

## VI. SCHEDULE OF FEES

All fees (tuition and compulsory fees) for a semester are due and payable on or before the date scheduled for registration for that semester. Payments received on the student account after the published payment deadline will be assessed a late fee.

Provisional registration may be granted to students who make arrangements with the Associate Registrar, Student Financial Services (SFS) (<https://www.uoguelph.ca/registrar/studentfinance/>), to defer payment of their account. Students should apply for OSAP two months in advance of the first class day of each semester, in order that the application can be processed in time to have funds for registration. Cancellation of registration may be exercised at the discretion of the University for failure to complete the registration payment. Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the deadline announced by Student Financial Services each semester.

Students who have not made payment, or suitable arrangements for payment, of their account by the semester payment deadline will be placed on academic sanction and charged a sanction fee on each instance that the account is sanctioned. Academic sanction will prevent one or more of the following:

- a. release of semester examination results
- b. release of transcripts
- c. release of a degree or diploma
- d. registration for a subsequent semester

### Fall Semester Only - Minimum Registration Deposit

All students are required to make the **minimum, compulsory, non-refundable Registration Deposit** prior to registering for the Fall semester. Please refer to the Student Financial Services website for details (<https://www.uoguelph.ca/registrar/studentfinance/fees/deposits>). Payment of the registration deposit prior to course selection windows opening for the Fall term will ensure students are able to enrol during their designated selection window. There are no exemptions from the payment of this deposit irrespective of current account balance or funding to come in the future. Students who fail to submit the Registration Deposit prior to their course selection window will be unable to register for the Fall until the Registration Deposit has been received on WebAdvisor.

### Changes in Fee Schedules

The University reserves the right to make changes in the published schedule of fees and payment dates and also to assess charges, which are not included in the schedule of fees, for course material and/or transportation provided at University expense.

## Fees

### Guelph Campus

#### Tuition Fees

The undermentioned tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult International Student Fees, in this section. For information regarding Tuition fees,

for Full-time, Part-time and Audit students, visit the Student Financial Services website at: <https://www.uoguelph.ca/registrar/studentfinance/>.

#### International Student Fees

For information regarding Tuition fees for Full-time and Part-time international students visit the Student Financial Services website at: <https://www.uoguelph.ca/registrar/studentfinance/>.

#### Health Insurance for International Students

All international students registered at the University of Guelph are required to enrol in the University Health Insurance Plan (UHIP) - participation is compulsory. Current UHIP fees are found at Student Financial Services' website at: <https://www.uoguelph.ca/registrar/studentfinance/fees/uhip/>.

Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Undergraduate Program Services, Office of Registrarial Services. To effect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester).

Categories of students who are exempt from paying the visa student fee are synopsized as follows:

- Canadian citizens, permanent residents, or their dependents.
- Applicants for permanent residency who submit the appropriate letter.
- Diplomatic or consular officers of another country or representatives of the United Nations or its agencies who are stationed in Canada, or their dependents.
- Visitors, or their dependents, who are in Canada on an employment authorization.
- Officially recognized refugees.
- Members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents.

The descriptions above are brief statements synopsized from the regulations of the Ministry of Colleges and Universities. Final interpretation rests with the Office of Registrarial Services and documentation must be acceptable to the Office of Registrarial Services. The regulations are subject to change without notice.

#### Other University Fees; Student Organization Fees; Program-Specific Fees

For information on other compulsory and optional fees, including university fees, student organization fees and program-specific fees, please visit the Student Financial Services website at: <https://www.uoguelph.ca/registrar/studentfinance/fees/index/>.

#### Meal Plan Fees, Guelph Campus

On-campus meal plans are mandatory for students living in traditional residences and optional for students living in East & West residences, East Village Townhouses or off campus .

Hospitality Services offer five sizes of on-campus meal plans to suit every need. Students receive half of their food dollars at the beginning of September and the other half in mid-December. Payments are made in two (2) installments.

For those students not required to purchase an On-Campus Meal Plan, Hospitality Services provides a convenient, money-saving **Ultra Food**

**Plan.** The ultra food plan is designed specifically for University of Guelph students living off-campus, in the East Residence, West Residence or the East Village Townhouses.

For detailed information on meal plans offered by Hospitality Services, please visit their website at <https://hospitality.uoguelph.ca/student-plans/student-meal-plans> (<https://hospitality.uoguelph.ca/student-plans/student-meal-plans/>).

## Parking Fees, Guelph Campus

For information regarding Parking Services visit the Parking Services website <https://www.parking.uoguelph.ca/>

## Prior Learning Assessment Fee

Fee Name	Fee
<b>Application Fee</b> - A fee will be charged for each application to challenge a course(s), irrespective of the number of courses specified in the application	\$50.00
<b>Course Fee</b> - Students who are permitted to challenge a course will be charged a fee for the course, regardless of whether or not the challenge is successful	1/2 of the tuition for the course

## Residence Fees

Information on Residence Fees for the Guelph Campus is available at the Student Housing Services website <http://housing.uoguelph.ca/residence-fees/>.

Information on Residence Fees for Ridgeway Campus is available at: <http://www.ridgetownc.uoguelph.ca/>.

## Ridgetown Campus

For a list of fees for Ridgeway Campus, please check the website at: <http://www.ridgetownc.uoguelph.ca/future/admission.cfm>

Student at the Ridgeway Campus must check at the Administrative Office in the Pestell Student building for assistance.

## Special University Charges

Field Trip Fees	Per Year
For field trips in courses	\$50.00

## Special University Fees

The following Special University Fees are charged on a user-fee basis as outlined below:

Fee Name and Description	Fee
<b>Account Deferral Fee</b>	\$60.00 per occurrence
<b>Cheque Refusal Fee:</b> For each cheque upon which payment is refused by the bank on which it is drawn.	\$60.00 per cheque in the amount of \$452.00 or greater upon which payment is refused (\$30.00 per cheque in the amount of less than \$452.00).
<b>Cheque Processing Fee:</b> Applied to students receiving short term loans or OSAP advances	\$20.00 per occurrence

<b>Late Graduation Fee:</b> Payable at time of submission of a late application for graduation.	\$60.00
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<b>Late Registration Fee:</b>	\$60.00 per occurrence
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Payable at the time of late registration (fee payment).

Appeals against the late fee must be made in writing to the Secretary of the Late Appeals Committee within 10 class days from the commencement of classes. Appeal forms are available from Undergraduate Program Services, Office of Registrarial Services.

<b>Official Transcript</b>	\$15.00 each copy
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<b>Program Transfer Fee:</b> For each applicant requesting a transfer from one degree program to another, or readmission.	\$40.00 per occurrence
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<b>Supplemental Privilege:</b>	\$50.00 per occurrence
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Students who write supplemental examinations at an outside centre may be required to pay an invigilator fee directly to that centre.

Notification of non-payment will result in the withholding of grades.

**Note:** If the student pays the fee for the supplemental privilege and subsequently chooses not to write it, a refund will be made if the request is submitted in writing at least 15 days prior to the scheduled date of the supplemental to Enrolment Services, Office of Registrarial Services. *No refunds will be made for fees paid for examinations which were to be written at another university or college under the direction of the student.*

## 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, your funds will be issued using PayMyTuition and will be paid by Interac e-Transfer.

Contact Student Financial Services for details. The University has been directed by the Ministry of Colleges and Universities to return refunds to the National Student Loans Service Centre in instances where assistance was received through a Government Student Loan program. 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/>.

### 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 University Non-Academic fees and Student Organization fees (including Bus Pass (<https://csaonline.ca/bus-pass/>), but excluding Residence, Meal Plan Fees, medical insurance premium and dental insurance premium, please see specific details on these fees) will be made in full up to and including the 10th class day following the semester payment deadline. No refund of University Non-Academic fees and Student Organization fees will be made after the 10th class day following the payment deadline. 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).

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/>.**

## **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](mailto: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.

## **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 recorded in the student Information System (i.e., the date the courses are dropped on WebAdvisor).

## **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 visit <https://csaonline.ca/health-and-dental/> for opt-out information. The fee is not refundable past the deadline date.