

Subject: Tuition Overpayment Calculation and Reconciliation Process

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**BACKGROUND:**

Since the implementation of Mobius Release 2, an annual letter has been sent to training providers in May requesting the repayment of all of the outstanding tuition refunds for the previous fiscal year. As this letter has been sent out in the new fiscal year, HS has been unable to replenish allocations from tuition refund payments received as a result of this letter.

**INTENT:**

The Training Benefit Overpayments and Overpayment and Reconciliation Process policies have been combined to reduce tuition refund repayment timelines and ensure funds can be reused in the same fiscal year.

**POLICY:**

The new [Overpayment Calculation and Reconciliation Process policy](#) outlines that the Notice of Amount Owing letter will now be sent to training providers who still have tuition and fees owing 30 days after receiving the monthly Notice of Tuition Fee Overpayments (NOTO) letter.

The Notice of Amount Owing Letter advises a training provider of their right to appeal within 30 days or pay the amount owing. It also outlines the actions to be taken by HS if an appeal is not filed and the refund has not been received.