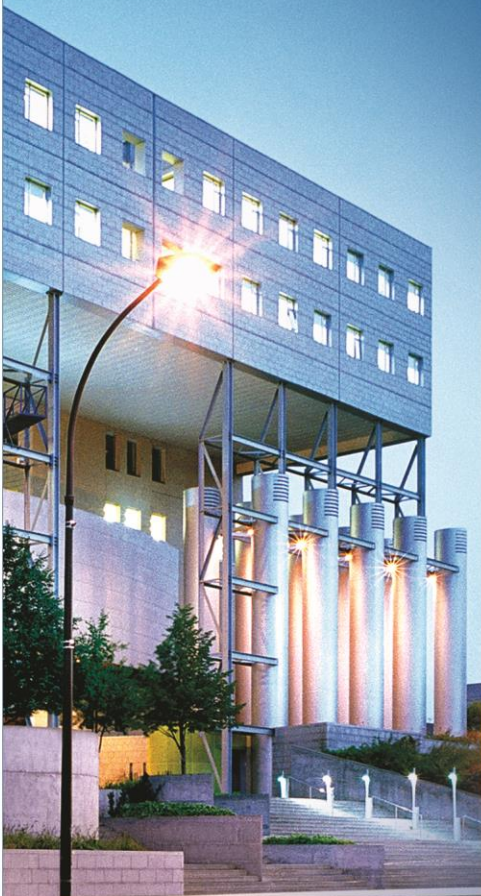


**HEC MONTRÉAL**

**Règlement relatif au  
relevé de compte de  
l'étudiant**

**Regulation regarding  
students' statement of  
account**



**Adopté par le Conseil d'administration**

**Le 4 juin 2015**

**Adopted by the Board of Directors on June 4,  
2015**

## **1. Contents of student's statement of account**

- 1.1. If not prescribed by the Gouvernement du Québec, the amount of tuition fees is set by the Board of Directors of HEC Montréal. Tuition fees are stated on the students' statement of account.
- 1.2. Institutional fees are set by Board of Directors of HEC Montréal. Most of the institutional fees are billed to students on their statements. Some institutional fees for particular services may also be charged to students.
- 1.3. The Board of Directors of HEC Montréal authorizes the director of HEC to set other fees payable by HEC students. The director of the School may also provisionally set tuition fees for a new study program.
- 1.4. Students are invited to make a donation to the HEC Foundation. This donation is shown on the students' statement of account, but may be removed upon request.
- 1.5. HEC Montréal, upon request by student associations, bills student members of these associations various fees, including those related to the contribution payable to students' associations, which appear on their statement of account.
- 1.6. HEC Montréal, upon request by student associations, bills students for the cost of the health insurance premium of the Association pour la santé étudiante du Québec (ASEQ), which appears on the students' statement of account. A student may ask the ASEQ to waive their right to this insurance within the deadlines set by the ASEQ.
- 1.7. HEC Montréal bills foreign students for the cost of the health insurance premium for foreign students on their statement of account. HEC Montréal will cancel the cost of this premium from a statement of account if the student demonstrates to the satisfaction of the Registrar's Office that he or she is covered by health insurance under the Régie de l'assurance-maladie du Québec (RAMQ). The Registrar's Office may impose deadlines for the presentation of this proof.

## **2. Billing and payment times**

- 2.1. Each semester, HEC Montréal produces a statement of account for each student enrolled in a course or a program.
- 2.2. The information contained in the statement of account of each student is found in the student's personal file on the HEC en ligne website. HEC Montréal does not issue a statement other than the statement of account available on HEC en ligne.
- 2.3. HEC Montréal informs students by email when statement of account for this semester have been posted on HEC en ligne.
- 2.4. Students must pay the full amount shown in their statement of account by the deadline for final payment indicated on the statement according to one of the payment conditions authorized by HEC Montréal.

## **3. Default of payment**

- 3.1. HEC Montréal adds a penalty to the statement of account of any student who does not remit the final payment by the deadline. In addition, any delay in payment will incur administration fees starting from the deadline for final payment. The administration of HEC Montréal posts penalties and administration fees applicable to outstanding accounts on its website.
- 3.2. After the deadline for final payment, students whose accounts are outstanding will lose access to HEC en ligne, and may not enrol in courses or consult their results. They will not receive any grades, certification of studies, or diplomas until they have paid the full amount shown on their statement of account at the payment date.

## **4. Tax receipts**

- 4.1. Each year, HEC Montréal makes official tax receipts available on the HEC en ligne website. These receipts cover the winter, summer and fall semesters of the same calendar year.