

Policy on Payment Methods

CATEGORY: Student – Administrative

ISSUE DATE: June 26, 2019

LAST REVISION DATE: July 29, 2019

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Payment Methods*”, has been created to outline the expectations involved in accepting student payments.

Scope

This policy applies to all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or holding a titular position at the College.

Policy

1. PURPOSE OF THIS POLICY

- 1.1. This policy has been created in order to set expectations on acceptable payment methods for students paying student fees as well as tuition at the college.

2. RULES WHEN ACCEPTING PAYMENTS

- 2.1. Effective July 1, 2019, cash payments for tuition or student fees will **not** be accepted.

3. ACCEPTABLE PAYMENT METHODS

- 3.1. **Online Banking:** Students with certain Canadian bank accounts may pay their tuition fees using online banking.
- 3.2. **Plastiq:** Ashton College accepts credit cards for tuition payments through our partners at Plastiq, a third-party service provider. Students using this method to pay their tuition will be charged an administration fee by Plastiq for using their credit card.
- 3.3. **Telephone Banking:** Students with certain Canadian bank accounts may pay their tuition fees using telephone banking.
- 3.4. **Interac E-Transfer:** This option is available to those banking with certain financial institutions, including RBC, TD, Scotiabank and BMO.
- 3.5. **Debit:** This payment option is only available when paying in-person at the College.
- 3.6. **Bank Draft:** This payment option is available both in-person and by mail.

Policy Notes

ACCOMPANYING POLICIES: This policy is a part of a suite of administrative policies under the Student Policies category.