



ALBERTA BIBLE COLLEGE

Tuition and Tuition Refund Policy

Date Approved: 05/30/23

Status: Approved

ABC Department: ABC Administration/Finance

Scope of this Policy: This policy governs tuition calculation, payment, and refunds for all students at ABC. This policy supersedes previous tuition policies stated in the ABC Administrative Handbook. Tuition statements in subsequently published ABC Academic Calendars will be based upon this policy.

Definitions:

1. **Add/drop Date:** in the college, the deadline (usually the second Friday of the semester) for college students to make adjustments to their class schedule by adding or dropping semester-long courses. For PACE courses, the add/drop date is seven days prior to the start of a course.
2. **Course Withdrawal Deadline:** the date in the semester (or PACE block) before which, if a student withdraws, they forfeit their tuition, but, if in good standing, earn a “W” on their transcript. Withdrawal after this date results in an “F” in the course, and loss of their tuition. These dates in the College show up on the annual ABC Calendar of Events. In the Fall semester, the date is mid-November, in the Spring semester the date is mid-March. In PACE, the Course Withdrawal Deadline is the start of the 4th class session in the block. Withdrawal from a PACE course after the Course Withdrawal Deadline results in an “F” in the course.
3. **Administrative staff:** ABC employees whose “work involves organizing and supervising” (Collins Dictionary 2023); “relating to the management of a company, school, or other organization” (Merriam Webster 2023).

Policies and Procedures:

1. **Tuition**
 - a. Tuition is calculated at \$300 per credit hour (for both the College and PACE)
2. **Tuition Invoicing and Due Dates**
 - a. Tuition is payable upon registration for a course
 - b. Tuition invoices are generated by ABC’s Finance Office, on a semester-by-semester basis (for students in the College) or on a block-by-block basis (for students in PACE). Invoices are generated when a student registers for courses at ABC.
 - c. Tuition invoices are emailed to the student’s ABC email account by ABC’s financial office.
 - d. Tuition must be paid prior to the first day of class (whether College semester or PACE block), unless alternate arrangements are made with the Finance Office, or unless Government student loan disbursements are scheduled after the first day of class.
3. **Withdrawal From Courses and Tuition Refunds**

635 Northmount Drive NW Calgary, Alberta T2K 3J6

Tel: 403.282.2994 • Fax: 403.282.3084 • www.abccampus.ca • inquiries@abccampus.ca



ALBERTA BIBLE COLLEGE

- a. Students may withdraw from any course prior to the course Add/drop Date and receive a full refund of their tuition.
- b. Students who drop a course between the add-drop date and the Course Withdrawal Deadline forfeit their tuition. If a student seeks to drop a course during this period for compassionate reasons (i.e., death in the family or grave illness), they may petition the Academic Dean for an exception to this policy.
- c. Students who drop a course after the Course Withdrawal Deadline will earn an “F” in the course and forfeit their tuition.
4. Tuition Payment
 - a. Tuition may be paid via cash, credit card, debit card, electronic funds transfer, student loan dispersal.
 - b. ABC reserves the right to establish payment plans for students in good standing. Such plans must be arranged with ABC’s Finance Office prior to the commencement of the semester (in the College) or prior to the commencement of the PACE block (in PACE).
5. Tuition Refunds
 - a. Full refund of tuition is made when a student drops a course before the Add/drop Date
 - b. Tuition is not refunded if the student drops the course after the course Add/drop Date (see Policy 3 above).
 - c. For all refunds to students, including international students, ABC will only remit refunds to the person or entity who originally paid the tuition.
6. Tuition discounts
 - a. Referrals. When an ABC student refers a second person to ABC, and that second person takes courses at ABC, the referring student receives a \$100 discount on their tuition for each course the second student takes. This discount will be calculated on a semester-by-semester or block-by-block basis. The referring and referred students do not need to be taking the same course(s).
 - b. Immediate family members. When two persons who are immediate family members (i.e., spouses, siblings, parent and child) take courses in the same semester or PACE block, one of the students will receive a tuition discount of 35%. This discount will be calculated on a semester-by-semester or block-by-block basis. The family members do not need to be taking the same course.
 - c. ABC administrative staff are eligible to receive a 50% tuition discount for any ABC course they take for credit. This discount may be combined with the audit discount for audited courses (Cabinet minutes September 24, 2020)
7. Auditing
 - a. ABC courses may be audited. Tuition for auditing a course is 50% of the regular tuition for that course.
 - b. No student fees are charged when someone audits an ABC course.
 - c. A student who later wishes to take a course for credit, which they have previously audited, may do so. When they register for taking the course for credit, they will be charged 50% of the regular course tuition plus course fees.



ALBERTA BIBLE COLLEGE

- d. A student may apply to change from taking a course for credit to taking the course for audit.
 - i. If this request is made before the Add/drop Date, they will receive a refund of 50% of their tuition.
 - ii. If this request is made after the Add/drop Date, they will receive no refund of their tuition.
- e. ABC adjunct faculty may audit one ABC course per year for free. (Cabinet minutes September 24 and October 2, 2020)
8. Admission Confirmation Fee
 - a. Domestic student Confirmation Fee paid by students when they confirm their attendance after having been admitted will be applied to their first semester tuition and fees. It is not refundable if they opt to not attend ABC.
 - b. International student Confirmation Fee is 10% of their first year's tuition which is payable upon their acceptance to ABC. This will be applied to the student's tuition bill once they register for courses at ABC.
9. Student Loans
 - a. Students who apply for and are expecting to receive student loans must remain in contact with ABC's Finance office at finance@abccampus.ca, regarding disbursements, allocation of funds, and refunds.
10. Outstanding Tuition and Graduation
 - a. If a student is behind on payments and has not made arrangements with the Financial Office, they may be subject to a Financial Registration Lock and unable to register for future classes until it is resolved.
 - b. At graduation, all financial obligations with ABC must be settled prior to release of official transcripts, parchments, and oral or written certification of degree status.
11. International Students
 - a. International students may be required to pay up to 10% of their first year's tuition upon their acceptance to ABC. This deposit will be applied to the student's tuition bill once they register for courses at ABC.
 - b. International student billing will occur on a semester-by-semester basis (for students in the College) or on a block-by-block basis (for students in PACE). See Policies 2 and 4 above.
 - c. Tuition for international students who do not have Canadian sponsors is double the normal tuition amount for their first year of study at ABC. For subsequent years of study, as long as the student maintains a GPA of 2.0 or higher they pay the domestic tuition rate.

Sources and Resources:

- Alberta Designation Requirements Application, Schedule A.
- ABC Cabinet minutes September 24 and October 2, 2020.
- Collins Dictionary, "Administrative Staff." May 4, 2023.
<https://www.collinsdictionary.com/dictionary/english/administrative-staff>.



ALBERTA BIBLE COLLEGE

- Merriam-Webster. “Administrative.” May 4, 2023. <https://www.merriam-webster.com/dictionary/administrative>.

Policy History:

| Date | Revisor's Name | Key Changes | Approved By |
|--------------|----------------|---|-------------|
| August 2021 | Kristen Ford | New Policy | ABC Cabinet |
| Nov 29, 2022 | David Ford | Tuition cost revised | ABC Cabinet |
| May 30, 2023 | Kristen Ford | Update of definitions & outstanding student balance | ABC Cabinet |

Approved 05/30/23

Policy due for review on: One year from last revised date