

REFUNDS

Withdrawal

A student who withdraws from a semester may be eligible for a refund of tuition fees (see also Withdrawal, Voluntary Withdrawal, Chapter VIII--Undergraduate Degree Regulations).

If the withdrawal or credit drop results in a credit balance on your account (i.e. payments are greater than charges), a refund cheque is produced for credit balances over \$500. Allow four to six weeks before refunds are available from Student Financial Services. The University has been directed by the Ministry of Training, Colleges and Universities to return refunds to the National Student Loans Service Centre in instances where assistance was received through a Government Student Loan. In cases in which students hold U.S. Federal Loans all refunds are directed to the U.S. Department of Education per their directive.

Winter and Summer Semesters

Refunds of tuition fees will be calculated according to the effective date and schedule found at: <https://www.uoguelph.ca/registrar/studentfinance/fees/refunds> (<https://www.uoguelph.ca/registrar/studentfinance/fees/refunds/>)

Fall Semester

The compulsory non-refundable Registration Deposit of \$200.00 is forfeited as the first charge against a withdrawal/cancellation or no show for the semester including the first five class days. The above schedule will only come into effect once the first \$200.00 penalty has been used up.

Refunds of compulsory and optional fees (except Residence, Meal Plan Fees, Bus Pass, medical insurance premium and dental insurance premium, please see specific details on these fees) will be made in full up to and including the 15th class day of a semester. No refund of fees will be made after the 15th class day. The effective date for the refund of tuition and fees will be the date of full withdrawal recorded in the Student Information System (i.e., the date that all courses are dropped on WebAdvisor). A registration payment not honoured by your bank does not constitute an official withdrawal from the University.

Room charges will be refunded on a pro rata basis for the period in residence, but cancellation of the residence contract will also result in forfeiture of all or part of the residence deposit. Refer to section 4.3 of the Residence Contract Terms & Conditions for further information. The effective date for refund will be the date belongings are removed from the room, a room check made and the room key, post office key and university ID card returned; or, the authorized effective date for withdrawal, whichever is later. Students to whom a room assignment has been made and who withdraw and subsequently re-register up to and including the 5th class day will be liable for any penalties incurred through forfeiture of the residence contract.

Meal plan fees, excluding the Capital Fund Component, will be refunded on a pro rata basis for the operating expense portion, plus the unused food portion, for authorized cancellation of a contract. The effective date for refunds will be the date of full withdrawal recorded in the Student Information System, except if a student withdraws before or after the first day of classes and re-registers before or on the 5th day of classes, cancellation of the contract is not permitted.

For information regarding Withdrawal Refunds for Full-time, Part-time and Audit students, visit the Student Financial Services website at: <https://www.uoguelph.ca/registrar/studentfinance/fees/refunds> (<https://www.uoguelph.ca/registrar/studentfinance/fees/refunds/>).

Bus Pass Fee (Guelph Campus only)

This fee is not refundable unless a student withdraws from the University before the 10th class day following the semester payment deadline. Please direct inquiries to the Central Student Association at csamain@uoguelph.ca.

Classification Changes

Refunds of tuition fees for students changing from full-time to part-time will be calculated on the difference of tuition values at the same rates for withdrawals. Refunds of compulsory fees (except Bus Pass, Dental Insurance premium and medical insurance premium) will be made in full up to and including the 15th class day of a semester. No refunds of compulsory fees will be made after the 15th class day. The effective date for classification change will be the date such change is recorded in the Student Information System. Optional fees are only refundable upon full withdrawal from all courses up to and including the 15th class day of a semester.

Dropped Courses

Refunds of tuition fees for courses dropped by **part-time** students will be calculated at the same rates for withdrawals. The effective date for the drop action will be the date such information is reported to the Office of Registrarial Services.

Session Courses

In addition to the refund schedule quoted above, there will be a flat fee levied for each session course dropped after the first week of the course. The financial penalty is approximately double the regular course rate penalty.

Medical Insurance Premium and Dental Insurance Premium (Guelph Campus only)

The Health and Dental Plans have an opt-out option. Please contact the Student Benefits office for the opt-out deadline. These fees are not refundable past the deadline.