



Lambton College in Toronto  
at Cestar College

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400-265 Yorkland Blvd  
Toronto ON, M2J 1S5  
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Lambton College in Mississauga  
at Queen's College

**T** +1-905-890-7833  
**E** [lambton@queenscollege.ca](mailto:lambton@queenscollege.ca)  
121 Brunel Road  
Mississauga ON, L4Z 3E9  
[lambtoncollege.ca/Mis](http://lambtoncollege.ca/Mis)

## Late Fee Policy

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Every educational institution needs to know how many students are planning on taking courses in the subsequent semester. Setting a payment deadline plays an important role in ensuring that this planning process is as smooth and efficient as possible. It provides educational institutions like Cestar College and Queen's College, the information needed to hire instructors, schedule classrooms, determine course sections and procure important teaching and lab supplies. Most importantly, by paying your student fees on time by the required deadline, it helps us ensure a quality education and well-organized start to each new semester.

Tuition fees are due prior to start of each subsequent semester. The payment deadline is determined by the Registrar of Lambton College. This deadline is the same in Sarnia, Toronto, and Mississauga. Students that fail to pay their tuition or have outstanding balances by the payment deadline will be assessed a late fee penalty.

The payment deadline for each semester is posted on the Lambton College webpage:

[Lambton College Academic Dates](#)

[Lambton in Toronto Dates and Deadlines](#)

[Lambton in Mississauga Dates and Deadlines](#)

Students are responsible for ensuring payments are received on or before the payment deadline. Students should be aware that online banking and wire transfers may take several business days to process and should take this into consideration when making payment plans close to a pending payment deadline. Lambton College considers the date in which a payment is received by Lambton College in its bank account to be the date used to determine whether a late fee penalty is applicable. The date in which a payment is sent is irrelevant as Lambton has no control over the timing and operations of external banks or foreign country monetary processes.

For the 2019-2020 academic year, the late fee is \$100 Canadian dollars. This late fee will only be applied once per semester.

### Advice to Students When Making Payment Plans

Fees received into the student account after the deadline will be assessed a late fee.

Please ensure that the funds have been allocated to your account prior to the deadline. Bank transfers take time – some banks and some foreign countries more than others.

1. Check to see how much is owing. Remember some academic terms have different fees than others – it is your responsibility to transfer enough funds. Similarly, some bank may charge an additional processing fees during the transfer thereby affecting how much Lambton receives.
2. Ensure that you have made your payment with enough time to guarantee that the payment will be received by the required payment deadline.
3. Check your student account often to see that the funds have been allocated correctly.



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## Late Fee Charge – Appeal Process

If a student feels that a late fee charge has been applied incorrectly to their student account, they have the right to request that a formal investigation to be initiated. This investigation is conducted by the finance department at Lambton College in Sarnia to determine if the fee should be reversed. In order for this investigation to proceed, students are required to supply supporting documentation (i.e. original bank receipt(s)) to support their claim.

The finance department investigation normally requires at least five business days to complete this investigation. The investigation will only begin once supporting documents have been submitted by email. If the investigation determines that a late fee was applied correctly, no change or adjustment will be made. If the investigation determines that a late fee was applied incorrectly, the late fee will be reversed and removed from the student's account.

To appeal a late fee charge, please email [receipts@lambtoncollege.ca](mailto:receipts@lambtoncollege.ca). Telephone calls will not be accepted. Students should ensure that they use their Lambton College email account to request the appeal and include their full name, student number, program, current term and all supporting documentation in their email.