

SECTION: Student Affairs and Services
TOPIC: Credit Approvals - Registration
EFFECTIVE: 23 November 1990

Policy Information	
Policy No:	E-1.19
Approved by:	Executive Management
Approval Date:	November 23, 1990
Amendment Date:	January 2001
Executive Responsible:	VP Finance
Administrator Responsible:	Registrar & Controller
Date of Last Review:	

POLICY:

The student has the option at the time of registration of:

1. paying all required fees in full in cash, or by cheque, or by accepted credit card;
2. applying to the Registrar for a 24 to 48 hour deferral of fees, during which time the course seat(s) will be reserved;
3. completing a credit application and applying to the Financial Services department credit approval.

PROCEDURE:

1. At the Registrar's discretion, a 24 to 48 hour deferral of fees may be granted to individual students at the time of registration, in which case the seat(s) will be reserved until the end of the deferral period. If the fees have not been paid in full at that time, the seat reservation(s) will be lost. The student then has the option of completing a credit application and applying to the Financial Services department for a credit check and approval, however a second or continued seat reservation will not be allowed.
2. The Financial Services department may approve credit for students based on the students credit record, ability to make a down payment, and ability to pay the fees during the deferral period.
3. If fees are not paid in full by the end of the approved deferral period or should credit not be authorized the course seat reservations will be lost and the students name will be removed from the class list. The student will then rely on existing course seat availability and will be treated as a late registrant.