



## Student Finances

We at Prairie want to help you, our students, to understand and handle your finances well. The information in this document will provide you with a basic grasp of what you'll have to pay, how and by when you'll need to do so.

Student Financial Services (SFS) is located on the second floor of the Maxwell Building. This is where you go to make payments, discuss loans and scholarships, work out payment plans, and all the other financial aspects of your life here at Prairie. The Director of Financial Aid and the SFS team are available to help you.

Prairie does what it can to make the cost of coming to school here affordable. Every year, Prairie awards more than \$300,000 in financial aid. Because our programs are approved by the Alberta Advanced Education department, many of our students qualify for student loans. We don't receive government funding, and are reliant on students paying their fees in a timely manner and on generous donors to meet our budget.

Anytime you have questions about student finances, including determining how to fund your education, please contact:

### Student Financial Services Office

[SFS@prairie.edu](mailto:SFS@prairie.edu)

1.403.443.5511 ext. 3731 (SFS direct line)

1.800.661.2425 (toll free, via switchboard)

### Financial Aid Office

[finaid@prairie.edu](mailto:finaid@prairie.edu)

1.403.443.3042 (Director of Student Financial Services and Financial Aid)

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## **I. You've Been Accepted!**

### **i. Tuition Deposit:**

After completing the application process, you will need to pay a Tuition Deposit. Your offer of admission letter will inform you of the amount required for your program. Tuition Deposits are due by June 1 and are non-refundable after this date.

### **ii. Student Accounts:**

Once you have paid your Tuition Deposit, a student account will be created in your name. All charges and payments that occur during your time here at Prairie will be transacted through your student account. You will receive regular statements detailing the activity on your account online through the Student Portal.

If you are an aviation student, you will also have an aviation account with the airport. Through this account, you will be invoiced for your flight training and supplies. You can make payments on this account either at the airport or at the Student Financial Services (SFS) desk.

## **II. Funding your Education**

### **i. Fees:**

Fees will appear as charges on your student account. Below are listed several examples of things you may be charged for:

- Tuition Fees
- College Services Fees
- Specific program fees
- Residence and Board Fees
- Pilots Athletics Fees
- Music Lesson fees

#### **Tuition Fees:**

You will register for classes via the Student Portal. The tuition fees for most programs are calculated *per credit*. It is only possible to register for classes if your tuition deposit is paid (new students) or if your account is up to date (returning students).

Tuition charges are usually made on your account before each semester begins. Courses that are audited are charged at 50% of the normal tuition cost. For detailed costs, consult the current year's Schedule of Fees.

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If you drop a class, or change to audit once you've already begun a class, you will be charged a percentage of the tuition costs for that class. You can find information on these charges in the Academic Guide, found at [www.prairie.edu/registrar](http://www.prairie.edu/registrar).

PSMA Students: There are no Tuition fees for flight practicums - charges will accumulate by the flight hour, and will not be charged per credit. These charges are applied to your aviation account. For a breakdown of PSMA fees, please consult the PSMA Financial Worksheet. [www.prairie.edu/psma](http://www.prairie.edu/psma).

**College Services Fees:**

These fees are applied *per credit*. This fee has been calculated to include and cover a variety of college administrative services. You can find a detailed listing in the Schedule of Fees.

**Specific Program Fees:**

Some programs may require additional fees to cover things like travel, class materials, or supplies. Your program-specific webpage will have extra details.

**Residence Fees:**

If you are staying in one of the on-campus Prairie residences, you will be charged a single fee for your dorm room that will cover the whole semester.

Each academic year, you will be charged a damage deposit. The damage deposit is refunded at the end of that academic year. Cleaning and/or damage fines may be charged to your Prairie account if necessary.

**Meal Plan Fees:**

Students in residence will also be on the meal plan. A single charge for the meal plan will be applied per semester.

Chartwells, our food services provider, has a swipe card top-up system allowing students to prepay for additional meals they may want to purchase that are not included in the board fee. This does not go through your student account. You can add money to your swipe card by prepaying with Food Services in the dining hall, or at the Atrium café.

**Rent:**

If you live in off-campus Prairie housing, your rent will be charged to your student account at the beginning of every month.

You will also be charged a damage deposit (one month's rent) which will be refunded when you move out. (Your apartment will be inspected for damage and any fees for cleaning and/or damage will be charged to your student account).

**Pilots Athletics Fees:**

If you are playing on a Pilots' Athletics Team, an Athletics fee will be applied to your student account to go towards administrative costs. Amounts for Athletics fees are listed in the Schedule of Fees.

**Music Lesson Fees:**

Music lessons are available for all students. Lesson fees are calculated according to the length of the lesson (30, 45 or 60 minutes). You'll find the details in the Schedule of Fees.

**Other things you may be charged for:**

A visit to the SFS desk can further clarify any charges to be made towards your account throughout the semester. It is your (the student's) responsibility to be aware of your account activity.

**Note:** Books and supplies are generally not charged through your student account. (Some exceptions are Practical Nursing, EMT and Aviation) You will need to purchase these separately.

**ii. Payment Options and Methods****Paying your fees in full:**

Please pay for your schooling in full at the start of each semester. Students who have an owing amount on their accounts will have a finance charge of 1.5% per month (18% per annum) applied to their accounts.

Any changes to credit load, residence status, meal plan and fees may alter the owing balance on your student account.

Prairie requires that you pay your current semester's balance in full before attending classes in a future semester.

***We are here to help you, but it is your responsibility to keep your account up to date.***

**Payment Methods:**

You can pay in person at the SFS desk, or send us your payment through the mail. Alternatively, you can pay over the phone using a credit card. Prairie accepts:

- Visa and MasterCard
- Interac / debit cards
- Cheques (Canadian and US)
- Cash
- Online banking
- Electronic Transfer / Wire Transfer / Flywire

### iii. Financial Aid

#### **Scholarships:**

Scholarships are awarded in amounts varying from \$200 - \$2,000. Information about applying for scholarships is listed in the Financial Aid Information Package which is available beginning in January of each year from the Financial Aid Office or on-line at [www.prairie.edu/finaid](http://www.prairie.edu/finaid).

To be eligible for a Prairie Scholarship, you must be studying full-time and enrolled in 9 or more credit hours per semester. Applications can only be made online and are due by June 1<sup>st</sup> each year.

Most scholarships are applied in full at the beginning of the 2<sup>nd</sup> semester, though some awards are equally divided across two semesters – that means half of it will be applied to your account in the first semester and the remaining half in the second semester.

*The total amount of Prairie Financial Aid awarded cannot exceed your tuition fees.*

#### **Student Loans:**

You will find information in the Financial Aid Information Package, which is available from the Student Financial Aid Office or on-line at:

[www.prairie.edu/finaid](http://www.prairie.edu/finaid)

Keep in mind that applications for student loans usually require 6 - 8 weeks to process. **Also note that student loans are rarely sufficient to cover all of your costs for the year.**

All loan funds are sent to the student with the exception of American student loans which are sent to Prairie.

Note for Aviation students: It is not possible to get a Provincial or Canada student loan to help cover the cost of a Private Pilot License.

#### **Spousal Discount**

If you are married and both you and your spouse are enrolled in courses, you may qualify for the Spousal Discount. If one spouse is enrolled as a full-time student (12 or more credit hours) the other spouse may receive 50% off their tuition fees. If both spouses are enrolled full-time, the spouse enrolled for the lesser number of credit hours would receive the discount. This does not apply to courses being audited.

Please contact the Student Financial Services Office for further details.

### **Multiple Student Bursary**

Families who have more than one family member enrolled as full-time students (12 or more credit hours) at **Prairie Bible College** may qualify for the Multiple Student Bursary. Under this category, the first two family members receive 10% off their tuition fees. For three or more students enrolled from the same household students receive 20% off their tuition fees. All other fees are payable in full.

### **Campus Leaders Bursary**

If you're a second, third or fourth year student, you may be eligible for the Campus Leaders Bursary program (CLB). For more information, please visit our [CLB Webpage](#).

### **Unpaid Accounts:**

Prairie requires that you pay your current semester's account before registering for classes in a future semester. If your balance remains unpaid after you have finished your schooling, you will not receive transcripts, nor your certificate, diploma or degree until the outstanding amount is paid.

### **iv. Withdrawing from Prairie:**

If you withdraw or are dismissed from Prairie after completing registration, refunds may be granted as outlined below:

### **Tuition Fee Refunds**

**Semester long and Term courses:** Please refer to the PBC and PCAAT Academic Guides and the PBC Add/Drop Dates on our website at:

<http://www.prairie.edu/registrar>

**Practical Nursing Bow Valley College courses:** There will be no tuition refund for Bow Valley College courses after September 15<sup>th</sup> as per BVC policy. All PBC course refunds will follow the refund policies above.

**International students:** Where an international student's tuition fees or any portions thereof, are to be refunded in accordance with Prairie's refund policy, they are refunded to the student if the student paid the whole of the fees. If other individuals or organizations paid part of the fees, the refund is divided among the student and the other individuals and organizations in proportion to the percentage of the fees paid by each.

### **Room and Board Refunds**

Room and board refunds are calculated on a daily pro-rated basis. If you do not follow the proper withdrawal procedure, an additional fee may be levied. Calculation of your refund depends upon the date that SFS receives your properly completed and signed withdrawal form.

### **III. Further information:**

#### **i. Canadian Immigration Fees**

US students should be prepared to pay \$125.00 (subject to change) for Study Permit documents at the border. Please ask immigration officials to include the condition that you may be employed on our campus (to ensure there is no problem in the event you are able to secure campus employment). You'll also have to show that you have sufficient funds to cover one year of schooling. Please read the details on the admissions page ([www.prairie.edu/page.aspx?pid=326](http://www.prairie.edu/page.aspx?pid=326))

There is important information about the process of application for international students on our webpage ([www.prairie.edu/page.aspx?pid=434](http://www.prairie.edu/page.aspx?pid=434))

If you are coming to Prairie from outside of North America, you will have to show proof to Prairie that you have funds to cover one year's fees. We will then send acceptance documents to you by mail. You will be required to show these documents and proof of funds at the Consulate or Embassy. There is important information about the process of application on our webpage ([www.prairie.edu/page.aspx?pid=434](http://www.prairie.edu/page.aspx?pid=434))

#### **ii. Medical Coverage**

You must have medical insurance coverage while you are studying at Prairie. Make sure you bring your provincial health care card with you. (Students from other Canadian provinces are not required to apply for Alberta Health Insurance unless moving permanently to Alberta).

All international students are required to have health insurance. If your Student Permit/Visa is valid for more than one calendar year you will qualify for free health insurance through Alberta Health.

**If your Student Permit/Visa is valid for less than one calendar year, you will need to purchase travel insurance.**

Both the Alberta Health Insurance and the travel insurance are available at:

**Adam B. Young Insurance, 416 Main St. Three Hills**

#### **iii. Employment Opportunities**

In addition to employment opportunities in the Three Hills community, Prairie offers a limited number of jobs and leadership positions. Most of these range from 5-15 hours per week and pay an hourly wage.