

## Invoice & Payment Schedule

Executive Coaching Graduate Certificate  
April 2010 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. The amount owing for your program will be charged to your student account on-line approximately one month before the due date and an invoice will be emailed. You can access your account through your student portal or at [www.royalroads.ca/payments](http://www.royalroads.ca/payments)

### General Payment Information

- 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.
- Payments are accepted through major Canadian banks as a bill payment and 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 student 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 Schedules

<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>Tuition &amp; Ancillary Fees</b>	<b>April 26, 2010</b>	<b>\$8,274.00</b>
	Less Deposit		(500.00)
	<b>Net Amount Due (less deposit)</b>	<b>April 26, 2010</b>	<b>\$7,774.00</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 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 available in February for the previous calendar year. It is the student's responsibility to update their current email address. You can update your 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 the new information. T2202A tax forms will be sent to the email 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**  
**Executive Coaching Graduate Certificate**  
April 2010 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: EXCOACH-CERT Y0910B-CA1B  
DATE INVOICED: February 1, 2010

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Cost</b>
LSF	Learner Service Fee		\$104.00
EXCH500	Best Practices in Executive Coaching	0.5	\$453.89
EXCH508	Foundations of Executive Coaching	4.0	\$3,631.11
EXCH509	Executive Coaching in Organizations	4.0	\$3,631.11
EXCH507	Capstone	0.5	\$453.89
	<b>TOTAL</b>	<b>9.0</b>	<b>\$8,274.00</b>
	<b>AMOUNT DUE UPON ADMISSION</b>		<b>\$500.00</b>
	<b>AMOUNT DUE APRIL 26, 2010</b>		<b>\$7,774.00</b>