

## PAYMENT PROCEDURES

**\*\*\* Your Student Account is payable before you are able to begin your classes \*\*\***

### OUTSIDE FUNDING

Student loans, Scholarships, Bursaries etc.

- **If you are expecting to receive finances through an outside source** you must provide **written proof** of loan or financial assistance to the Finance Office prior to the first day of your course(s).

**APPLY FOR FUNDING 6 TO 8 WEEKS PRIOR TO THE START OF YOUR PROGRAM**

- **Please Note:** most outside funding **requires that your progress be monitored**. As such, you will need to make sure that you are making progress in your courses to maintain eligibility. IE Student Loans.

### PAYMENT OF YOUR ACCOUNT CAN BE MADE THROUGH:

- **Your STUDENT PORTAL via PYPAL or CREDIT CARD.**
- **E-TRANSFER**
  - Send to [registrar@rockymountaincollege.ca](mailto:registrar@rockymountaincollege.ca)
    - AUTOMATIC DEPOSIT IS ACTIVATED **BUT** if you end up requiring a security question **use your Student ID Number** (found on your acceptance letter)
    - **NOTE:** To ensure proper allocation of funds **include your Student ID number in the MEMO**
- **ONLINE BILL PAYMENT** through your bank
  - **Rocky Mountain College is set up as a PAYEE with most of the major Canadian banks** (Scotiabank, CIBC, TD, BMO, RBC, ATB)

### TO SET UP ONLINE BILL PAYMENT:

1. Log into your online banking account
2. Select the "**BILL PAYMENT**" section,
3. Select the "**ADD PAYEE**" option (different banks may title this section differently)
4. **SEARCH FOR Rocky Mountain College** and add our institution as a payee
5. When prompted, you will be asked for a **CUSTOMER NUMBER- THIS IS YOUR STUDENT ID NUMBER, found in your acceptance letter.**
6. Proceed as normal by selecting the payment amount and funds will be processed within two business days.

### EMCC BURSARY

- **If you attend an EMCC Church in Canada** (for one year prior to attending RMC) you can apply for the **EMC Bursary** to receive a bursary of **\$20 per credit hour** for a maximum of 120 credit hours at Rocky Mountain College. Application provided upon request.

---

If you have any questions, please contact Kailynne Belt at [registrar@rockymountaincollege.ca](mailto:registrar@rockymountaincollege.ca)

---