

## TUITION PAYMENT FEES AND POLICIES- Global AB

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### 1. PROGRAM TUITION FEES

#### Robertson College Programs in Alberta

**Application Fee of \$500 is non-refundable.**

Program	Length of the Program	Cost of the Program
Accounting Technician Diploma Program	10 months	Application Fee: \$500 Tuition Fee: \$16,140 <u>TOTAL:</u> \$16,640
Business Administration- Human Resource Coordinator Diploma Program	10 months	Application Fee: \$500 Tuition Fee: \$12,495 <u>TOTAL:</u> \$12,995
Pharmacy Technician Diploma Program	12 months	Application Fee: \$500 Tuition Fee: \$19,445 <u>TOTAL:</u> \$19,945

*Notes: The programs open to international students are licensed under Alberta's Private Vocational Training Act (PVTa). Only programs licensed under the PVTa are eligible for designation under the Alberta Designation Requirements. For program information, admission requirements, and schedule, please email [applications.calgary@robertsonglobal.ca](mailto:applications.calgary@robertsonglobal.ca).*

### 2. PAYMENT POLICY

- Full tuition fees or a minimum of \$15,000 including the seat deposit must be paid by the specified payment deadline (usually the program start date)- Please refer to the [Payment Schedule](#).
- The application fee of \$500 is **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.

- 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\*

#### NOTES:

- 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 to payments made through the online application portal.
- A penalty fee of \$25 will be assessed on all non-sufficient funds (NSF) cheques.
- **Wire Transfer** can be made by registering in Convera and selecting Wire Transfer as a payment method in Convera.

### 4. PAYMENT SCHEDULE

Start Date	Initial Payment Deadline (Full Tuition or a min. of \$15,000)	Final Payment Deadline (All of the remaining balance)
Sep 23, 2024	September 23, 2024	November 1, 2024
Jan 27, 2025	January 27, 2025	March 7, 2025
May 5, 2025	May 5, 2025	June 13, 2025
Jul 14, 2025	July 14, 2025	August 22, 2025

## 5. REFUND POLICY

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

### Refund Policy for the Robertson, Alberta

From	To	Refund
Date of registration	End of day 4 of course	Full refund minus non-refundable fees
Day 5 of the program	10% of the program	75% of program tuition fee minus non refundable fees
11% of course	50% of course	40% of program tuition fee minus non refundable fees
51% of course	End of course	No refund

*\* The application fee of \$500 is non-refundable*

## 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.

Proof of visa refusal must be submitted within 4 weeks from the date of refusal

Notes:

- **Please note that the refund process takes up to 30 days from the date we receive the full withdrawal package.**
- 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.