

Masters Preparation Certificate in Education (MPCE) Tuition Installment Plan and Refund Policy 2018-19

Tuition payments are due on the schedule listed below.

**Ancillary fees are charged per term. They are paid separately and cannot be included in this installment plan.
The MPCE program follows the Graduate Student fees for Ancillary fees.**

Full Tuition (2018-19) all courses, including textbooks	\$14,648.00
1 st Installment: Deposit upon acceptance of offer of admission:	\$5,000.00
2 nd Installment: Fall/due before September 30, 2018:	\$2,324.00
3 rd Installment: Winter/due before January 31, 2019:	\$7,324.00
If you have paid your tuition in full before the installment date, it will show on your student account as a credit.	
Failed Classes that need to be retaken (per half credit):	\$1,465.00
Ancillary Fees estimate:	\$1,200.00

- 1) Deposit will be refunded to the PAYER if a student is not granted a Student Authorization (Permit) to study in Canada. All requests for these refunds shall be in writing and accompanied by the following documents a copy of the Canadian Embassy letter of rejection and a copy of the deposit receipt.
- 2) Deposit will not be refundable or transferable once you have used our offer to obtain a Student Authorization to study in Canada and if after 90 days before the start date of the program (as indicated on the Offer of Admission). Deposit and offer of admission may be deferred to the next year with approval.
- 3) Deposit will be refunded if requested 90 days or more before the start date of the program (as indicated on the Offer of Admission).
- 4) Tuition fee for the term will not be refundable or transferable after the term's commencement date for any student except in the case of extreme illness that results in the student being unable to remain in Canada to complete his or her studies. Any student suffering from such an illness must provide a doctor's certificate issued by a medical practitioner, duly licensed to practice medicine in the Province of Ontario, confirming the student's illness, and recommending that the student return home.
- 5) Tuition fee for the term will not be refundable or transferable after the term's commencement date if the student is dismissed or voluntarily withdraws from the program.
- 6) There will be no refund for classes that a student has failed or withdrawn from.
- 7) Students requiring additional terms of study due to Medical Leave will be assessed on an individual basis. Ancillary fees will still be charged according to the Finance Office schedule.
- 8) Textbooks are included in tuition. Different instructors may use different textbooks and/or online resources, therefore textbooks may not be the same for different sections of the same course. Students will receive textbook(s) only for the section of the course they are registered in. This may mean that some students will receive more or less books than another, or that the monetary value of the books may be different. Textbooks for elective classes are the responsibility of the student.
- 9) Tuition refund calculations will take into account:
 - a) The Province of Ontario \$750 Recovery fee is included in the flat fees and will be deducted from the refund, regardless of the term that the refund is issued.
 - b) Refunds will be on a prorated basis per class, per term, minus a 20% administration fee.
 - c) Any outstanding balance on a student account will be deducted from the refund by the Finance Office.

Questions? Contact Susan Melnichuk, Manger, International Programs, at smelnichuk@brocku.ca