

3. Financial Information

3.1 | Tuition and Fee Schedule

Effective September 1, 2023. All fees are listed in Canadian dollars. Cost of books and supplies not included. Providence reserves the right to change tuition and fees without notice.

Seminary Tuition/Fees (Canadian and US Students)

	Per 1 Credit Hour	Per 3 Credit Course
Tuition	\$548	\$1644
Student Fees	\$47	\$141
Total	\$595	\$1785

Seminary Tuition/Fees (International Students)

	Per 1 Credit Hour	Per 3 Credit Course
Tuition	\$699	\$2097
Student Fees	\$47	\$141
Total	\$746	\$2238

Audit Fees

	Per 3 Credit Course
Audit Fee	\$260.25
Student Fees	\$147
Total	\$407.25

Doctor of Ministry

Tuition Domestic (per unit)	\$2370
Tuition International (per unit)	\$2832
Student Fees (per unit)	\$147
Project/Dissertation	\$4740
Continuation Fee (per year past 3 years)	\$2370

Room and Board (per semester)

Room and Board	\$4232
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These fees are for the Otterburne campus. Room and Board requirements for Module/Hybrid Courses or courses at other locations vary.

Summer TESOL Institute 2024 (based on 15 credit hours)

Tuition Domestic	\$8220
Tuition International	\$10485
Student Fees	\$705
Non-refundable deposit	\$300

Centre for On-Demand Education

Monthly Subscription	\$350 per month
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Application Fees and Deposits

Non-refundable Application Fee (Canadian and US Students)	\$50
Non-refundable Application Fee (International US Students)	\$150
Residence Reservation/Damage Deposit (New students living in residence)	\$150
Residence Reservation (Returning students living in residence)	\$100
Non-refundable Confirmation of Enrollment Fee (International Students)	\$300

Application Fee is required with application and is non-refundable.

Residence Reservation/Damage Deposit (New Students) is required with application. Upon registration, the \$150 will serve as the room damage deposit and remain on account for the duration of occupancy. Non-refundable after July 1 for September enrollment and December 1 for January enrollment.

Residence Reservation Deposit (Returning Students) In addition to the \$150 damage deposit already on their account, the student is required to pay this deposit at the end of each year, to reserve a room in residence for the following semester. The amount is credited to the student’s account and is non-refundable after July 1 for September enrollment and December 1 for January enrollment.

Confirmation of Enrollment is non-refundable, will be applied as a deposit for tuition, and is due upon application acceptance from Providence Seminary.

Additional Fees

Commuter Parking Fees with Electrical (November 1 – March 31)	\$30 per semester; \$50 per year
Counselling Lab fee – CP5501 & CP5502	\$715
Counselling Lab fee – CP6501 & CP6502	\$250
Course change fee (per course change after the first five full class days)	\$35
Course Registration – Late Fee	\$50
Degree Parchment Reprint	\$50
Distance Access Fee (hybrid courses)	\$35
Distance Access Fee (online courses)	\$135
Duplicate Syllabi	1-5: \$20 each additional: \$1.00
Early Arrival (per day)	\$30
Graduation fees: Certificate/Diploma and Graduation-in-Absentia	\$65
Graduation fees: Degree	\$110
Letter of Permission Application	\$50
Locker Rental (per semester)	\$15
Official Transcript	\$10
Payment Plan	\$55
Payment Plan – Late Fee	\$50
Registrar Office Letters	\$15
Recognition of Prior Learning	\$995

Transfer Assessment	First: Free; Subsequent: \$15
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3.2 | Payment of Fees

3.2.1 Otterburne Location Regular Semester

All charges for the regular semester and Otterburne Summer TESOL Institute are due in full and payable by the Friday of the first week of the semester. A payment plan option is available by contacting the Business Office. A Payment Plan Fee will apply to all payment plans. All late payments will be subject to a Late Payment Fee. Overdue accounts are subject to late payment fees and/or interest. Providence services, including but not limited to the issuing of transcripts and degree parchments, and access to course registration, will be withheld until accounts are paid in full. Please contact the Business Office with all questions related to payment.

3.2.2 Online Courses; Directed Study Courses; Hybrid Courses; Module Courses; Doctor of Ministry Courses

All charges for Online, Directed Study, Hybrid, and Module courses are due in full and payable by the Friday of the first week of the semester, or immediately upon registration if past that date, until 2 weeks before the course begins. Registration closes 2 weeks prior to the course start date.

3.3 | Refund Policy

3.3.1 Tuition

In the case of a refund, tuition is applied to a student's account, but can be requested from the Business Office. All fees shown are per course.

	Academics: Regular Semester, Hybrid and Online Courses				
	Prior to Start	First Week	Second Week	Third Week	Fourth Week
Course Drop	Full refund	Full refund	Full refund	70% refund	60% refund

There will be no tuition fee refunds after the fourth week of classes. There will be a full refund of the Technology Fee if course is dropped during the first week of class. For Hybrid courses, refunds and registration deadlines are based on the first day of the online component.

	Academics: Condensed format (Modular) Courses		
	Prior to Start	First Half-Day	Second Half-Day
Course Drop/Withdrawal	Full refund (\$35.00 admin fee applies)	90% refund	80% refund

There will be no tuition fee refunds after the first full day.

	Academics: Year-Long Courses				
	Prior to Start	Weeks 1-3	Weeks 4-6	Weeks 7-9	Weeks 10-12