

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 TOTAL: \$22,818
	E-Commerce Professional Certificate (ECOM)	Tuition fee: ECOM \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,789 Other fees** \$1,797 TOTAL: \$23,026
	Accounting Technician Certificate (AT)	Tuition fee: AT \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,750 Other fees** \$1,797 TOTAL: \$22,987
	Human Resource Management Advanced Diploma (HR)	Tuition fee: HR \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,352 Other fees** \$1,634 TOTAL: \$22,426
	Marketing Advanced Diploma (MK)	Tuition fee: MK \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,581 Other fees** \$1,634 TOTAL: \$22,655
	Data Analyst Advanced Diploma (DA)	Tuition fee: DA \$16,640 + PACE* \$2,800 Textbooks & Supplies \$1,789 Other fees** \$1,797 TOTAL: \$23,026

* 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)

English Language Programs

Newtone School of Language

Application Fee (Non-Refundable) CAD \$225

Intensive Academic English (IAE) Levels: 1 to 4 Duration: 12 weeks per level - full-time Start Date: Every Month	Level Tuition Fee: \$3,950 Health Insurance (91 days): \$228 <u>TOTAL</u> : \$4,179 per level
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*The application fee will only be charged once to students taking from 1 to 4 levels or pathway programs.

**Intensive Academic English- Level 4 (IAE4) is considered a Pathway Program designed for students who do not meet their English Proficiency Level (ELP) admission requirement for direct entry to our post-secondary programs. Successful completion of the IAE4 program, with a minimum passing grade of 80%, will fulfill the ELP admission requirement.

***For program information, admission requirements, and schedule please email admissions.winnipeg@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

- Payments must be made ONLY to Robertson College. Please DO NOT make any payments to Assiniboine Community College as it will cause a significant delay in processing your application, which may result in losing your seat in the program.
- 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

NOTE:

- An additional 2.4% transaction fee will be charged for all payments made by **credit card**. Some exceptions may apply for payments made through the online application portal.
- A penalty fee of \$25 will be assessed on all non-sufficient funds (NSF) cheques.

- **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. 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"> Marketing HR Management Accounting Technician Data Analyst 	July 21, 2023	September 8, 2023
Sep 25, 2023	<ul style="list-style-type: none"> Logistics & Supply Chain Mgmt E-Commerce Professional 	July 28, 2023	September 15, 2023
Nov 20, 2023	<ul style="list-style-type: none"> HR Management Accounting Technician 	October 16, 2023	November 3, 2023
Nov 27, 2023	<ul style="list-style-type: none"> Medical Laboratory Assistant 	October 23, 2023	November 10, 2023
Jan 22, 2024	<ul style="list-style-type: none"> Marketing HR Management Accounting Technician 	December 1, 2023	January 08, 2024
Jan 29, 2024	<ul style="list-style-type: none"> Logistics & Supply Chain Mgmt E-Commerce Professional Data Analyst 	December 8, 2023	January 15, 2024
Mar 18, 2024	<ul style="list-style-type: none"> Marketing HR Management Accounting Technician Logistics & Supply Chain Mgmt E-Commerce Professional Data Analyst 	January 19, 2024	March 1, 2024
May 27, 2024	<ul style="list-style-type: none"> Marketing HR Management Data Analyst Accounting Technician Logistics & Supply Chain Mgmt E-Commerce Professional 	March 29, 2024	May 10, 2024
July - TBD	<ul style="list-style-type: none"> Marketing HR Management Accounting Technician Logistics & Supply Chain Mgmt E-Commerce Professional 	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 Private Vocational Institutions Regulation . 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

From	To	Refund
Date of registration	Prior to the first day of classes	Full refund minus non-refundable fees
Day 1 of course	Day 5 of course	75% of program tuition 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

To find more detailed information, please refer to [Tuition Refund Policy - Global, Mb](#)

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.

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

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

Study Permit must be submitted at least one month before the program start date. If the study permit application has not been approved by IRCC before the deadline, the one-time exception on the No Deferral Policy will apply. See Section 4 of the [Tuition Refund Policy - Global, Mb](#) for more details.