

TUITION PAYMENT FEES AND POLICIES

In this document you will find:

1. [Program Tuition Fees](#)
2. [Payment Policy](#)
3. [Payment Methods](#)
4. [2023-2024 Payment Schedule](#)
5. [Refund Policy](#)

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 TOTAL: \$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-transferable**.
- 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 letter 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

*Please enter your Robertson student ID in the Account Number field
- **In Person:** debit/credit card, cash, cheque or money order at Robertson College, 180 Main Street, Winnipeg, MB R3C 1A6
- **Robertson Portal-** Login to your online [Student Portal](#) account and pay with a credit card*

NOTE:

- A daily limit of \$3000 is applicable in terms of cash payment at the campus.
- 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 recommend 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. This can cause a significant delay in your admission process. If this is the **ONLY** option that works for you, please make sure to **send the wire transfer receipt to finance.winnipeg@robertsonglobal.ca** Please include the 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 	April 1, 2024	May 10, 2024
July 08, 2024	<ul style="list-style-type: none"> • Marketing • Data Analyst • HR Management • Accounting Technician • Logistics & Supply Chain Mgmt • E-Commerce Professional 	May 13, 2024	June 21, 2024

5. REFUND POLICY

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

Refund Policy for the English Language 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 and the administrative fee of \$400. A copy of the visa refusal 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 refusal must be submitted within 4 weeks from the date of refusal*

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.