

# **CONTRACT AND TUITION PAYMENTS AT COLBOURNE:**

## **1. APPLICATION**

- 1.1. Freshmen pay non-refundable Admission Fee of \$3,000. This must be paid upon completing the online Admission Form.
- 1.2. Returning students pay non-refundable Re-admission Fee of \$1,500 at the beginning of each new school year. A new application must also be submitted.
- 1.3. Freshmen must complete 450-600 Words Personal Statements to be marked.
- 1.4. **Receiving the Offer Letter.** The Offer Letter is awarded to successful applicants only. The Offer Letter indicates that you were assessed and have met the entry criteria of the college and can be accepted. It delineates that the Holding fees are to be paid within 12 -30 days of the Offer.

## **2. REGISTRATION**

- 2.1. **Acceptance Letter.** Acceptance of the offer is when you return the fully completed and signed Financial and Enrolment Agreement to the college with the nonrefundable Student/Holding Fee of US\$250 within 12-30 days of the offer.
- 2.2. Applicants may only consider themselves students of the college until after this fee is paid.
- 2.3. Applicants must submit all of the following: **two references; two passport photographs; copy of birth certificate; copy of national ID; copy of TRN; and Medical Report – if studying in-class.**
- 2.4. The college issues the Acceptance Letter and Invoice when 2.1. & 2.2. above are received. Planning for college may begin at this point.

### 3. ENROLMENT

- 3.1. Enrolment involves meeting the required minimum published tuition for the Program admitted for.
- 3.2. Students may only receive timetables and schedules for classes after enrolment.
- 3.3. Late fee will be applied to students' account after the published deadlines and even while space is still available whilst the early deadline has passed.

### 4. SCHEDULE OF PAYMENTS

#### REGULAR PAYMENT TERMS

- 4.1. **Paying In Full:** The Tuition in full is **US\$1,787** paid before commencing classes and by the published deadline of the new class.
- 4.2. **Paying In Two Parts / Per Semester:** The Minimum of **US\$1,037** must be paid before starting classes and by the published deadlines for the new class.  
**The second and final payment of US\$754 MUST** be paid prior to starting the second semester at the published deadline.

#### USING THE FLEXI-PAYMENT PLAN

- 4.3. **Paying In Three Parts:** Minimum of **US\$783** must be paid before starting classes and by the published deadlines for the new class. **Two more equal payments of US\$503 MUST** be paid over the school year. See the due dates on the schedule of payment below.

- 4.4. Paying In Five Parts:** The minimum of **US\$657** must be paid before starting classes and by the published deadlines for the new class. **Three more equal payments of US\$377** MUST be paid. See due dates on the schedule of payment below.
- 4.5.** The Holding fee in the annual tuition quoted is counted as the first Payment.
- 4.6.** Students with dire financial strains may work out a **four (4) parts fixed payments of US\$450.**

**PAY PER COURSE:**

- 4.7.** Each course in the undergraduate program cost US\$270. This includes tuition and fees. This Pay-As-You-Go Plan allows you to start and finish college without incurring debt.

**5. SCHEDULE OF PAYMENT - Deadlines**

<b>5.1. Fall Payment Schedule (Sep - Mar)</b>			
Pay In Full By July 26	Two Part Payments due dates are: July 26 & Nov 26	Three Part Payments due dates are: July 26 & Nov 26 & Feb 26	Four Parts Payments due dates are: July 26 & Oct 26 & Dec 20 & Feb 26
<b>5.2. Spring Payment Schedule (Jan - Jul)</b>			
Pay In Full By November 26	Three Part Payments due dates are: Nov 26 & Mar 26	Four Part Payments due dates are: Nov 26 & Mar 26 & Jun 26	Five Parts Payments due dates are: Nov 26 & Feb 26 & April 26 & Jun 26
<b>5.3. Summer Payment Schedule (May - Dec)</b>			
Pay In Full By Mar 26	Two Part Payments due dates are: Mar 26 & July 26	Three Part Payments due dates are: Mar 26 & July 26 & Oct 26	Four Parts Payments due dates are: Mar 26 & Jun 26 & Aug 26 & Oct 26

- 5.4.** LATE PAYMENTS ARE ACCEPTED. Late fee of US\$20 is added on every Monday. Pay before the due date to avoid late penalty.
- 5.5.** LATE ENTRY IS ACCEPTED up to four (4) weeks after class starts, if open.

## 6. COLBOURNE REFUND/WITHDRAWAL POLICY

The following policy applies to all Colbourne students effective January 2011. Students who officially withdraw will be eligible to receive a refund of tuition only according to the following schedule. The application, examination and student fees/holding fees are non-refundable.

### 6.1. TIME FRAME

<b>REFUND AMOUNT</b>	
The Holding Fee of US\$250 is included in the annual tuition and is nonrefundable and nontransferable.	
<b>TERMS OF REFUND ON THE REFUNDABLE PORTION OF THE TUITION:</b>	
Two Weeks before Class Starts AND Up To Week One of the Semester	<b>90% of the annual tuition is refundable</b>
In Week Two of the Semester	<b>50% of the annual tuition is refundable</b>
In Week Three of the Semester	<b>0% of the annual tuition is refundable</b>

- 6.2.** All Refund requests must **ABSOLUTELY BE RECEIVED IN WRITING BEFORE THE START OF THE THIRD WEEK OF THE SEMESTER.**
- 6.3.** Refund Requests are accepted on the official college Refund Request Forms that are available in the Student Office, or from the eDocuCentre on the students' page of the college's website.
- 6.4.** Refund request takes 30 days for processing and the disbursement of the cheque. The refund date is determined and calculated from the date the written request is received.
- 6.5.** Absolutely no refund requests are accepted after week two of the official commencement of the college semester has expired.

- 6.6. Please note that the refunded amount is a percentage of the amount on the enrolment agreement (total tuition for your enrolled programme for the year).
- 6.7. Students joining classes late are still liable to all published deadlines.

## **7. ENROLLMENT AGREEMENT**

This Financial And Enrolment Agreement constitutes a contract between the student/parents/guardians and the college for the financial and academic year only in which it is issued. This contract may be acknowledged by electronic selection or by signing and returning via email. The contents of the Academic and Examinations Policies is amended on published and electronic media utilized by the college, for which I agree to fully read, understand and abide in addition to all details of this agreement.

### **Students must agree to the following terms for acceptance:**

- 7.1. Pay the annual application, registration and student fee and tuition as set forth in this agreement for the academic year that the contract is issued for entry into the college.
- 7.2. Admission, registration, holding fees and examination fees are not refundable.
- 7.3. Refunds on the tuition are subjected to the terms laid out in the Refund Policy.
- 7.4. To cooperate with and support the college's Mission and Philosophy statements.
- 7.5. To keep the college administration informed of any changes in address, email, phone numbers or family status that will affect the enrollment and satisfactory completion of college.
- 7.6. The financial contract is for one full academic year, irrespective of the session you start. If you withdraw for any reason, you agree to pay the full annual tuition rate.

The payment is due at the time of the withdrawal and includes reasons such as voluntary withdrawal or expulsion for disciplinary reasons, or non-payment of tuition and/or fees. You understand that resulting from the failure to pay the required annual tuition as scheduled, that you will be required to pay; in addition to the tuition and fees owing, any and all other costs involved in the collection or resolution of the matter, including but not limited to all attorney's fees and court fees.

- 7.7.** The college holds the right to refuse students with delinquent accounts all services and certification unless full payments are received. You understand that the college is legally allowed to refuse to release transcripts of a student or graduate who owes the college money (i.e. tuition, late fees, school equipment, etc). Final exams can also be withheld until all financial obligations due to the college are paid in full.
- 7.8.** ACCEPTABLE BEHAVIOR: Students are required to respect the facilities and property of the college and others. Academic dishonesty (plagiarism), morally destructive behaviors; drugs, tobacco or alcohol use, and heterosexual or homosexual acts on campus, are not acceptable. Applicants unable to comply with the standards of the college will not be accepted.
- 7.9.** Colbourne College's admission procedures are fair and non-discriminatory. Applicants who meet the academic and character requirements of the college and are willing to cooperate and uphold the standards of the institution will be accepted. Students failing to observe the rules and standards in place will be dismissed.
- 7.10.** ACADEMIC STANDARD: Standards of Satisfactory Academic Progress.

**7.11.** Show satisfactory academic progress according to the following criteria:

- a) Evaluations of all academic progress will take place at the end of each semester. Students must have earned the indicated minimum grade point average at the evaluation points in their programs. Students whose cumulative GPA is below that required for the successful completion of their programs (2.0 for undergraduates) will be placed on academic probation unless mitigating circumstances apply. Students whose GPA fall below 1.75 for two consecutive semesters will be placed on academic probation.
- b) Students whose GPA fall below 1.75 on the third consecutive attempt will be discontinued. This student will not be able to re-apply until after one (1) year.

# Colbourne College

**Address:** 6 HILLVIEW AVENUE, KINGSTON 10

**Email:** [admin@colbournecollege.com](mailto:admin@colbournecollege.com)

**Fax:** 876-906-8401

**Phone:** 876-906-8085

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Please sign and return this page of the agreement at 6 Hillview Ave. You may also email or fax it.

## 1. AGREEMENT

I \_\_\_\_\_ have read all the terms outlined in this agreement and understand that all these terms constitute the Financial And Enrolment Agreement that I have entered with Colbourne College for the Academic Year \_\_\_\_\_ to \_\_\_\_\_. The terms of agreement are strictly enforced and require fulfillment both in good faith as well as through legal processes.

With full understanding of all the terms and in agreement I hereby affix my signature:

\_\_\_\_\_

STUDENT'S SIGNATURE

\_\_\_\_\_

DATE

*If the student is not yet 18 years old the parent/guardian's signature is also required:*

\_\_\_\_\_

NAME OF PARENT /GUARDIAN

\_\_\_\_\_

S SIGNATURE

\_\_\_\_\_

DATED

STAFF SIGNATURE AND APPROVAL:

\_\_\_\_\_

NAME OF STAFF

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATED