

PAYMENT POLICY

General

It is the Student's responsibility to ensure that there are sufficient funds to cover their payments. If a scheduled payment does not go through and reaches a 'failed' status in the payment system (i.e.: credit card is declined), the Student will be responsible for a **\$25 administration fee**. If the payment system receives a notification that a new card must be picked up, the student may make alternative payment system arrangements with the PRAC Registrar without incurring a **late payment administration fee**. Any late payments are to be paid prior to the next scheduled payment date and will occur within the automated payment system. We accept VISA/MasterCard or PayPal for payment of any of our programs.

Students are required to immediately update their Clearmind payment system profile with any changes of the following:

1. Address, phone, email, and name changes.
2. Changes in payment method, credit card numbers or expiry dates.

Exam Late Submission: Exams received after the due date of August 1 (immediately following the end of classes) will be charged a late marking fee. **Fees – for each 30-day period, or portion thereof, following the August 1 due date - a charge of \$50 for each late exam will apply, up to but not exceeding \$150 total.**

Additional Administration Fees:

Service Provided	Cost	Rationale
Re-issuing updated transcripts <i>Pre- and Post- graduation</i>	\$50 admin fee	PRAC Registrar and SEA time
Diploma, Practicum Program Log, transcript, T2202 replacement, etc.	\$25 replacement fee	PRAC Registrar time
Attendance requirements <i>Pre- and Post- PRAC 3 Completion</i>	\$50 admin fee	SEA and Instructor time
Assignment/Unit/Quiz completion and marking <i>Post- due date within PRAC contract year</i>	\$50 admin fee	SEA and Instructor time
Unit completion and marking (i.e.: Diversity, and Mental Health) <i>Post- graduation</i>	\$50 admin fee for each 30-day period	PRAC Registrar and Instructor time
Write and present Constitution <i>Post- PRAC 3 completion</i>	\$50 admin fee plus instructor time per hour at market rate	SEA and Instructor time
Practicum or Assignment completion and marking <i>Any PRAC level, incomplete after program year end</i>	\$50 admin fee plus instructor time per hour at market rate	SEA and Instructor time
Research Assignment Marking <i>Post- Year Due</i>	\$50 admin fee	SEA and Instructor time
Assistant's Training <i>Post- PRAC 3 Completion</i>	Clearmind Assistant's Training Market Price	SEA, Producer, and Instructor time
Forms and letters for immigration or educational/funding institutions	\$50 admin fee	PRAC Registrar and SEA time
Letters to counselling associations, i.e.: Proof of Enrollment	\$25 admin fee	PRAC Registrar time
Forms and letters with student records for legal purposes	\$100 admin fee (includes producing paper file, mailing)	PRAC Registrar and SEA time