

Title	Credit and Collection		
Classification	Administrative	Oversight & Responsibility	Office of the VP & CFO; Finance
Category	Financial Management	Effective Date	2013 Mar 01
Approval	Executive	Policy No	1060

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

The Board of Governors is responsible for establishing the tuition fees for all graduate, undergraduate, certificate and diploma programs. Students are informed of all tuition and other fees and their respective due dates, and will have ready access to their Student Accounts information.

It is the student's responsibility to ensure their tuition and other fees are paid in full by the due date, even if a sponsor is paying, in whole or in part, on the student's behalf. All amounts due to the university must be paid on or before the due date unless the Director of Financial Services has approved other payment arrangements in advance.

The Director of Financial Services is responsible for establishing credit terms and ensuring the collection of overdue accounts. This includes tuition and other mandatory fees, residence fees, and any other amounts owing to the university. The university reserves the right to withhold services or require withdrawal if payment terms are not met. The university reserves the right to transfer any overdue account to an external collection agency for further action.

Related Documents and Information

Related RRU policies

- [Tuition Fees](#)

Related RRU procedures

- [Credit and Collection](#)

Review and Revision History

Date	Action
2013-Mar-01	Approved by Executive; current published version
2021-Oct-15	Transfer to new template – no content change
Next Review	
2016-Mar-01	For review