

**Payment Schedule for Canadian Students *(subject to change)***  
**Tourism Leadership - Cert**  
**March 2010 Start Date – Canadian Students**

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2  
 E-mail: [student-accounts@royalroads.ca](mailto:student-accounts@royalroads.ca)

**Fee Schedules –Canadian Students**

<b>FEE SCHEDULE – FULL PAYMENT</b>			
<b>Year</b>	<b>Full Payment</b>	<b>Due Date</b>	<b>Total</b>
<b>Acceptance</b>	Tuition Deposit	As per Letter of Admission	\$500.00
<b>1<sup>st</sup> Year</b>	Year 1 Tuition & Ancillary Fees (Learner Services \$104, Special Function \$102)		\$5,606.00
	Less Deposit		-\$500.00
<b>1<sup>st</sup> Year</b>	<b>Total Year 1 Tuition &amp; Ancillary Fees</b>	<b>1-Mar-10</b>	<b>\$5,106.00</b>
<b>Total Tuition &amp; Ancillary Fees</b>			<b>\$5,606.00</b>

\*Subject to change due to course start dates

**Tuition Deposit**

A tuition deposit of \$500 is due upon acceptance to your program. The deposit will be applied to the first tuition fees due.

**Note:** When using the online payment system([www.royalroads.ca/payments](http://www.royalroads.ca/payments)), use the Account History tab to review any outstanding credits you have on account, you may elect to reduce your payment by these amounts.

**INVOICE**

INVOICE NUMBER: TRSMLDR-CERT Y0910P-CA1B DOMS  
 DATE INVOICED: February 1, 2010

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Cost</b>
	Learner Services Fee (Certificate Programs)		\$104.00
	Special Function Fee - Res 1		\$102.00
TRMN501	Tourism Leadership	3.00	\$1,800.00
TRMN502	Global Tourism	3.00	\$1,800.00
TRMN601	Tourism Delivery Systems	3.00	\$1,800.00
	<b>TOTAL</b>	<b>9.00</b>	<b>\$5,606.00</b>
	<b>AMOUNT DUE UPON ADMISSION</b>		<b>\$500.00</b>
	<b>AMOUNT DUE Mar 01, 2010</b>		<b>\$5,106.00</b>

**To Make a Payment**

The preferred method of payment is by Visa, MasterCard or American Express online at [www.royalroads.ca/payments](http://www.royalroads.ca/payments)

Payments can also be made:

- Through most Canadian Banks using their telephone or electronic bill payments service. Your six-digit student number is your account number.
- By cheque and money order made payable to Royal Roads University and forwarded to the attention of Student Accounts, Royal Roads University, 2005 Sooke Road, Victoria, B.C V9B 5Y2. For payment by cheque or money order, the learner's name, student number (if known) and program must be noted on the cheque.
- In person at University reception, located in the Grant Building, Room 130, or at Student Accounts, located on the second floor of Hatley Castle, Room 215.
- All methods of payment, including debit card, Visa, MasterCard, American Express, money order, cheque and cash, are accepted at these locations.

**Payment Schedule for International Students *(subject to change)***  
**Tourism Leadership - Cert**  
**March 2010 Start Date – International Students**

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2  
 E-mail: [student-accounts@royalroads.ca](mailto:student-accounts@royalroads.ca)

**Fee Schedules – International Students**

<b>FEE SCHEDULE – FULL PAYMENT</b>			
<b>Year</b>	<b>Full Payment</b>	<b>Due Date</b>	<b>Total</b>
<b>Acceptance</b>	Tuition Deposit	As per Letter of Admission	\$500.00
1 <sup>st</sup> Year	Year 1 Tuition & Ancillary Fees (Learner Services \$104, Special Function \$102)		\$8,306.00
	Less Deposit		-\$500.00
<b>1<sup>st</sup> Year</b>	<b>Total Year 1 Tuition &amp; Ancillary Fees</b>	<b>1-Mar-10</b>	<b>\$7,806.00</b>
	<b>Total Tuition &amp; Ancillary Fees</b>		<b>\$8,306.00</b>

\*Subject to change due to course start dates

**Tuition Deposit**

A tuition deposit of \$500 is due upon acceptance to your program. The deposit will be applied to the first tuition fees due.

**Note:** When using the online payment system([www.royalroads.ca/payments](http://www.royalroads.ca/payments)), use the Account History tab to review any outstanding credits you have on account, you may elect to reduce your payment by these amounts.

**INVOICE**

INVOICE NUMBER: TRSMLDR-CERT Y0910P-CA1B INT'L  
 DATE INVOICED: February 1, 2010

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Cost</b>
	Learner Services Fee (Certificate Programs)		\$104.00
	Special Function Fee - Res 1		\$102.00
TRMN501	Tourism Leadership	3.00	\$2,700.00
TRMN502	Global Tourism	3.00	\$2,700.00
TRMN601	Tourism Delivery Systems	3.00	\$2,700.00
	<b>TOTAL</b>	<b>9.00</b>	<b>\$8,306.00</b>
	<b>AMOUNT DUE UPON ADMISSION</b>		<b>\$500.00</b>
	<b>AMOUNT DUE Mar 01, 2010</b>		<b>\$7,806.00</b>

**To Make a Payment**

The preferred method of payment is by Visa, MasterCard or American Express online at [www.royalroads.ca/payments](http://www.royalroads.ca/payments)

Payments can also be made:

- Through most Canadian Banks using their telephone or electronic bill payments service. Your six-digit student number is your account number.
- By cheque and money order made payable to Royal Roads University and forwarded to the attention of Student Accounts, Royal Roads University, 2005 Sooke Road, Victoria, B.C V9B 5Y2. For payment by cheque or money order, the learner's name, student number (if known) and program must be noted on the cheque.
- In person at University reception, located in the Grant Building, Room 130, or at Student Accounts, located on the second floor of Hatley Castle, Room 215.

All methods of payment, including debit card, Visa, MasterCard, American Express, money order, cheque and cash, are accepted at these locations.

## **Tuition and Ancillary Fees**

Tuition and ancillary fees are quoted in Canadian dollars. The tuition deposit is required at acceptance into the program and will be applied toward the student's first tuition amount due. Late registrants will be required to pay the tuition deposit and the applicable tuition and ancillary fees upon acceptance into the program. All ancillary fees are non-refundable.

- A complete listing of the ancillary fees can be found on-line at:  
[www.royalroads.ca/finances/tuition-fees](http://www.royalroads.ca/finances/tuition-fees)
- A complete description of the Royal Roads refund policies are available online at:  
<http://www.royalroads.ca/finances/refund-fees.htm>

Tuition and ancillary fees are assessed on a yearly basis and are due before the start of each payment year.

The actual amount owing for each fiscal quarter (installment) will be charged to your student account on-line one month before the due date. You can access your account through your student portal or at [www.royalroads.ca/payments](http://www.royalroads.ca/payments)

Students will be emailed quarterly invoices to the email address we have on record. It is the student's responsibility to update their email addresses.

## **General Payment Information**

- Fees will be charged to the student's account one month before the due date.
- Payment by credit card can be made on-line at [www.royalroads.ca/payments](http://www.royalroads.ca/payments). We accept Visa, MasterCard, and American Express. When paying on-line, please select all amounts that are due to keep your account current.
- Pre-payments of any amount can be made online by selecting the "Advance Payment" option on-line and entering an amount.
- Payments are accepted through major Canadian banks as a bill payment; the billing account number is your student number. See your bank for details.
- Payments can be also be made by cheque, money order, or in person with cash or debit card.
- Cheques and money orders must be made payable to *Royal Roads University* and forwarded to the attention of Student Accounts, Royal Roads University, 2005 Sooke Road, Victoria, B.C V9B 5Y2. For payment by cheque or money order, the learner's name, student number (if known) and program *must* be noted on the cheque.
- To contact student accounts email us at [student-accounts@royalroads.ca](mailto:student-accounts@royalroads.ca); please include your student number and program name in the subject line. We are open Monday – Friday, 8:00am to 4:30pm Pacific Time.
- Please refer to the current academic calendar or our website for further information regarding tuition and credit policies.
- Tuition tax receipts (T2202As) are emailed in February for the preceding calendar year to students at their last known email address. Students are responsible for ensuring their e-mail address is current. To update an e-mail address go to <http://myrru.royalroads.ca/learners>.
- Overdue learner accounts will be assessed a late fee of \$51.00 per occurrence.
- Returned cheques will be assessed a handling fee of \$26.00 per occurrence.
- Students with overdue accounts will not be permitted to register for further courses or modules and will not receive grade statements, transcripts, T2202A tax receipts, or their degree diploma until the debt is cleared with the University. The University reserves the right to transfer any overdue account to an external collection agency for further action.
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