



Registered Nurses  
Professional Development Centre

# DEPARTMENTAL MANUAL

## Policy & Procedure

<b>TITLE:</b>	Fee Payment and Reimbursement Policy	<b>NUMBER: 01-14</b>
Section:	Learner Progression	Date Approved: June 2011 <b>Date Reviewed (Revised): Dec. 2014</b> <b>Date to Be Reviewed: Dec. 2016</b>
Source:	RN Professional Development Centre	
Distribution:	RN Professional Development Centre	Approval: Director, RNPDC

### 1. PAYMENT OF FEES

1. Fees include tuition and course materials and must be paid in full one month prior to program start date.
2. Payments may be paid by:
  - **Credit Card: (Visa or Master Card) payments can be made by calling 1-800-461-8766 (Atlantic Canada only)**
  - **Cash / Debit/ Money Order**
  - **Cheque:** Payable to "Nova Scotia Health Authority"

#### **Please note:**

- **Post dated cheques are not accepted and will be returned to you**
  - Returned cheques (Non Sufficient Funds) are subject to a \$35.00 service charge.
3. Any of the above forms of payment can be done in person.
    - Address: Room 231 Bethune Building,  
1276 South Park Street, Halifax, NS

## **2. REFUND – TUITION (Only)**

1. A 50% tuition refund will be granted to learners who withdraw from a program/course within **two weeks** of program start date.
2. Fees for course materials are non-refundable.

## **3. DELINQUENT ACCOUNTS**

1. Accounts are considered delinquent when the balance of fees has not been paid within 30 days of receipt of an invoice.
2. A student with a delinquent account will not be issued a program certificate and will be denied access to transcripts, references and enrollment in any other specialty programs offered by the Registered Nurses Professional Development Centre.

## **4. INCOME TAX CREDIT FOR ACADEMIC FEES:**

1. The amount of academic fees constituting an income tax credit is determined by Revenue Canada Taxation. Tuition constitutes the tax credit.
2. An income tax receipt is provided to learners directly by the Finance Department no later than February 25<sup>th</sup> of each year.
3. For learners no longer registered or who have completed their program, it is their responsibility to provide the Finance Department with their current address.