

## Late Payments Policy

### 1. Policy Statement

Students are required to pay all tuition and other fees due to the institution by the required due dates. In the event of overdue payments, the institution will take reasonable steps to notify the individual concerned; however, it is the student's responsibility to ensure that all payments are made on or before the payment due date. Such notification shall state the late fees, if any, which apply to the outstanding obligation as well as the potential consequences of non-payment.

### 2. Scope

This policy is applicable to all current students and/or prospective students of TSoM.

### 3. Consequences of Non-Payment

- 3.1. Late Payment Fee: onetime fee of 150 CAD\$ will added to students account if the scheduled payment is overdue.
- 3.2. Canvas access revocation: if outstanding balance has not been cleared within the duration of the Module it occurred, access to Canvas will be revoked upon completion of that Module. If the overdue payment falls within the scheduled break period, access to Canvas will not be given for the upcoming Module.
- 3.3. Removal from the class: The student with outstanding payments will not be allowed in class on the following day after payment deadline. In addition, any missed assessment during absence period will be deemed as failed and awarded a score of "0".
- 3.4. Expulsion: Failing to clear outstanding balance within 30 calendar days might result in expulsion from as college as it is considered a breach to Students Code of Conduct.

Updated: November 8, 2019