

Title	Credit and Collection		
Classification	Administrative	Oversight & Responsibility	Office of the Vice-President & CFO
Category	Financial Management	Policy No	1060
Approval	Executive	Effective Date	2021 Oct 01

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

The most up-to-date versions of the university's policies are posted on the policy & procedure website. If you've printed this policy, check the website to ensure you have the current version.

NOTE: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

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 Associate Vice President, Finance has approved other payment arrangements in advance.

Associate Vice President, Finance is responsible for establishing credit terms and ensuring the collection of overdue accounts. This includes tuition and other mandatory fees and any other amounts owing to the university. The university reserves the right to withhold services and 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

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
2022-Mar-11	Revisions: changed "Director of Financial Services" to "Associate Vice President, Finance"; removed "residence fees" in para 3; changed "or" to "and" in para 3
Next Formal Review	
2024-Oct-01	