

**Payment Schedule for Canadian Learners** *(Subject to Change)*  
**Master of Arts in Leadership 2009 Canadian Learners**  
**June 2009 Start Date**

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

**Fee Schedules**

<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 plus Ancillary Fees (Learner Services Fee \$229, Special Function Fee \$100)	8-Jun-09	\$10,262.59
	Less Deposit		-\$500.00
<b>1<sup>st</sup> Year</b>	<b>Total Year 1 Tuition &amp; Ancillary Fees</b>	<b>8-Jun-09</b>	<b>\$9,762.59</b>
2 <sup>nd</sup> Year	Year 2 Tuition plus Ancillary Fees (Special Function Fee \$100)	1-Mar-10	\$10,556.41
<b>Total Tuition &amp; Ancillary Fees</b>			<b>\$20,819.00</b>

\*Subject to change due to course start dates

**Note:** When using the online payment system ([www.royalroads.ca/payments](http://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.

<b>FEE SCHEDULE- INSTALLMENT PLAN</b>			
<b>Installment Plan</b>	<b>Course Dates</b>	<b>Due Date</b>	<b>Estimated Amount *</b>
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
Installment 1	For any courses that begin April 1 - June 30 plus ancillary fees (Installment fee Yr 1 \$200, Learner Services Fee \$229, Special Function Fee \$100)	8-Jun-09	\$5,234.38  (less \$500 deposit) <b>\$4,734.38</b>
Installment 2	For any courses that begin Sept 1 - Dec 31	1-Sep-09	<b>\$3,136.92</b>
Installment 3	For any courses that begin Jan 1 March 31	1-Dec-09	<b>\$2,091.28</b>
Installment 4	For any courses that begin April 1 - June 30 plus ancillary fees (Installment fee Yr 2 \$200, Special Function Fee \$100)	1-Mar-10	<b>\$4,482.56</b>
Installment 5	Major Project	1-Jun-10	<b>\$6,273.85</b>
<b>Total Tuition, Installment &amp; Ancillary Fees</b>			<b>\$21,219.00</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.

**Program Invoice for Canadian Students – Yearly Payments**  
**Master of Arts in Leadership 2009 Canadian Learners**  
**June 2009 Start Date**

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2  
 Tel (250) 391-2600 ext 4282, or 1-800-788-8028  
 Fax (250) 391-2656  
 E-mail: [rru-learner-accounts@royalroads.ca](mailto:rru-learner-accounts@royalroads.ca)  
 GST Registration No. 89957 0063 RT0001

**INVOICE**

INVOICE NUMBER: LDRSHIP-MA Y0809S-CA1B-DOMS  
 DATE INVOICED: May 1 2009

Course Code	Course Name	Credits	Cost
	Learner Services Fee		\$ 229.00
	Special Function Fee Year 1		\$ 100.00
	Special Function Fee Year 2		\$ 100.00
LEAD526	Fundamentals in Personal Leadership and Learning	3	\$ 1,568.46
LEAD527	Communication and Leadership in Teams and Groups	3	\$ 1,568.46
LEAD528	Leadership in Organizational Systems	3	\$ 1,568.46
LEAD516	Concepts and Theories of Leadership in Organization	3	\$ 1,568.46
LEAD525	Leading and Managing Organizational Relationships (Elective 1)	3	\$ 1,568.46
LEAD650	Coaching for Leadership (Elective 1)	3	\$ 1,568.46
LEAD563	Leading Systematic Inquiry in Organizations	4	\$ 2,091.28
LEAD520	Developing Leadership Capacity	2	\$ 1,045.64
LEAD521	Facilitating Learning for Organizational Change	2	\$ 1,045.64
LEAD522	Resolving Conflict	2	\$ 1,045.64
LEAD539	Major Project Proposal	2	\$ 1,045.64
LEAD540	Organizational Leadership Project	12	\$ 6,273.85
	<b>Total</b>	<b>39</b>	<b>\$20,819.00</b>
	<b>Amount Due Upon Admission</b>		<b>\$ 500.00</b>
	<b>Due Year 1 June 8, 2009</b>		<b>\$ 9,762.59</b>
	<b>Due Year 2 March 1, 2010</b>		<b>\$10,556.41</b>

\*Subject to change due to course start dates

**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 Learner 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 Learner 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 Learners (Subject to Change)**  
**Master of Arts in Leadership 2009 International Learners**  
**June 2009 Start Date**

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

**Fee Schedules**

<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 plus Ancillary Fees (Learner Services Fee \$229, Special Function Fee \$100)	8-Jun-09	\$15,229.38
	Less Deposit		-\$500.00
<b>1<sup>st</sup> Year</b>	<b>Total Year 1 Tuition &amp; Ancillary Fees</b>	<b>8-Jun-09</b>	<b>\$14,729.38</b>
2 <sup>nd</sup> Year	Year 2 Tuition plus Ancillary Fees (Special Function Fee \$100)	1-Mar-10	\$15,784.62
<b>Total Tuition &amp; Ancillary Fees</b>			<b>\$31,014.00</b>

\*Subject to change due to course start dates

**Note:** When using the online payment system ([www.royalroads.ca/payments](http://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.

<b>FEE SCHEDULE- INSTALLMENT PLAN</b>			
<b>Installment Plan</b>	<b>Course Dates</b>	<b>Due Date</b>	<b>Estimated Amount *</b>
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
Installment 1	For any courses that begin April 1 - June 30 plus ancillary fees (Installment fee Yr 1 \$200, Learner Services Fee \$229, Special Function Fee \$100)	8-Jun-09	\$7,587.08  (less \$500 deposit) <b>\$7,087.08</b>
Installment 2	For any courses that begin Sept 1 - Dec 31	1-Sep-09	<b>\$4,705.38</b>
Installment 3	For any courses that begin Jan 1 March 31	1-Dec-09	<b>\$3,136.92</b>
Installment 4	For any courses that begin April 1 - June 30 plus ancillary fees (Installment fee Yr 2 \$200, Special Function Fee \$100)	1-Mar-10	<b>\$6,573.85</b>
Installment 5	Major Project	1-Jun-10	<b>\$9,410.77</b>
<b>Total Tuition, Installment &amp; Ancillary Fees</b>			<b>\$31,414.00</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.

## Program Invoice for International Students – Yearly Payments

### Master of Arts in Leadership 2009 International Learners

#### June 2009 Start Date

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2  
Tel (250) 391-2600 ext 4282, or 1-800-788-8028  
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E-mail: [rru-learner-accounts@royalroads.ca](mailto:rru-learner-accounts@royalroads.ca)  
GST Registration No. 89957 0063 RT0001

### INVOICE

INVOICE NUMBER: LDRSHIP-MA Y0809S-CA1B -INTL  
DATE INVOICED: May 1 2009

Course Code	Course Name	Credits	Cost
	Learner Services Fee		\$ 229.00
	Special Function Fee Year 1		\$ 100.00
	Special Function Fee Year 2		\$ 100.00
LEAD526	Fundamentals in Personal Leadership and Learning	3	\$ 2,352.69
LEAD527	Communication and Leadership in Teams and Groups	3	\$ 2,352.69
LEAD528	Leadership in Organizational Systems	3	\$ 2,352.69
LEAD516	Concepts and Theories of Leadership in Organization	3	\$ 2,352.69
LEAD525	Leading and Managing Organizational Relationships (Elective 1)	3	\$ 2,352.69
LEAD650	Coaching for Leadership (Elective 1)	3	\$ 2,352.69
LEAD563	Leading Systematic Inquiry in Organizations	4	\$ 3,136.92
LEAD520	Developing Leadership Capacity	2	\$ 1,568.46
LEAD521	Facilitating Learning for Organizational Change	2	\$ 1,568.46
LEAD522	Resolving Conflict	2	\$ 1,568.46
LEAD539	Major Project Proposal	2	\$ 1,568.46
LEAD540	Organizational Leadership Project	12	\$ 9,410.77
	<b>Total</b>	<b>39</b>	<b>\$31,014.00</b>
	<b>Amount Due Upon Admission</b>		<b>\$ 500.00</b>
	<b>Due Year 1 June 8, 2009</b>		<b>\$14,729.38</b>
	<b>Due Year 2 March 1, 2010</b>		<b>\$15,784.62</b>

\*Subject to change due to course start dates

#### 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 Learner 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 Learner 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.

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 \$200 per year for grad students and \$100 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](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 Learner 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 learner accounts email us at [rru-learner-accounts@royalroads.ca](mailto:rru-learner-accounts@royalroads.ca) or call us at (250)391-2600, local 4282#. 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 mailed out in February for the previous calendar year. It is the learner's responsibility to update their current mailing address. You can update your mailing address through the link on [www.royalroads.ca/payments](http://www.royalroads.ca/payments) or by sending an email to [rru-address-change@royalroads.ca](mailto: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 learner accounts will be assessed a late fee of \$50.00 per occurrence.
- Returned cheques will be assessed a handling fee of \$25.00 per occurrence.
- Learners 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.