



ADMINISTRATIVE FEES SCHEDULE

Effective Date: 2026-06-15

Canadian Aviation College provides many student services as part of tuition and enrollment. The following fees may apply to additional administrative services and repeated document requests.

Document Requests

THE FOLLOWING INITIAL ISSUANCE OF STANDARD ENROLLMENT AND GRADUATION DOCUMENTS IS PROVIDED AT NO ADDITIONAL COST.
Initial Letter of Acceptance
Initial Official Transcript issued for Study permit renewal in first instance or graduation
Initial Letter of Enrollment
Initial Letter of Completion
Initial Diploma/Certificate
Documents required by the College for regulatory or compliance purposes
Annual contract renewal for the same program
Corrections resulting from college, administrative, or system errors

ADDITIONAL DOCUMENT REQUESTS – \$50 ADMINISTRATIVE FEE PER DOCUMENT
PACKAGES EXCEEDING TWO (2) PAGES MAY BE SUBJECT TO AN ADDITIONAL CHARGE OF \$10 PER PAGE FOR EACH PAGE BEYOND THE SECOND PAGE.
Additional Official Transcript
Additional Letter of Enrollment
Additional Letter of Completion
Additional Student Status Letter
Additional Attendance Verification Letter
Additional Financial Verification Letter
Additional Graduation Verification Letter
Archived Record Retrieval (Older than 2 Years)
Rush Document Processing (Within 2 Business Days)
Replacement Certificate or Diploma

FINANCIAL SERVICES
Excessive Payment Processing (more than 2 payments per month) \$25 per occurrence
Courier and Shipping Charges Actual Cost
Returned Payment (NSF) \$50

PROGRAM CHANGE ADMINISTRATIVE FEE: \$250
A Program Change Administrative Fee of \$250 may apply when a student voluntarily requests enrollment into a different Canadian Aviation College program after enrollment has commenced.
This fee does not apply to:
This fee does not apply to contract renewals, regulatory updates, College-initiated program changes, or progression into a higher-level Canadian Aviation College credential or educational pathway.

Canadian Aviation College reserves the right to waive any fee at its sole discretion.