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This policy outlines the program costs for the 2018-2019 academic year, the process for payment of tuition/fees, as well as outlines various payment options and plans.

Please note that Pathways School of Ministry reserves the right to review and make increases to tuition and fees on a per annum basis.

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### **TUITION 2018-2019 ACADEMIC YEAR**

Graduate Level Program- \$700 per course

Undergraduate Level Program - \$400 per course

Auditing (not available for FE courses) - \$250 per course

### **Graduate Students Tuition**

Tuition for Graduate Students is divided between McMaster University and Pathways School of Ministry to total of \$700\* per course. To streamline the accounting and tax receipting process at McMaster Divinity College students will be required to make payment of the majority of their tuition directly to McMaster University with the balance being paid directly to Pathways. Students will receive notice from MU/MDC for the portion of tuition payable to McMaster University and the date which it is due. Students are required to adhere to MU/MDC policies and regulations for these payments. Pathways will invoice students for the tuition amount due to Pathways, and students will be expected to follow the fee schedule as outlined in this policy.

\* not including additional fees specific to McMaster Divinity College and/or McMaster University

### **PAYMENT METHODS:**

Payments can be made either by cheque or pre-authorized debit.

Cheques can be made payable to Pathways with your name and the notation "tuition and fees" in the memo line.

Pre-authorized debit can be arranged by filling out the attached PAF Authorization Form and including either a VOID cheque or a printout from your financial institution listing your account number, branch number, and bank number.

A \$30 fee will be charged for all NSF cheques.

Pathways reserves the right to cancel your registration in a module if payment has not been made by the start date of that module.

### **FEE SCHEDULE:**

Tuition will be invoiced on a per semester basis. For those students signed up for Pre-Authorized Debit for tuition, a notice will be sent to you indicating the date the District will process the withdrawal.

Please be aware that your individual bank may take longer to withdraw the funds from your account.

Payment dates are outlined below:

- Fees for Fall Semester are due on or before: September 1<sup>st</sup>
- Fees for Winter Semester are due on or before: January 1<sup>st</sup>
- Fees for Spring/Summer Semester are due on or before: May 1<sup>st</sup>

### **ADDING OR DROPPING COURSES:**

#### **Adding Courses:**

Undergraduate students are permitted to add a course up to 14 days prior to the start date of that module.

Graduate students are required to adhere to the McMaster University dates for registering for courses. Please note that these dates are based on a semester schedule. Students will not be eligible to register for modules after those dates. <https://registrar.mcmaster.ca/category/dates/sessional/>

#### **Dropping Courses:**

**All students** who wish to drop a course must communicate their intention by filling out the ***Request to Add or Drop a Course Form*** found on the Students page of the Pathways website. An administration fee of \$30 will be deducted from any monies that may be returned to you.

Undergraduate students must communicate their intention to drop a class 14 days prior to the start date of the course, in order to be considered for a refund.

Graduate students are also required to provide written notice to Nina Thomas, the Registrar of McMaster Divinity College any withdrawals from courses.

Graduate students are required to adhere to the McMaster University / McMaster Divinity College dates for dropping classes and any applicable policies. Please note that these dates are based on a semester schedule. Withdrawals made after these dates will not be eligible for refunds and students may be subject to academic penalty. Please refer to the McMaster University Registrar webpage for further details: <https://registrar.mcmaster.ca/category/dates/sessional/> .

**PATHWAYS FINANCIAL AID:**

Students who are in need of financial assistance with tuition are eligible to apply for consideration to the Pathways Financial Aid Fund through the website at [www.cmapathways.com](http://www.cmapathways.com). Pathways Financial Aid can be applied towards tuition only.

Students who are in need of Pathways Financial Aid need to reapply for it each academic year. Pathways does not guarantee students the same financial aid arrangements from one year to the next.

Upon withdrawal from a module, the Pathways Financial Aid that was allocated for that module will return to the Pathways Financial Aid Fund and will be redistributed to another student in need. Students who wish to add additional modules to their initial registration will not be guaranteed financial aid for that specific module.

**TAX RECEIPTS:**

Pathways is not an accredited school, and as such cannot provide students with T2202A forms for tuition costs.

Students who receive Pathways Financial Aid will be given the appropriate tax receipt. Pathways requires the following information from students to process these forms: Full name including middle initial, SIN number, and address.

Graduate students can access all appropriate tax receipt(s) through their McMaster Divinity College online account (Mosaic).

**ADDITIONAL FEES:****Text Books:**

The cost of books and course materials are not included in the price of tuition. Students are encouraged to source used copies of books where possible either from their church libraries or from past students.

**Field Trips:**

Costs for field trips and associated costs such as meals or gas, are considered separate from tuition.

**Lunch Plan:**

When offered, students have the option of purchasing a Lunch Plan through the District's Guest House. Students interested in the lunch plan must fill out the request form found on the *Students* page of the Pathways website. The contact for The Guest House is Karen Harbridge, who can be reached at [theguesthouse@cmaccd.com](mailto:theguesthouse@cmaccd.com).

The cost of the Lunch Plan is as follows:

- \$10 per day (offered only for each full day of in-class instruction, not half days)

### **Accommodations Plan**

Students wanting to request overnight accommodations at The Guest House are to submit their request through the request form found on the *Students* page of the Pathways website. The Guest House is located on property at 155 Panin Road, Burlington ON. Accommodations include either a private or shared (two twin beds) accommodation room and a self-serve hot and cold continental breakfast.

*Space is limited* and students are encouraged to register for the Accommodation Plan at the time of module registration. Due to the anticipated demand for space, cancellations of accommodations booking must be made in writing to Karen Harbridge, at least 14 days prior to participation in the plan, to be considered for a refund. Karen Harbridge can be reached by email at [theguesthouse@cmaccd.com](mailto:theguesthouse@cmaccd.com).

The costs for the Guest House are as follows:

- Single accommodation: \$50 per room per night
- Shared accommodation: \$30 per person per night