

**Student Enrollment Contract for Bachelor of Arts Programs**

Date: \_\_\_\_\_

Mailbox # \_\_\_\_\_

**Agreement Between:**

Columbia Bible College  
2940 Clearbrook Road  
Abbotsford, BC, V2T 2Z8  
(ph) 604-853-3358 (fx) 604-853-3063  
[admissions@columbiabc.edu](mailto:admissions@columbiabc.edu)

**and**

Student name: \_\_\_\_\_  
address: \_\_\_\_\_  
phone/fax #: \_\_\_\_\_  
email address: \_\_\_\_\_

Contract start date: **September 3, 2008**

Contract end date: **December 12, 2008**

Name of program of study: \_\_\_\_\_

Current status within program: Semester \_\_\_\_ of \_\_\_\_ (i.e. semester 1 of 8)

**The attached addendum (Statement of Student Account) forms a part of this contract and provides a detailed breakdown of the total fees payable under this contract. I have reviewed and agree with the payment owing as noted on the Statement of Student Account. Initials \_\_\_\_\_**

**Total fees for the contract period:** \_\_\_\_\_ (refer to the reverse for the applicable refund policy)

Full payment is due upon registration unless other arrangements have been approved by the College. For full details and policies regarding optional payment plans, please see the Student Handbook.

For refund policies on fees and deposits, please refer to the reverse side of this Student Enrolment Contract. Reviewed \_\_\_\_\_ (initialed)

For policies on admissions, rules of conduct, dispute resolution and dismissal from college, please refer to the Student Academic Handbook and the Student Life Manual.

It is understood that the Bachelor of Arts program is not registered with the Private Career Training Institutions Agency (PCTIA) and therefore is not eligible for tuition protection under the Student and Training Completion Fund. For further information regarding PCTIA and its programs please visit the Agency's website at [www.pctia.bc.ca](http://www.pctia.bc.ca)

\_\_\_\_\_  
Registrar, Columbia Bible College

\_\_\_\_\_  
Student/Guardian (if under 19 years) signature

Date signed: \_\_\_\_\_

Date signed: \_\_\_\_\_

## Refund policies:

### *General fees and deposits (Domestic and International students)*

- Application fee is non-refundable for all students.
- Students withdrawing from their course of study must notify the Registrar in writing. Receipt of a written withdrawal will constitute the **official** withdrawal date.
- In cases where the College dismisses a student, the Academic Dean will notify the student in writing
- Tuition deposits and residence confirmation deposits are non-refundable if notification of withdrawal is received after:
  - July 15<sup>th</sup> – Fall Semester
  - November 30<sup>th</sup> – Spring Semester
  - March 31<sup>st</sup> – Summer Semester
- International students whose Study Permit is not completed at the start of the semester may request, in writing, that the application acceptance be applied to the immediately following semester.
- International students who withdraw due to being denied a Study permit will be refunded their tuition deposit. Students must notify the Registrar of the withdrawal and provide the College with a copy of the Study Permit denial letter in order to receive the refund.
- Resident student deposits and Commuter student deposits are refundable, less any assessed amounts.
- All refunds will be paid to the student within 30 days of official withdrawal or dismissal from the College.

### *Tuition refunds (Domestic and International students):*

- Students withdrawing from their program of study prior to the start of the program/course will have 100% of tuition fees refunded.
- Students will have tuition refunded, based on their **official** withdrawal date, according to the following schedule:

• 0-15% of a semester completed	75% refund
• greater than 15% and up to 30% of a semester completed	50% refund
• greater than 30% of a semester completed	0% refund
- Course recovery fees are refundable as per the schedule above unless withdrawal is after the event for which the course recovery applies, then it is deemed to be non-refundable (ie testing fees)
- OL field course fees are non-refundable after the start of each semester
- Where total fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under this contract

### *Room and board refunds (Domestic and International students):*

- Students withdrawing from residence will have room and board fees refunded, based on their **official** withdrawal date, according to the following schedule:
  - *Within two weeks of registration:* Students may request a fully prorated refund on residence fees and the unused portion of their meal plan less applicable GST charges. The residence confirmation deposit would be forfeited.
  - *After two weeks from registration:* One-half of residence fees are refundable at a prorated calculation for the unused portion in residence. A partial week shall be considered a full week in residence for purposes of calculating this refund. The unused portion of their meal plan is fully refundable less applicable GST charges
  - *Interruptions in residency of three weeks or less:* There will be no room or board refunds for interruptions in residency of three weeks or less, including withdrawal during the last three weeks of the semester
- An administration fee of the lesser of 15% of the refunded amount or \$100 will be applied to any room or board refunds.