

# Section Three: University Fees

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## A. Academic Fees

Note: A schedule of current fees will be posted on the University's web site in May 2005.

### 1. Full-Time Students

#### a. Tuition Fees (2004-2005 rates)

These fees include all the regular charges of the University for the full academic year for registration, tuition, libraries and other academic services, athletics, creative arts, health services, and accident insurance. The only additional fee is the students' union fee to support student organizations (see below).

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| Arts, Social Work, and Journalism | \$3915.00                         |
| Education (extended B.Ed.)        | \$5900.00                         |
| Social Work (post degree)         | \$6700.00                         |
| International Students            | Double tuition rates listed above |

#### b. Sickness and Accident Insurance

Sickness and accident insurance is included in the cost of full-time tuition. The student health insurance plan provides coverage for all full-time students. Basic coverage is provided to Canadian students for medical care and hospitalization under government plans; it is the students' responsibility to make sure that they are in good standing for such coverage in their home province. For Canadian students, the University health plan provides supplementary coverage for prescription drugs and major medical expenses not included in the government plans. For foreign students who are not eligible to be insured under provincial hospital and medical plans or similar plans, the University health plan also helps cover the costs of basic medical and hospital expenses. Additional coverage for dependants is available to any full-time student at an extra cost. All benefits are for the period September 1 to August 31 of the next year.

Note: The student health plan is not an additional charge to students. No refunds will be issued to students who do not utilize the plan.

#### c. Students' Union Fee

The Students' Union requires all full-time students to pay an annual fee to support student organizations. The fee is currently listed at \$185.00. The students' union fee is not refundable and is payable on or before registration. For full-time students entering in January, the students' union fee is \$92.50.

#### d. Confirmation Deposit

To confirm acceptance of admissions offers, accepted students must submit a \$100 deposit. For students accepted prior to April 15, the deadline for submission of the confirmation deposit is May 1; for students offered admission after April 15, the deadline is 30 days following the offer. This is an advance payment and will be applied against the total of tuition fees owed. The fee is applied to the January instalment for those students who opt for the two-instalment payment plan for tuition.

#### e. Special Fees (2004-2005 rates)

|  |         |
|--|---------|
| Application fee  | \$35.00 |
| Certified copy of student's record (official transcript) | \$5.00  |
| Graduation fee   | \$35.00 |
| Parking permit   | \$75.00 |

## 2. Part-Time Students

### a. Tuition fees (2004-2005 rates)

|                          |          |
|--------------------------|----------|
| Full-credit course       | \$888.00 |
| Half-credit course       | \$444.00 |
| Full course (audit only) | \$444.00 |

### b. Student Union Fee

The students' union requires all part-time students to pay a fee of \$37 per full course to support student organizations.

## 3. Tuition for Seniors

Applicants who have reached the age of sixty years are eligible to apply for a rebate of 50% of normal tuition fees. As well, the University has a bursary programme for seniors to assist needy students with the payment of fees. Details on bursary assistance may be obtained from the registrar's office.

# B. Regulations for Payment of Academic Fees

## 1. Schedule for Payments

Full-time students in the regular academic session (September-April) may make payment in one instalment in September, or in two instalments at the beginning of each term. At a minimum, the September payment should include 60% of the tuition fees plus the full student union fee. An administration fee of \$20 is charged when tuition fees are paid in two instalments.

Note: Students who have registered for the fall semester must adhere to published deadlines for payment of tuition and fees in order to hold their registered courses. Failure to do so will result in the loss of registered courses.

## 2. Method of Payment

Fees may be paid by cash, cheque, money order, debit card, or credit card (Mastercard and Visa). Students wishing to avoid line-ups during registration week may pay their fees in advance. Payment may be made in person, by telephone, or through the mail.

Payments of university fees may also be made at any branch of the Bank of Montreal in Canada. The student's university identification number must be included on the payment form. The forms are available in the Registrar's Office and at any branch of the Bank of Montreal.

## 3. Scholarship and Bursary Students

Registration is not complete until fees have been paid or a satisfactory arrangement has been made with the registrar's office. Scholarship and bursary students may make special arrangements for payment of their fees by consulting the Registrar's Office. Students depending on government student aid programmes are reminded that their applications should be submitted to the student aid offices at least two months prior to the date of registration in order to allow time for processing.

## 4. Interest Charges

Interest will be charged on all overdue accounts at a rate set by the University, not to exceed 1.5% per month, on the balance owing.

## 5. Outstanding Accounts

Students who have outstanding accounts will not be permitted to receive an official transcript of their record or be recommended for any degree or diploma until fees, fines, and any other accounts owed to the University are paid.

## 6. Withdrawal from University: Refund Policy

Students who withdraw from university before the end of the academic year may qualify for a refund of a portion of their fees. Arrangements for refunds of fees must be made with Financial Services. Before a request for refund of any portion of the tuition fee is entertained, students must obtain a notice from the registrar's office confirming their withdrawal from university. The effective date of withdrawal is the date on which the Registrar's Office accepts the withdrawal. No refunds will be made after October 21 for the first term, or February 24 for the second term.

# C. Residence Fees

The University reserves the right to make changes without notice in its published schedule of tuition, residence, and other fees. The fees listed below were those in effect for the 2004-2005 academic year and will change for 2005-2006.

## 1. Room and Board

The fees for all university residences for the period September 2004 to April 2005 were as follows and will change for the academic year 2005-2006:

*Harrington Hall, Holy Cross House, Vanier Hall*

Double room \$5330.00 - \$5830.00\*

Single room (when available) \$6780.00 - \$7280.00\*

*Rigby Hall, Chatham Hall*

Double room \$5630.00 - \$6130.00\*

Single room \$7080.00 - \$7580.00\*

\* Fees vary depending on which meal plan a student selects.

## 2. Room Deposit

A \$300 application deposit must accompany a student's residence application form in order for the application to be processed. This is an advance payment on second-semester residence fees, not an additional fee. A refund of \$150 of the \$300 deposit will be made if the application is withdrawn, in writing, prior to July 1 (December 1 for second term). Failure to withdraw the application by the deadline will result in loss of the deposit. **The deposit will also be forfeited if a student withdraws from residence any time during the year.**

Space is limited and returning students are encouraged to apply and to pay the \$300 residence deposit as early as possible for the upcoming year.

Room assignments will be mailed out on June 1 and names of roommates will be mailed out on August 1.

## 3. Other Charges

**Damage deposit:** A deposit of \$100 is required of new students upon first coming into residence. This deposit is subject to charges for damages to the University property while students are in residence. Damages attributed to an entire house as well as damages to an individual may be charged against the damage deposit. The unexpended portion will be refunded, upon request, within one year of withdrawal from residence. Damage costs in excess of \$100 will be billed to the student.

**Laundry fee:** \$60

**Key replacement:** \$10 per key

**House dues (in support of the activities of the house committee):** \$40 all houses. \$20 for students moving in after the Christmas break.

## 4. Schedule of Payment

At least 60% of the residence fee must be paid in September. The remainder of the fee is payable not later than January 14.

Note: Residence students must adhere to published deadlines for payment of fees in order to retain their room assignments. Failure to do so may result in the residence students losing their assigned rooms.

## 5. Overdue Accounts

Interest will be charged on all overdue accounts at a rate set by the University, not to

exceed 1.5% per month on the balance owing.

Students who have outstanding accounts will not be permitted to receive an official transcript of their records or be recommended for any degree or diploma until fees, fines, and any other accounts owed to the University are paid.

## **6. Withdrawal from Residence: Refund Policy**

Students are admitted to residence on the premise that they will be staying in residence the entire academic year (September - April). Except for medical or compassionate grounds, students who voluntarily leave before the end of the academic year are liable for the remainder of their residence fees (full year).

The Director of Student Affairs will consider requests for release of residence fees on medical or compassionate grounds. The Director must receive this request, in writing, within 30 days from when the student checks out of residence.

If the University requires students to withdraw from residence, they may not qualify for a refund.

Note: For fees specific to certain programmes, please see our  
Web site: [www.stu.ca/current/fees.htm](http://www.stu.ca/current/fees.htm)