



Policy No: 4001			
Student Tuition and Fees Policy			
Revision Date:		Approval Date:	April 14, 2026
Original Submission Date:	April 14, 2026	Effective Date:	April 14, 2026
Approval Body:	FC Management	Next Review Date:	April 13, 2029

1. Purpose

The purpose of this policy is to establish clear rules governing tuition payment obligations, installment arrangements, enforcement measures, and financial clearance requirements for students enrolled at Focus College.

This policy supports financial accountability, operational consistency, and compliance with institutional and regulatory standards.

2. Scope

This policy applies to:

- a. All new and continuing students at Focus College
- b. All academic programs offered by the Institution
- c. All tuition payments and installment plans
- d. All outstanding student balances
- e. All tuition-related financial clearance requirements

3. Policy Statement



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Focus College requires all students to meet their tuition payment obligations as a condition of:

- a. Enrollment
- b. Continuation of studies
- c. Access to learning systems and academic activities
- d. Participation in examinations and assessments
- e. Issuance of academic records and credentials

4. Tuition Payment Requirement

Students must pay tuition fees before the commencement of their program unless an approved installment plan has been formally authorized by the College.

Students who do not meet tuition payment requirements may have access to academic services restricted until payment obligations are satisfied.

5. Installment Payment Arrangements

Focus College may allow tuition installment arrangements in exceptional circumstances that underscore financial challenges.




All installment plans must:




- a. Be formally approved by the Director of Operations (or designate)
- b. Be processed through the Accounts Department
- c. Be documented and recorded in institutional financial records

Informal or verbal payment agreements shall not be recognized by the College. Students intending to pay in installment should fill The Installment Payment Agreement and submit it to the Accounts Department. [ADM-Tuition Installment Payment Agreement-20260313.docx](#)



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6. Financial Clearance

Students must settle all outstanding tuition and fees before the College releases:

- a. Official transcripts
- b. Certificates or diplomas
- c. Other academic credentials

Focus College reserves the right to withhold academic records until financial obligations are fully satisfied.

7. Roles and Responsibilities

7.1. Accounts Department

Responsible for:

- a. Managing tuition payments and installment plans
- b. Maintaining payment records
- c. Monitoring installment schedules
- d. Confirming financial clearance

7.2. Director of Operations

Responsible for:

- a. Reviewing and approving installment arrangements
- b. Ensuring consistent application of this policy

7.3. Students

Responsible for:



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- a. Paying tuition in accordance with institutional deadlines
- b. Complying with approved installment schedules
- c. Remaining aware of their financial obligations

8. Compliance and Policy Review

This policy shall be reviewed periodically to ensure alignment with regulatory requirements, institutional practices, and operational needs.




Failure to comply with this policy may result in administrative or academic consequences.

9. Tuition Refunds

Tuition Refunds shall be administered in accordance with the Focus College Refund Policy and applicable PTIRU regulations.



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Procedure No: 4001A			
Student Tuition and Fees Procedures			
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Approval Body:	FC Management	Next Review Date:	April 13, 2029

1. Tuition Payment Reminder Procedure

- a. The Accounts Department shall send a tuition payment reminder email (copied to Academics and Admissions departments) to students at least 15 days prior to the program's start date .
- b. The reminder shall inform students of the requirement to pay tuition before the commencement of studies.

2. Pre-Program Payment Verification

At least 48 hours prior to the start of a program, the Accounts Department shall verify that:

- a. Tuition has been paid in full, or
- b. An approved installment plan is in place.

3. Installment Plan Processing Procedure

Step 1 – Student Request

Students requesting an installment plan must submit their written request to the Accounts Department.



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Step 2 – Review

The Accounts Department reviews the request and prepares the proposed installment schedule. [ADM-Tuition Installment Payment Agreement-20260313.docx](#)

Step 3 – Approval

The installment plan must be approved by the Director of Operations (or designate).

Step 4 – Documentation

The Accounts Department records:

- a. Payment amounts
- b. Payment due dates
- c. Student acknowledgment
- d. Approval documentation

No installment arrangement is valid until formal approval is documented. All payment documents shall be uploaded to the College's CRM system.

4. Installment Monitoring Procedure

- a. The Accounts Department monitors all installment schedules.
- b. Students receive a payment reminder at least 7 days before each installment due date.
- c. Payment status is recorded in institutional financial records.

5. Non-Payment Enforcement Procedure

5.1. If a student fails to meet tuition payment obligations or an installment payment:

- a. The Accounts Department records the missed payment.



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b. The student may be immediately subject to enforcement measures.

5.2. Enforcement measures may include:

a. If a student fails to make an installment payment after the payment due date, the following progressive enforcement measures will apply:

Step 1 — First Written Warning

If payment is not received within 24 hours after the due date, the Accounts Department will issue a First Written Warning to the student, reminding them of the outstanding payment and requesting immediate settlement.

Step 2 — Second Written Warning and LMS Restriction

If payment remains outstanding 3 days after the first warning, the student will receive a Second Written Warning, and the student's access to the Learning Management System (LMS) may be temporarily restricted until payment is made.

Step 3 — Class Attendance Restriction

If payment remains outstanding 5 days after the second warning, the student may be restricted from attending classes until the outstanding installment is paid.

Step 4 — Examination and Assessment Restriction

If payment remains outstanding 10 days after the due date, the student may be restricted from participating in examinations or assessments.

Step 5 — Further Institutional Action

If the outstanding balance remains unresolved, additional administrative actions may be taken in accordance with the Focus College Dismissal Policy, which may include suspension or dismissal from the program.

Step 6 — Referral to Collections and Recovery Action



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If the outstanding balance remains unpaid after the above enforcement measures, Focus College reserves the right to refer the student's account to a third-party collections agency for recovery of the debt.

Upon referral to collections:

The full outstanding balance may become immediately due and payable.

The student will be responsible for any additional costs associated with the collection process, to the extent permitted by applicable laws.

The collections agency may contact the student directly to recover the outstanding amount.

Step 7 — Credit Reporting and Legal Action

Focus College reserves the right, where applicable and in compliance with relevant laws and regulations, to:

- a. Report the outstanding debt to credit bureaus or relevant financial reporting agencies; and/or
- b. Initiate legal proceedings to recover the outstanding balance.

Any actions taken under this clause will be conducted in accordance with applicable provincial and federal legislation governing debt collection and privacy.




5.3. Restoration of Access




Access to academic services and systems will be restored only after the outstanding payment has been fully settled, or an alternative payment arrangement has been approved by the College.

6. Financial Clearance Procedure



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Before releasing academic records, the Accounts Department must verify that:

- 6.1. The student has no outstanding tuition or fee balances.
- 6.2. If a balance exists:
 - a. Academic records and credentials shall be withheld until payment is completed.



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