

Payment Schedule for Canadian Students *(subject to change)*
Master of Business Administration Program
November 2009 Start Date – Canadian Students

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2
 Tel (250) 391-2600 ext 4282, Fax (250) 391-2656
 E-mail: student-accounts@royalroads.ca

Fee Schedules –Canadian Students

Y0910F-CA1B

FEE SCHEDULE – FULL PAYMENT			
Year	Full Payment	Due Date	Total
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
1 st Year	Year 1 Tuition & Ancillary Fees (Learner Services Fee \$233)	11-Jan-10	\$21,096.72
	Less Deposit		-\$500.00
1st Year	Total Year 1 Tuition & Ancillary Fees	11-Jan-10	\$20,596.72
2nd Year	Year 2 Tuition	1-Dec-10	\$14,896.28
Total Tuition & Ancillary Fees			\$35,993.00

*Subject to change due to course start dates

Note: When using the online payment system (www.royalroads.ca/payments), to pay the year in full, simply select the first course shown on the on-line payment form and in the “Amount to Pay” box enter the yearly amount and proceed to checkout by using “Next” button.

FEE SCHEDULE- INSTALLMENT PLAN			
Installment Plan	Course Dates	Due Date	Estimated Amount *
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
Installment 1	For any courses that begin Jan 1 - Mar 31 plus ancillary fees (Installment fee Yr 1 \$204, Learner Services Fee \$233)	11-Jan-10	\$8,633.86 (less \$500 deposit) \$8,133.86
Installment 2	For any courses that begin Apr 1 - Jun 30	1-Mar-10	\$4,470.00
Installment 3	For any courses that begin Jul 1 – Sept 30	1-Jun-10	\$3,726.86
Installment 4	For any courses that begin Oct 1 - Dec 31	1-Sep-10	\$4,470.00
Installment 5	For any courses that begin Jan 1 - Mar 31 plus ancillary fees (Installment fee Yr 2 \$204)	1-Dec-10	\$4,674.00
Installment 6	For any courses that begin Apr 1 - Jun 30	1-Mar-11	\$3,721.28
Installment 7	For any courses that begin Jul 1 – Sep 30	1-Jun-11	\$6,705.00
Total Tuition, Installment & Ancillary Fees			\$36,401.00

*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), use the Account History tab to review any outstanding credits you have on account, you may elect to reduce your payment by these amounts.

Program Invoice for Canadian Students – Yearly Payments

Master of Business Administration Program

November 2009 Start Date – Canadian Students

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Tel (250) 391-2600 ext 4282, or 1-800-788-8028
Fax (250) 391-2656

E-mail: student-accounts@royalroads.ca
GST Registration No. 89957 0063 RT0001

INVOICE

INVOICE NUMBER: EXMGMT-MBA Y0910F-CA1B DOMS
DATE INVOICED: December 1, 2009

Course Code	Course Name	Credits	Cost
	Learner Services Fee		\$ 233.00
BUSA 500A	Leadership Development Workshop I	0.67	\$ 374.36
BUSA500B	Leadership Development Workshop II	0.67	\$ 374.36
BUSA500C	Leadership Development Workshop III	0.67	\$ 368.78
BUSA505	Environment of Business	2	\$ 1,117.50
BUSA510	Creative Leadership	2	\$ 1,117.50
BUSA515	Organizational Relations	2	\$ 1,117.50
BUSA520	Marketing Management	4	\$ 2,235.00
BUSA524	Introduction to Financial Accounting	1	\$ 558.75
BUSA525	Financial & Managerial Accounting	3	\$ 1,676.25
BUSA530	Corporate Finance	4	\$ 2,235.00
BUSA600	Research Methods	4	\$ 2,235.00
BUSA535	Sustainability	2	\$ 1,117.50
BUSA540	Consulting Skills	2	\$ 1,117.50
BUSA546	Contract Law	2	\$ 1,117.50
EL01	Elective One	4	\$ 2,235.00
EL02	Elective Two	4	\$ 2,235.00
EL03	Elective Three	4	\$ 2,235.00
EL04	Elective Four	4	\$ 2,235.00
BUSA550	Strategic Management	3	\$ 1,676.25
BUSA605	Global Issues in Management	3	\$ 1,676.25
BUSA695	Organizational Consulting Project	12	\$ 6,705.00
	Total	64	\$35,993.00
	Amount Due Upon Admission		\$ 500.00
	Full Year due Jan 11, 2010 Year 1		\$20,596.72
	Full Year due Dec 1, 2010 Year 2		\$14,896.28

To Make a Payment

The preferred method of payment is by Visa, MasterCard or American Express online at 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 Student'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)*
Master of Business Administration Program
November 2009 Start Date – International Students

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2
 Tel (250) 391-2600 ext 4282, Fax (250) 391-2656
 E-mail: student-accounts@royalroads.ca

Fee Schedules – International Students

Y0910F-CA1B

FEE SCHEDULE – FULL PAYMENT			
Year	Full Payment	Due Date	Total
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
1 st Year	Year 1 Tuition & Ancillary Fees (Learner Services Fee \$233)	11-Jan-10	\$31,528.59
	Less Deposit		(\$500.00)
1st Year	Total Year 1 Tuition & Ancillary Fee	11-Jan-10	\$31,028.59
2nd Year	Year 2 Tuition	1-Dec-10	\$22,344.41
Total Tuition & Ancillary Fees			\$53,873.00

*Subject to change due to course start dates

Note: When using the online payment system (www.royalroads.ca/payments), to pay the year in full, simply select the first course shown on the on-line payment form and in the “Amount to Pay” box enter the yearly amount and proceed to checkout by using “Next” button.

FEE SCHEDULE- INSTALLMENT PLAN			
Installment Plan	Course Dates	Due Date	Estimated Amount *
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
Installment 1	For any courses that begin Jan 1 - Mar 31 plus ancillary fees (Installment fee Yr 1 \$204, Learner Services Fee \$233)	11-Jan-10	\$12,732.30 (less \$500 deposit) \$12,232.30
Installment 2	For any courses that begin Apr 1 - Jun 30	1-Mar-10	\$6,705.00
Installment 3	For any courses that begin Jul 1 – Sept 30	1-Jun-10	\$5,590.29
Installment 4	For any courses that begin Oct 1 - Dec 31	1-Sep-10	\$6,705.00
Installment 5	For any courses that begin Jan 1 - Mar 31 plus ancillary fees (Installment fee Yr 2 \$204)	1-Dec-10	\$6,909.00
Installment 6	For any courses that begin Apr 1 - Jun 30	1-Mar-11	\$5,581.92
Installment 7	For any courses that begin Jul 1 – Sep 30	1-Jun-11	\$10,057.49
Total Tuition, Installment & Ancillary Fees			\$54,281.00

*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), use the Account History tab to review any outstanding credits you have on account, you may elect to reduce your payment by these amounts.

Program Invoice for International Students – Yearly Payments

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GST Registration No. 89957 0063 RT0001

INVOICE

INVOICE NUMBER: EXMGMT-MBA Y0910F-CA1B
DATE INVOICED: December 1, 2009

Course Code	Course Name	Credits	Cost
	Learner Services Fee		\$ 233.00
BUSA 500A	Leadership Development Workshop I	0.67	\$ 561.54
BUSA500B	Leadership Development Workshop II	0.67	\$ 561.54
BUSA500C	Leadership Development Workshop III	0.67	\$ 553.16
BUSA505	Environment of Business	2	\$ 1,676.25
BUSA510	Creative Leadership	2	\$ 1,676.25
BUSA515	Organizational Relations	2	\$ 1,676.25
BUSA520	Marketing Management	4	\$ 3,352.50
BUSA524	Introduction to Financial Accounting	1	\$ 838.13
BUSA525	Financial & Managerial Accounting	3	\$ 2,514.38
BUSA530	Corporate Finance	4	\$ 3,352.50
BUSA600	Research Methods	4	\$ 3,352.50
BUSA535	Sustainability	2	\$ 1,676.25
BUSA540	Consulting Skills	2	\$ 1,676.25
BUSA546	Contract Law	2	\$ 1,676.25
EL01	Elective One	4	\$ 3,352.50
EL02	Elective Two	4	\$ 3,352.50
EL03	Elective Three	4	\$ 3,352.50
EL04	Elective Four	4	\$ 3,352.50
BUSA550	Strategic Management	3	\$ 2,514.38
BUSA605	Global Issues in Management	3	\$ 2,514.38
BUSA695	Organizational Consulting Project	12	\$10,057.49
	Total	64	\$53,873.00
	Amount Due Upon Admission		\$ 500.00
	Full Year due Jan 11, 2010 Year 1		\$31,028.59
	Full Year due Dec 1, 2010 Year 2		\$22,344.41

To Make a Payment

The preferred method of payment is by Visa, MasterCard or American Express online at 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 student'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
- 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.

Assessed fees may be paid in full based on the FULL PAYMENT section of the FEE SCHEDULE, above.

Students may elect to pay tuition by installments; however, an installment fee of \$204 per year for grad students and \$102 per year for undergrad students will be applied – please see the INSTALLMENT PLAN section of the FEE SCHEDULE, above.

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

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. 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 **student'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; 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.
- An official receipt for income tax purposes (T2202A form) will be emailed out in February for the previous calendar year. **It is the student's responsibility to update their current email address.** You can update your mailing address through the link on www.royalroads.ca/payments or by sending an email to rru-address-change@royalroads.ca with all of the new information. T2202A tax forms will be sent to the address on record as of January 31.
- Overdue Student 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.