

## Invoice & Payment Schedule

### Project Management Graduate Certificate

### January 2009 Start Date

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2  
E-mail: [rru-learner-accounts@royalroads.ca](mailto: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](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 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 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>January 26, 2009</b>	<b>\$5,402.00</b>
	Less Deposit		(500.00)
	<b>Year 1 Net Amount Due (less deposit)</b>	<b>January 26, 2009</b>	<b>\$4,902.00</b>

## Other Information

- Payment by credit card can be made on-line at [www.royalroads.ca/payments](http://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](http://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](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.
- To contact learner accounts email us at [rru-learner-accounts@royalroads.ca](mailto:rru-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**  
**Project Management Graduate Certificate**  
**January 2009 Start Date**

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

**INVOICE**

INVOICE NUMBER: PRJMGMT-CERT Y0809W--CA1B-DOMS  
DATE INVOICED: NOVEMBER 1, 2008

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Cost</b>
LSF	Learner Service Fee		\$102.00
PJMN500	Advanced Project Management	0.5	\$294.44
PJMN501	Managing Complex Projects	4.0	\$2,355.56
PJMN502	Project Planning and Scheduling	4.0	\$2,355.56
PJMN507	Capstone	0.5	\$294.44
	<b>TOTAL</b>	<b>9.0</b>	<b>\$5,402.00</b>
	<b>AMOUNT DUE UPON ADMISSION</b>		<b>\$500.00</b>
	<b>AMOUNT DUE JANUARY 26, 2009</b>		<b>\$4,902.00</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 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.