

Payment Schedule for Canadian Students

Environmental Education and Communication Diploma
July 2010 Start Date

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

Fee Schedules

FEE SCHEDULE – Full Payment			
Year		Due Date	Total
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
	Tuition & Ancillary Fees	July 11, 2010	\$13,477.00
	Less Deposit		(500.00)
	Net Amount Due (less deposit)	July 11, 2010	\$12,977.00

Note: When using the online payment system (www.royalroads.ca/payments), to pay the year in full, simply select the first course shown on the on-line payment form and in the “Amount to Pay” box enter the yearly amount and proceed to checkout by using “Next” button.

Year	Installment Plan	Tuition	Students Services Fees	Installment Fee	Total	Due Date
1 st Year	Tuition Deposit	\$500.00			\$500.00	As per Letter of Admission
					\$5,429.00 less \$500.00 deposit =	
1 st Year	Installment #1	\$4,890.00	\$335.00	\$204.00	\$4,929.00	July 11, 2010
1 st Year	Installment #2	\$1,630.00			\$1,630.00	September 1, 2010
1 st Year	Installment #3	\$1,630.00			\$1,630.00	December 1, 2010
1 st Year	Installment #4	\$3,260.00			\$3,260.00	March 1, 2011
1 st Year	Installment #5	\$1,630.00	\$102.00		\$1,732.00	June 1, 2011
	Total Tuition	\$13,040.00	\$437.00	\$204.00	\$13,681.00	

Subject to change due to course start dates



Program Invoice for Canadian Students – Yearly Payments
Environmental Education and Communication Diploma
July 2010 Start Date

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

INVOICE

INVOICE NUMBER: ENVEDCO-DIP-Y0910S-CA1B
INVOICE DATE: JUNE 1, 2010

Course Code	Course Name	Credits	Cost
	Student Services Fee		\$233.00
	Special Function Fee - \$102.00 per Residency		\$204.00
EECO500	Developing Environmental Understanding	3.0	\$1,630.00
EECO503	Communication for Environmental Communicators	3.0	\$1,630.00
EECO508	Learning Theory and Environmental Program Design	3.0	\$1,630.00
EECO504	Systems Perspectives	3.0	\$1,630.00
EECO586	Biosphere and Ecological Sustainability	3.0	\$1,630.00
EECO620	Research Strategies	3.0	\$1,630.00
EECO505	Community in the Environment	3.0	\$1,630.00
EECO510	Worldviews, Ethics and the Environment	3.0	\$1,630.00
		24.0	\$13,477.00
	AMOUNT DUE UPON ADMISSION		\$500.00
	AMOUNT DUE JULY 11,2010		\$12,977.00

Payment Schedule for International Students

Environmental Education and Communication Diploma
July 2010 Start Date

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

Fee Schedules

FEE SCHEDULE – FULL PAYMENT			
Year	Full Payment	Due Date	Total
Acceptance	Tuition Deposit	As per Letter of Admission	\$500.00
	Tuition & Ancillary Fees	July 11, 2010	\$19,997.00
	Less Deposit		(500.00)
	Net Amount Due (less deposit)	July 11, 2010	\$19,497.00

Note: When using the online payment system (www.royalroads.ca/payments), to pay the year in full, simply select the first course shown on the on-line payment form and in the “Amount to Pay” box enter the yearly amount and proceed to checkout by using “Next” button.

Year	Installment Plan	Tuition	Student Services Fee	Installment Fee	Total	Due Date
1 st Year	Tuition Deposit	\$500.00			\$500.00	As per Letter of Admission
1 st Year	Installment #1	\$7,335.00	\$335.00	\$204.00	\$7,874.00 less \$500.00 deposit = \$7,374.00	July 11, 2010
1 st Year	Installment #2	\$2,445.00			\$2,445.00	September 1, 2010
1 st Year	Installment #3	\$2,445.00			\$2,445.00	December 1, 2010
1 st Year	Installment #4	\$4,890.00			\$4,890.00	March 1, 2011
1 st Year	Installment #5	\$2,445.00	\$102.00		\$2,445.00	June 1, 2011
	Total Tuition	\$19,560.00	\$437.00	\$204.00	\$20,201.00	

Subject to change due to course start dates

Program Invoice for International Students – Yearly Payments

Environmental Education and Communication Diploma

July 2010 Start Date

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

INVOICE

INVOICE NUMBER: ENVEDCO-DIP-Y0910S-CA1B-INTL
INVOICE DATE: JUNE 1, 2010

Course Code	Course Name	Credits	Cost
	Student Services Fee		\$233.00
	Special Function Fee - \$102.00 per Residency		\$204.00
EECO500	Developing Environmental Understanding	3.0	\$2,445.00
EECO503	Communication for Environmental Communicators	3.0	\$2,445.00
EECO508	Learning Theory and Environmental Program Design	3.0	\$2,445.00
EECO504	Systems Perspectives	3.0	\$2,445.00
EECO586	Biosphere and Ecological Sustainability	3.0	\$2,445.00
EECO620	Research Strategies	3.0	\$2,445.00
EECO505	Community in the Environment	3.0	\$2,445.00
EECO510	Worldviews, Ethics and the Environment	3.0	\$2,445.00
		24.0	\$19,997.00
	AMOUNT DUE UPON ADMISSION		\$500.00
	AMOUNT DUE JULY 11, 2010		\$19,497.00

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

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

Students will be emailed quarterly invoices to the email address we have on record. It is the student's responsibility to update their email address. Students can update their contact information through the following link: <http://myrru.royalroads.ca/learners/learners/my-account>

Students may pay tuition by installments; however, a yearly installment fee will be applied – please see the INSTALLMENT PLAN section of the FEE SCHEDULE above.

Tuition and Fees may be paid in full based on the FULL PAYMENT section of the FEE SCHEDULE above. If you pay the year in full, you are not required to pay the installment fee and it will be reversed from your account.

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 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 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
- 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 (effective Sept 1/10) 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.