

## Invoice & Payment Schedule

Graduate Certificate in Professional Communication Management  
September 2010 Start Date

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

FEE SCHEDULE			
Year	Full Payment	Due Date	Total
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
	<b>Tuition &amp; Ancillary Fees</b>		<b>\$5,606.00</b>
	Less Tuition Deposit		(500.00)
	<b>Net Amount Due (less tuition deposit)</b>	<b>Sept 27, 2010</b>	<b>\$5,106.00</b>

## Program Invoice

Graduate Certificate in Professional Communication Management  
September 2010 Start Date

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E-mail: [Student-Accounts@royalroads.ca](mailto:Student-Accounts@royalroads.ca)  
GST Registration No. 89957 0063 RT0001

### INVOICE

INVOICE NUMBER: PCOMGMT-CERT Y1011F-CA1B  
INVOICE DATE: SEPTEMBER 1, 2010

Course Code	Course Name	Credits	Cost
	Student Services Fee		\$106.00
PRMN600	Best Practices in Public Relations Management	3.0	\$1,833.34
PRMN660	Stakeholder Relations	3.0	\$1,833.33
PRMN650	Managing Risk, Issues & Crisis	3.0	\$1,833.33
	<b>TOTAL</b>	<b>9.0</b>	<b>\$5,606.00</b>
	<b>AMOUNT DUE UPON ADMISSION</b>		<b>\$500.00</b>
	<b>AMOUNT DUE SEPT 27, 2010</b>		<b>\$5,106.00</b>

## **Tuition and Ancillary Fees**

Tuition and ancillary fees are quoted in Canadian dollars. The tuition deposit is required upon acceptance into the program and will be applied to 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)

Tuition and Fees will be charged to the student's account approximately one month before the due date.

## **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 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.

## **General Information**

- To contact Student Accounts please email us at [student-accounts@royalroads.ca](mailto:student-accounts@royalroads.ca) 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 our website for further information regarding tuition, credit and refund policies.  
<http://www.royalroads.ca/finance/finances>
- You can access your account through your student portal or at [www.royalroads.ca/payments](http://www.royalroads.ca/payments)
- An official receipt for income tax purposes (T2202A form) will be emailed in February for the previous calendar year. It is the student's responsibility to update their current email address. Students can update their contact information through the following link:  
<http://myrru.royalroads.ca/learners/learners/my-account>  
T2202A tax forms will be sent to the email address on record as of January 31st.
- Overdue student accounts will be assessed a late fee of \$52.00 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 and will not receive grade statements, transcripts, T2202A tax receipts, or their degree diploma until their debt is cleared with the University. The University reserves the right to transfer any overdue account to an external collection agency for further action.