

Invoice & Payment Schedule

Strategic Human Resources Management Graduate Certificate

September 2008 Start Date

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2
E-mail: rru-learner-accounts@royalroads.ca

Tuition and Ancillary Fees

Tuition and ancillary fees are quoted in Canadian dollars and are subject to change without notice.

The tuition deposit is required at acceptance into the program and will be applied toward the learner'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.

Tuition and ancillary fees are assessed on a yearly basis and are due before the start of each program. Assessed fees must be paid in full (FEE SCHEDULE-FULL PAYMENT). The actual amount owing for your program 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

To Pay the Year in Full

Payment by credit card can be made on-line at www.royalroads.ca/payments. We accept Visa, MasterCard, and American Express. To pay the program in full, select the courses shown on the on-line payment form and in the "Amount to Pay" box enter the amount to be paid. When paying on-line, please select all amounts that are due to keep your account current. Partial payments can also be made on-line by changing the amount in the "Amount to Pay" box for any particular item. Proceed to checkout by using "Next" button.

Payments can be also be made by cheque, money order, or in person with cash or debit card.

General Payment Information

- Fees will be charged to the student's account one month before the due date.
- Payments are accepted through major Canadian banks as a bill payment; the billing account number is your student number. See your bank for details.
- 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.
- 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.

Fee Schedules

FEE SCHEDULE – FULL PAYMENT			
Year	Full Payment	Due Date	Total
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
Program Year	Year 1 Tuition & Ancillary Fees	Sept. 22, 2008	\$5,400.00
	Less Deposit		(500.00)
	Year 1 Net Amount Due (less deposit)	Sept. 22, 2008	\$4,900.00

Other Information

- Payment by credit card can be made on-line at www.royalroads.ca/payments
- 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.
- Please refer to the current academic calendar or our website for further information regarding tuition and credit policies.
- Ancillary fee information can be found on-line at www.royalroads.ca/finances/tuition-fees
- 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 or by sending an email to rpu-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.
- To contact learner accounts email us at rpu-learner-accounts@royalroads.ca . Please include your learner number and Program name with your request. We are open Monday – Friday, 8:00am to 4:30pm Pacific Time.

Program Invoice
Strategic Human Resources Management Graduate Certificate
September 2008 Start Date

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2
E-mail: rru-learner-accounts@royalroads.ca
GST Registration No. 89957 0063 RT0001

INVOICE

INVOICE NUMBER: STRHRMG-CERT Y0809F-CA1B-DOMS
DATE INVOICED: AUGUST 1, 2008

Course Code	Course Name	Credits	Cost
LSF	Learner Service Fee		\$100.00
HRMN500	Best Practices in Human Resources	0.5	\$294.44
HRMN540	Managing Organizational Change	4.0	\$2,355.56
HRMN545	Strategic Implementation for Human Resources Management	4.0	\$2,355.56
HRMN507	Capstone	0.5	\$294.44
	TOTAL	9.0	\$5,400.00
	AMOUNT DUE UPON ADMISSION		\$500.00
	AMOUNT DUE SEPTEMBER 22, 2008		\$4,900.00

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 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.