Student Payment Policy - 2020-21

Updated December 3, 2020

Getting Started

- Statements for successfully registered students will begin appearing on the student portal July 15, 2020.
- Residence fees and some other smaller fees will be added later.
- · Only students who successfully register will be able to view their statement.

Determine How Much You Owe

To view your fee statement:

- Log onto your CMU Student Portal.
- · Click on "Billing".
- A fee statement should open in another window.
- If no statement appears, your web browser may be blocking the pop-up. Enable pop-ups for the site to see your statement.
- Your statement may be multiple pages. You can view your statement online or print it off.

Payment Due Dates (except deposits, where required. See "Deposit Policy" below.)

Fall Semester: September 11, 2020 Winter Semester: January 15, 2021

Payment Schedule Options (except deposits, where required. See "Deposit Policy" below)

Full Payment

Pay 100% of semester fees (including tuition, rent, board, and any other fees) by the due dates.

Automatic withdrawals offered by Rotessa Installment Plans.

The following schedule applies for students who want funds automatically withdrawn from their bank account:

 Fall:
 1/3 due (in person) Sept 11
 1/3 due Oct 2
 1/3 due Nov 6

 Winter:
 1/3 due (in person) Jan 15
 1/3 due Feb 5
 1/3 due Mar 5

- The minimum balance to access the Rotessa Installment Plan is \$800.
- A fee of \$65 will be charged per semester.
- Funds can only be withdrawn from Canadian held bank accounts.
- A missed payment fee (\$100) applies to all payments that are not successfully processed.
- Contact the Financial and Student Services Advisor to assess eligibility for automatic withdrawals and to sign up.

Deposit Policy

First Year Undergraduate International Students (except USA students)

International undergraduate students beginning their studies at CMU are required to pay in advance.

- Students attending for the first time in either September and January are required to have on deposit with CMU an amount equivalent to one semester of tuition and housing fees by August 1 for the fall semester and by November 1 for the winter semester. In 2020-21, the deposit amount is \$9,500.
- · International students who are denied a visa will have their funds returned to them less a \$100 administration fee.

Graduate Students

MBA students beginning their studies at CMU are required to pay in advance.

- The deposit amount is \$8,000, due June 1, 2020 for the fall start date.
- International students who are denied a visa will have their funds returned to them, less a \$100 administration fee.

Deposits are not required for:

- Master of Arts in Peace Building and Collaborative Development (MAPCD)
- Master of Arts in Christian Ministry
- · Master of Arts in Theological Studies
- Master of Divinity
- · Graduate Certificate in Christian Studies

Accepted Payment Methods

Preferred Method of Payment - Pay through online banking

- · Login to your on-line bank account.
- Go to the function where you pay bills.
- Select "Canadian Mennonite University" as the payee.
- Your account number is your student number (no hyphens or spaces).

Pay in-person

- South Side Reception
- By cheque payable to "Canadian Mennonite University", drawn on Canadian or US bank accounts.
- By debit card you may need to call your bank beforehand to temporarily increase your daily purchase limit.
- Credit card, VISA-Debit and Mastercard-Debit card payments will not be accepted for tuition, student, and housing fees.
- Credit cards may be used for purchases elsewhere at CMU, such as CommonWord, folio, café, single meal tickets, application fees and deposits for Outtatown and Shaftesbury programs, transcripts and form replacements, and Canadian School of Peacebuilding tuition and fees.
- Cash Canadian and US dollars are accepted. To pay with cash, please call finance at 204.487.3300 ext. 660.

International Payments

- All international transactions are processed with the help of Flywire.
- Visit https://www.flywire.com/pay/canadianmennoniteuniversity to send a payment to CMU.

Refunds

Refunds, if approved, are returned to the original payor by the original method of payment. For example, payments received through Flywire will be returned to the original account through Flywire.

- First year domestic students and all returning students may request a refund of their account balance.
- Students subject to the Deposit Policy are not eligible for refund of the deposit (or remaining balance) until the end of the second semester of enrollment, unless the student withdraws their enrollment before that time or is denied a study permit.

Financial Default

Students who have balances owing beyond the payment due dates, have defaulted on an automatic withdrawal plan or do not make sufficient payment arrangements are considered to be in financial default.

CMU will take the following steps after a student is in default:

- A late fee of \$100 will be applied to the account.
- A late payment fee of 2% of their outstanding balance will be applied monthly for the duration of the semester.
- Students' academic records will be placed on "Financial Hold" and their grades, grade reports, graduation parchments, and transcripts will be withheld.
- Students may be asked to stop using services, including class attendance, participating on athletic teams, exam writing, participation in graduation activities and rent and board services.
- · Students whose accounts are overdue are not permitted to register or attend classes in a subsequent semester.
- Where the tuition has not been paid, the T2202A Tuition and Education Amounts Certificate will be withheld. Payments received are always allocated first to other services and last to tuition.
- Accounts may be sent to a collection agency.

Financial Counselling

To assist students with financial questions and support the Financial & Student Services Advisor is available to discuss your personal financial situation and help you create a plan to meet your financial requirements.