

## Invoice & Payment Schedule

### Graduate Certificate in Professional Communication Management September 2009 Start Date

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

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](http://www.royalroads.ca/payments)

#### **To Pay the Year in Full**

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. 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 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.
- Overdue 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.

## Fee Schedule

<b>FEE SCHEDULE</b>			
<b>Year</b>	<b>Full Payment</b>	<b>Due Date</b>	<b>Total</b>
<b>Acceptance</b>	<b>Tuition Deposit</b>	<b>As per Letter of Admission</b>	<b>\$500.00</b>
<b>Program Year</b>	<b>Year 1 Tuition &amp; Ancillary Fees</b>	<b>Sept. 28,2009</b>	<b>\$5,504.00</b>
	Less Deposit		(500.00)
	<b>Year 1 Net Amount Due (less deposit)</b>	<b>Sept 28,2009</b>	<b>\$5,004.00</b>

## Other Information

- Payment by credit card can be made on-line at [www.royalroads.ca/payments](http://www.royalroads.ca/payments)
- 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.
- 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](http://www.royalroads.ca/finances/tuition-fees)
- 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 email address through the following link:  
[http://computerservices.royalroads.ca/manage\\_email\\_forwarding](http://computerservices.royalroads.ca/manage_email_forwarding)  
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 emailed to the address on record as of January 31.
- To contact Student Accounts email us at [Student-Accounts@royalroads.ca](mailto:Student-Accounts@royalroads.ca) . Please include your Student number and Program name with your request. We are open Monday – Friday, 8:00am to 4:30pm Pacific Time.

**Program Invoice**  
**Graduate Certificate in Professional Communication Management**  
**September 2009 Start Date**

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2  
E-mail: [Student-Accounts@royalroads.ca](mailto:Student-Accounts@royalroads.ca)  
GST Registration No. 89957 0063 RT0001

**INVOICE**

INVOICE NUMBER: PCOMGMT-CERT Y0910F-CA1B  
DATE INVOICED: AUGUST 1, 2009

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Cost</b>
LSF	Learner Service Fee		\$104.00
PRMN600	Best Practices in Public Relations	0.5	\$300.00
PRMN660	Stakeholder Relations	4.0	\$2,400.00
PRMN650	Managing Risk, Issues & Crisis	4.0	\$2,400.00
PRMN507	Capstone	0.5	\$300.00
	<b>TOTAL</b>	<b>9.0</b>	<b>\$5,504.00</b>
	<b>AMOUNT DUE UPON ADMISSION</b>		<b>\$500.00</b>
	<b>AMOUNT DUE SEPT 28, 2009</b>		<b>\$5,004.00</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 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.