

## TUITION PAYMENT FEES AND POLICIES

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### 1. PROGRAM TUITION FEES

#### Assiniboine Community College at Robertson College - Partnership Programs

##### Application Fee (Non-Refundable) CAD \$225

Assiniboine Community College Programs at Robertson College	Logistics & Supply Chain Management Certificate (LSC)	Tuition fee: LSC \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,581   Other fees** \$1,797 <b>TOTAL: \$22,818</b>
	E-Commerce Professional Certificate (ECOM)	Tuition fee: ECOM \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,789   Other fees** \$1,797 <b>TOTAL: \$23,026</b>
	Accounting Technician Certificate (AT)	Tuition fee: AT \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,750   Other fees** \$1,797 <b>TOTAL: \$22,987</b>
	Human Resource Management Advanced Diploma (HR)	Tuition fee: HR \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,352   Other fees** \$1,634 <b>TOTAL: \$22,426</b>
	Marketing Advanced Diploma (MK)	Tuition fee: MK \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,581   Other fees** \$1,634 <b>TOTAL: \$22,655</b>
	Data Analyst Advanced Diploma (DA)	Tuition fee: DA \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,789   Other fees** \$1,797 <b>TOTAL: \$23,026</b>

\* PACE - Practical Applied Culture and Employment is a co-requisite for all international students studying at Robertson and MUST be successfully completed to graduate.

\*\* Other fees include International Students Services fee of \$884 and Health Insurance fee for 300 days (Adv. Diploma program) or 365 days (Certificate program)

## Robertson College ONLY Programs

### Application Fee (Non-Refundable) CAD \$225

Medical Laboratory Assistant (MLA)	Tuition Fee: \$17,099.01   PACE: \$2,800 Other fees** \$2,539.99 <u>TOTAL: \$22,439</u>
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\* PACE - Practical Applied Culture and Employment is a *co-requisite* for all international students studying at Robertson and *MUST* be successfully completed to graduate.

\*\*Other fees include Textbooks & Supplies, International Students Services fee of \$1,456, TFC: \$170.99, and Health Insurance fee of \$913 for 365 days.

## English Language Pathway Program

Newtone School of Language

### Application Fee (Non-Refundable) CAD \$225

Intensive Academic English - Level 4 (IAE4)	Tuition Fee: \$3,950   Health Insurance (91 days): \$228 <u>TOTAL: \$4,179</u>
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\*Intensive Academic English (IAE) program, runs levels 1 to 4 every month. For program information, admission requirements, and schedule please email [hello@robertsonglobal.ca](mailto:hello@robertsonglobal.ca).

## 2. PAYMENT POLICY

### Intensive Academic English

- For Intensive Academic English, full tuition and fees must be paid 4 weeks prior to the start of the program.
- Application fee of \$225 is non-refundable

### Post-secondary programs

- Full tuition fees or a minimum of \$15,000 including the seat deposit must be paid by the specified payment deadline (usually at least 8 weeks prior to the program start date)- Please refer to the [Payment Schedule](#).
- The application fee of \$225 and the \$2,800 seat deposit are **non-refundable** and **non-transferrable**.
- If a minimum of \$15,000 is not paid by the due date set by Robertson, the seat will be cancelled and submission of a new application will be required for the next available intake.
- For late admissions, the initial payment of \$15,000 is treated as the seat deposit. To receive a letter of acceptance, the full tuition fee or the initial payment must be submitted by the given deadline.
- Payments not received by the due date may incur additional fees or affect your enrollment in the program.
- **No deferral requests will be granted** other than [visa refusal](#). The official refusal from IRCC must be provided to Robertson College to receive a deferral.

### 3. PAYMENT METHODS

- **Online Payment:** credit card or money transfer via Convera's Global Pay at [Convera](#)  
**\*All payments made from OUTSIDE Canada must go through Convera.**
- **Online transfer (Bill Payments from Canadian Financial Institutions):** Robertson College is set up as a Bank Payee for the following banks.
  - Scotiabank
  - BMO (Bank of Montreal)
  - RBC (Royal Bank of Canada)
  - CIBC (Canadian Imperial Bank of Commerce)
  - Any Canadian Credit Union
- **In Person:** debit/credit card, cash, cheque or money order at Robertson College, 180 Main Street, Winnipeg, MB R3C 1A6
- **By Email:** Fill out a [Credit Card Authorization form](#) and send it to [applications.winnipeg@robertsonglobal.ca](mailto:applications.winnipeg@robertsonglobal.ca)
- **Wire Transfer:** (We do NOT recommended this option)

RCI Robertson College Inc.

Bank Name: CIBC  
Bank Address: One Lombard Place, Concourse Level  
375 Main Street, Winnipeg, Manitoba, Canada  
Postal Code: R3C 2P3  
Bank Code (Institution #): 010  
Branch (Transit #): 00007  
Clearing Code/Routing Number: 001000007  
Account Number: 0955604  
CIBC SWIFT: CIBCCATT

**NOTE: Wire transfer is NOT recommended.** If this is the only option that works for you, please make sure to **send the wire transfer receipt to [applications.winnipeg@robertsonglobal.ca](mailto:applications.winnipeg@robertsonglobal.ca)**. Please include student's full name and student number in the details.

#### 4. 2023-2024 PAYMENT SCHEDULE

Start Date	Program	Initial Payment Deadline (Full Tuition or a min. of \$15,000)	Final Payment Deadline (All of the remaining balance)
Sep 18, 2023	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• HR Management</li> <li>• Accounting Technician</li> <li>• Data Analyst</li> </ul>	July 21, 2023	September 8, 2023
Sep 25, 2023	<ul style="list-style-type: none"> <li>• Logistics &amp; Supply Chain Mgmt</li> <li>• E-Commerce Professional</li> </ul>	July 28, 2023	September 15, 2023
Nov 20, 2023	<ul style="list-style-type: none"> <li>• HR Management</li> <li>• Accounting Technician</li> </ul>	October 16, 2023	November 3, 2023
Nov 27, 2023	<ul style="list-style-type: none"> <li>• Medical Laboratory Assistant</li> </ul>	October 23, 2023	November 10, 2023
Jan 22, 2024	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• HR Management</li> <li>• Accounting Technician</li> </ul>	December 1, 2023	January 08, 2024
Jan 29, 2024	<ul style="list-style-type: none"> <li>• Logistics &amp; Supply Chain Mgmt</li> <li>• E-Commerce Professional</li> <li>• Data Analyst</li> </ul>	December 8, 2023	January 15, 2024
Feb 26, 2024	<ul style="list-style-type: none"> <li>• Medical Laboratory Assistant</li> </ul>	January 19, 2023	February 9, 2023
Mar 18, 2024	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• HR Management</li> <li>• Accounting Technician</li> <li>• Logistics &amp; Supply Chain Mgmt</li> <li>• E-Commerce Professional</li> <li>• Data Analyst</li> </ul>	January 19, 2024	March 1, 2024
May 27, 2024	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• HR Management</li> <li>• Data Analyst</li> <li>• Accounting Technician</li> <li>• Logistics &amp; Supply Chain Mgmt</li> <li>• E-Commerce Professional</li> </ul>	March 29, 2024	May 10, 2024
June 24, 2024	<ul style="list-style-type: none"> <li>• Medical Laboratory Assistant</li> </ul>	April 29, 2024	June 7, 2024
Jul 22, 2024	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• HR Management</li> <li>• Accounting Technician</li> <li>• Logistics &amp; Supply Chain Mgmt</li> <li>• E-Commerce Professional</li> </ul>	May 24, 2024	July 5, 2024

## 5. REFUND POLICY

To start the refund process, please complete our [Withdrawal Form](#)

### Refund Policy for Robertson Programs (MLA)

Refunds will be made only in the same manner of which it was paid. In order for a student contract to be terminated, the following must occur:

- A. The student gives written notice of withdrawal or,
- B. The student is expelled from the program due to a violation of college policy, or
- C. The student is absent for more than 10% of the total hours of instruction within the first 2/3 of the program.

Prior to start of the Program	Full refund minus non-refundable fees
After start of the program	Full refund minus non-refundable fees and the amount determined in accordance with the <a href="#">Private Vocational Institutions Regulation</a> . A refund calculation will be sent to the student using the <i>Refund Calculator</i> provided by the Manitoba Regulation and Accountability Office which determines the refund amount the student is eligible for.
2/3 after start of the program	No refund (If there is a balance due, the student is responsible for making payment arrangements)

### Refund Policy for the PACE or IAE programs

Date of registration - Day 5 of course	Full refund minus non-refundable fees
Day 6 of course – End of course	No refund

### Refund Policy for the Robertson-Assiniboine Community College Affiliated Programs

From	To	Refund
Date of registration	End of day 4 of course	Full refund minus non-refundable fees
Day 5 of course	25% of course	50% of program tuition fee minus non refundable fees
26% of course	50% of course	No refund
51% of course	End of course	No refund

**Visa Refusal**

Applicants who are denied a Study Permit will forfeit only the application fee. A copy of the visa rejection letter from Immigration, Refugees, and Citizenship Canada (IRCC) is required to process the deposit and tuition refunds.

*\* Proof of visa rejection must be submitted within 4 weeks from the date of rejection*

**Please note, the refund process takes up to 6 weeks from the date we receive the full withdrawal package.**