat in your program of study. The total amount of fees owed is based on the overall length of your program of study with billing being processed as follows:

Trades

- > Programs 7 months or less in length must pay their fees in full upon billing due date.
- > Programs 8 months or longer will be billed in full and must pay their fees either in full or in two installments due on the dates stipulated.

Refunds – Trades and Foundations Programs

- Withdrawal a minimum of 30 days prior to the start of the program will result in a \$200 partial refund of the \$500 Commitment fee paid.
- If the withdrawal takes place less than 30 days before the start of the program, no portion of the Commitment fee will be refunded.
- If the withdrawal takes place within 14 days of the start of the program, a full refund of fees less the \$500 Commitment fee will be provided.
- If the withdrawal takes place after 14 days into a 7 month or less program, no refund of fees paid will be provided.

- If the withdrawal takes place after 14 days into an 8 month or longer program, no refund of fees for the first term will be provided.

Apprenticeship

Full fees must be paid 60 days prior to the start of the program.

- Refunds** for Apprenticeship programs: Any withdrawal taking place a minimum of 30 days prior to the start of your class will receive a full refund. Any withdrawal taking place less than 30 days before the start of class or after the start of class will result in the loss of the full fees paid.

Medical Withdrawal

- Semester Based Programs:** Students who completely withdraw from all courses for medical reasons before the last day of class may be eligible for a medical withdrawal. A medical certificate or other documentation from their doctor must be received at the time of withdrawal for a medical withdrawal to be considered. A medical withdrawal provides an 80% refund of tuition fees only. Students who complete all course requirements, including writing the final examination, are not eligible for a medical withdrawal.
- Monthly Programs:** For those programs assessed on a monthly basis, students will be refunded the portion of tuition paid but not used.

Fee Deferral Information

The Financial Aid & Awards Office is responsible for the approval of fee deferrals. Students who cannot pay the balance of their fees by the deadline dates and who have been approved for full-time student loans through Student Aid BC prior to the start of classes. For a loan amount greater than their total fees owing, students will have their fees deferred automatically. Students who can provide proof of funding from a province other than BC may also be granted a fee deferral.

Where fees are deferred for students on semesterized programs, the schedule of payment is as follows:

Semester	Full Balance Deadline
Fall 2012	Friday, September 21, 2012
Winter 2013	Wednesday, January 23, 2013 (8 & 9-month programs)
Winter 2013	Friday, February 8, 2013 (10-month programs)

Applying for Student Loans?

Students are strongly advised to apply two months in advance of their fee payment/fee deferral deadline.

Sponsorship Letters

Apprenticeship and trade entry sponsorship forms/letters must be faxed to 250.371.5960 or emailed to admissions_trades@tru.ca before the deadline for payment.

All other sponsorship letters are to be sent to Accounts Receivable, Finance. If a student is being sponsored, a letter from the sponsor agency (recognized by and acceptable to TRU) is required to confirm details of the sponsorship. The letters should indicate who is to be sponsored, for which semester(s) and the specific course tuition, books and materials that are being sponsored. These letters must be presented to the campus cashier or faxed to 250.371.5603 or scanned and emailed to accountsreceivable@tru.ca by the fee payment deadlines outlined in this brochure:

Academic Programs:

August 31, 2012 for Fall Semester 2012
November 30, 2012 for Winter Semester 2013
Time of registration for Summer Session 2013

Career/Technology, Vocational and Trade Entry Programs:

By the 21 day deadline for payment of the commitment fee.

Avoid The Lineups

EASIER WAYS TO PAY FEES

With the large increase in the number of students attending TRU, the volume of work alone can create line-ups. When the majority of students leave such things as paying fees to the last minute, the lines only get longer. Do it earlier, if you can, and try to pick 'off-hours' when there usually isn't such a line-up!

For your convenience, please consider any of these alternatives for paying your tuition fees:

Pay Online through myTRU: login to your account and use the "Make a Payment" option (Visa, MasterCard, American Express)

Pay at any Bank in Canada

a) **In person** – using a Fees Payment Form, available from the Cashier or Web: www.tru.ca → Finance Form → Automatic Fee Payment form (for Bank use). Your student number acts as an account number. Allow 2 business days for the payment to reach us.

b) **Pay over the internet** – using your bank's electronic payment services. If not currently using electronic payment, contact your bank to establish services.

c) **Pay by phone** – most chartered banks in Canada accept payment via their telephone banking system. Contact your bank to see if this service is available. Allow two business days for payment to reach us.

d) **Pay by bank machine** – fill out the Fees Payment Form to pay fees using any Automated Bank Machine in Canada. The form is available at the cashier or on the TRU website at www.tru.ca/finance/forms.html – **Automatic Fee Payment Form**. Again, allow a week before the deadline for the payment to reach TRU.

Drop it off: Money orders or personal cheques made payable to TRU along with a copy of your semester registration or a completed Fees Payment Form can be left with the Campus Cashier or be deposited after hours in the drop box located outside the Finance Office in Old Main building Room OM1614, for processing later. Be sure your student number is on your cheque or money order.

Telephone: You can pay by telephone, using Visa, MasterCard, or American Express, by calling 250.371.5646 during regular business hours (9am–4pm). Once again, please have your student number, balance owing information, credit card number, and expiry date. Don't leave it to the last minute; otherwise, the line-up will be on the phone lines! Please do not leave your credit card information on the voicemail.

In person: *If you are paying in person at the Campus Cashier, consider that:* Cash payment requires you to stand in the line-up until the Cashier can assist you. Check the hours of opening, and try to pick an 'off-hour'. The best way to avoid a line-up is to not wait for the deadline and to pay your fees in full when you register.

Payment can be made using cash, cheque, debit card, Visa, MasterCard, or American Express. Be sure to have your student number and balance owing information available when you are at the Campus Cashier, or when using the telephone. Bank debit cards require personal attendance at the Cashier in order to enter your P.I.N.

Campus Cashier/Fee Payment – Old Main, Room 1614

For information: 250.371.5646 or email to campuscashier@tru.ca (*Please do not email credit card information.*)

Hours: 8:30am–4pm Monday – Friday

Sponsorship Letters: Accounts Receivable, Finance is responsible for processing sponsorship letters. If you are being sponsored, a letter from the sponsor agency (recognized by and acceptable to TRU) is required to confirm details of the sponsorship. The letters should indicate who is to be sponsored, for which semester(s) and the specific course tuition, books and materials that are being sponsored. These letters must be presented to the campus cashier or faxed to 250.371.5603 or scanned and emailed to accountsreceivable@tru.ca by the fee payment deadlines outlined in this brochure.

Academic Programs:

August 31, 2012 for Fall Semester 2012

November 30, 2012 for Winter Semester 2013

Time of registration for Summer Session 2013

Career/Technology, Vocational and Trade Entry Programs:

By the 21 day deadline for payment of the commitment fee.

Student Services – Departments and Hours

Office of the Registrar – Old Main Building, Room 1100

Academic Advising, Course/Program Advising, Career Resource Centre

> Walk in or by appointment

> Timetable Registration Tutorials

For information: 250.828.5075

Hours: 9am–4pm Monday to Friday

Admissions – Old Main Building, Room 1155

For information: 250.828.5071

Applications for admission to all programs:
250.828.5036

Hours: 9am–4pm Monday–Friday

Records

Transcripts: 250.828.5079

Course changes, registration information:
250.828.5036

Hours: 9am–4pm Monday–Friday

Fee Payment

Cashier hours of operation:

8:30am–4pm Monday–Friday

Counselling Centre – Old Main Building, Room 1631

Counselling–Career/Vocational, Personal, Crisis

Workshops

> Career Planning

> Stress Management

> Study Skills, Time Management

For information/appointment: 250.828.5023

Hours:

8am–4pm Weekdays (May to August)

8:30am–4:30pm Monday–Friday
(September to April)

Financial Aid & Awards – Old Main Building, Room 1631

Information and advising on financial planning, award and loan resources, and Work Study

Student Aid BC

> Online Assistance at www.studentaidbc.ca

> Forms and information

Scholarship and Bursary Applications

More information at www.tru.ca/finaid

For Information: 250.828.5024

Hours:

8am–4pm May–August

8am–4:30pm September–April

Medical Services – Old Main Building, Room 1461

> Physician on campus

> Medical emergency treatment, first aid services

> Confidential medical support and advice

For Information: 250.828.5126

Hours:

8:30am–4:30pm September–April

8am–4pm May–August



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KAMLOOPS, BC

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