

## STUDENT PAYMENT POLICY – 2018-19

Effective May 1, 2018

### Getting Started:

- Statements for successfully registered students will begin appearing on the student portal July 3, 2018.
- Residence fees and some other smaller fees will be added later.
- Only students who successfully register will receive their statement.
- Statements are updated each business day.

### 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 or print it off.

### Payment Due Dates:

**Fall Semester: September 7, 2018**

**Winter Semester: January 9, 2019**

### Payment Options (1<sup>st</sup> year international student see below):

- **Option One – Full Payment:** Pay 100% of semester fees (including tuition, rent, board, and any other fees) by the due dates.
- **Option Two – Automatic withdrawals** offered by *Rotessa Instalment Plans*.

The following schedule applies for students who want funds automatically withdrawn from their bank account.:

<b>Fall:</b>	1/4 due Sept 14	1/4 due Oct 5	1/4 due Nov 2	balance due Dec 1
<b>Winter:</b>	1/4 due Jan 18	1/4 due Feb 8	1/4 due Mar 8	balance due Apr 6

- » A fee of \$65 per semester will be charged.
- » Contact the Financial and Student Services Advisor to sign-up for automatic withdrawals
- » Funds can only be withdrawn from Canadian held bank accounts
- » An NSF fee applies to all payments that are not successfully processed

### Payment Policy for 1<sup>st</sup> Year International Students (except USA students):

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

- Students attending for the first time in September are required to have on deposit with CMU an amount equivalent to two semesters of tuition and housing fees by August 1.
- Students attending for the first time in January are required to have on deposit with CMU an amount equivalent to one semester of tuition and housing fees by November 1.
- International students who are denied a visa will have their funds returned to them less a \$100 administration fee.

## **CMU's preferred payment method is on-line through your bank's payment facility**

- 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)

## **Other Payment Methods:**

### **Pay in-person:**

- South Side Reception OR North Side Finance Office (First floor A Wing across from Laudamus Auditorium)
- By cheque – payable to "Canadian Mennonite University"
- 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 student or housing fees.
- Credit cards may be used for purchases in CommonWord, Folio, single meal tickets, application fees and deposits for Outtatown and Shaftesbury programs, transcripts and form replacements, Canadian School of Peacebuilding tuition & fees, and extended education fees.

## **International Payments:**

- All international transaction are processed with the help of Flywire
- Visit <https://www.flywire.com/pay/canadianmennoniteuniversity> to send a payment to CMU
- CMU does not accept wire transfers for payment on account

## **Accepting non-Canadian funds for payment:**

### **For US Transactions – accepted payment methods:**

- US cheques
- US bank draft or money order
  - » Rate in effect on the date the payment is received, OR
  - » Rate in effect on date quoted by the CMU Business Office or Outtatown, if payment is received within 10 business days

### **Canadian and US dollars are accepted as cash payments.**

## **Financial Default:**

Students who have balances owing beyond the payment due dates will be enrolled in an automatic withdrawal plan and will be charged the plan fee of \$65 on the second Monday following the payment deadline. Students who have defaulted on an automatic withdrawal plan or who 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 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 discontinue consumption of 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.
  - Overdue accounts may be sent to a collection agency.

## **Financial Counselling:**

The Financial & Student Services Advisor is available to discuss your personal financial situation and help you create a plan to meet your financial requirements.