

## V. TUITION AND FEES

The University of Guelph-Humber operates on a semester system and as such, students will be required to pay tuition and other fees on a per semester basis. This payment schedule should allow for easier budgeting of resources for our students. All fees for a semester are due and payable on or before the date established in the official schedule of dates. Details regarding registration (course selection and payment) will be sent to all students well in advance of published deadlines. All students who are registering for the first time at the University of Guelph-Humber will be sent a web-based New Student Guide which will assist them with the registration process. All other students (returning, re-admit) will be sent instructions regarding registration, including course selection dates and fee payment deadlines via their University of Guelph-Humber email account. Deadline dates that are not included in the official Schedule of Dates will be posted to the University website and registered students will be emailed this information to their University email address.

Students receiving financial assistance through the Ontario Student Assistance Program (OSAP) should apply for OSAP at least two months in advance of the first class day of each semester (or earlier if possible), in order that the application can be processed in time to have funds available by the semester payment deadline.

Students who have not made payment, or suitable arrangements for payment, of their University account by the semester payment deadline will be placed on academic sanction. Academic sanction will prevent one or more of the following:

1. release of semester examination results
2. release of transcripts
3. granting of a degree or diploma
4. registration for a subsequent semester

### Fall Semester Only - Minimum Registration Deposit

All students are required to make the **minimum, compulsory, non-refundable Registration Deposit** of \$200.00 prior to the beginning of the Fall semester (please refer to the Student Financial Services website Tuition & Fees (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>)). Payment of this deposit by the deadline date will ensure that the courses selected for the Fall term will be retained. 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 \$200 Registration Deposit by the deadline may be removed from their courses.

### Changes in Fee Schedule

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

### Tuition Fees

The under mentioned 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 Visa Student Fees, in this section. For information regarding Tuition fees, visit the

Financial Information - Tuition and Fees on the University of Guelph-Humber website at: Tuition and Fees (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>).

### International (Visa) Undergraduate Tuition and Fee Rates

For information regarding Tuition fees for Visa students visit the Financial Information - Tuition and Fees on the University of Guelph-Humber website at: Tuition and Fees (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>).

International students attending the University of Guelph-Humber are required to pay the University Health Insurance premiums (UHIP) as well as the compulsory student fees. Current UHIP fees are found at Student Financial Services' website at: Tuition, Fees and Residence Costs | [guelphhumber.ca](https://www.guelphhumber.ca/sfs/tuition-and-fees/) (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>).

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 Student Financial 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 synopsisized 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
- refugees (officially recognized)
- members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents

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

### Exchange Program

Guelph-Humber students attending other institutions are required to pay the University of Guelph-Humber the cost of full-time tuition and compulsory fees. These students are assessed a \$75.00 Administration Fee.

International students attending the University of Guelph-Humber are required to pay the University Health Insurance premiums (UHIP) as well as the IGNITE health and dental insurance premium.

### Semester Abroad Program

Students are required to pay full-time tuition plus the medical insurance premium and dental plan premium. Students can opt out of the health and dental insurance plans if they provide proof of pre-existing coverage.

### Senior Citizens (Canadian Citizens & Permanent Residents only)

Senior citizens, aged 65 years and over as of the first day of the month in which registration for a semester occurs, who are admitted for registration, will be exempt from the payment of domestic tuition,

compulsory fees and optional fees, with the exception of material costs required for Distance Education courses. Exemption from tuition and fees precludes senior citizens from accessing the services associated with those fees, such as Athletics.

## Residence and Meal Plan Fees

Information on Residence is available at: <http://humber.ca/residence/>.

There are two different styles of rooms available, and four sizes of meal plans. All students living in residence are required to purchase a meal plan.

Note: the base meal plan cost is non-refundable. Rates are subject to change. Please see <http://humber.ca/residence/> for current rates and information on refunds and cancellations.

## Semester and Session Credits

For classification purposes, any combination of Semester credits (12 week) and Session credits (six week) that total 2.00 credits or more will constitute full-time enrolment and tuition and other University fees will be charged accordingly.

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

For information on other compulsory fees, including University fees, student organization fees and program-specific fees, please visit the Student Financial Services website at: Tuition, Fees and Residence Costs | [guelphhumber.ca](https://www.guelphhumber.ca/sfs/tuition-and-fees/) (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>).

## 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>Graduation Late Graduation Fee</b> Payable at the time of late registration (fee payment).             | \$60.00   |
| <b>Letter of Permission</b> Payable at time of submission of application.                                 | \$50.00   |
| <b>Official Transcript</b>  | \$8.00 each copy  |

## Refunds

### Withdrawal

A student who withdraws from a semester may be eligible for a refund of tuition fees (see Section VII - Undergraduate Degree Regulations, Withdrawal ([calendar.uoguelph.ca/guelph-humber-calendar/undergraduate-degree-regulations-procedures/withdrawal/](http://calendar.uoguelph.ca/guelph-humber-calendar/undergraduate-degree-regulations-procedures/withdrawal/))).

If the withdrawal or credit drop results in a credit balance, or international refund, 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. In cases in which students hold U.S. Federal Loans all refunds are directed to the U.S. Department of Education per their directive.

**Fall Semester** - The compulsory non-refundable Registration Deposit of \$200 is forfeited as the first charge against a withdrawal/cancellation or no show for the semester including the first five class days. The schedule below will only come into effect once the first \$200 penalty has been used up.

**Winter and Summer Semesters** - Refunds of tuition fees will be calculated according to the effective date and schedule found at: Tuition Refunds | [guelphhumber.ca](https://www.guelphhumber.ca/sfs/refunds/) (<https://www.guelphhumber.ca/sfs/refunds/>).

Refunds for compulsory and optional fees (except 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 10<sup>th</sup> day of class following the semester payment deadline. No refund of fees will be made after the 10<sup>th</sup> day of class following the semester 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).

For information regarding Withdrawal Refunds for Full-time, Part-time and Audit students, visit the Student Financial Services website at: Tuition Refunds | [guelphhumber.ca](https://www.guelphhumber.ca/sfs/refunds/) (<https://www.guelphhumber.ca/sfs/refunds/>).

## Classification Changes

Refunds of tuition fees for students who are changing from full-time to part-time status (dropping to three or fewer courses in a given semester) will be calculated on the difference of tuition values at the same rates as shown for tuition for withdrawals. Refunds of compulsory fees will be made in full up to and including the 15<sup>th</sup> class day of a semester. No refunds of compulsory fees will be made after the 15<sup>th</sup> 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 15<sup>th</sup> class day. The effective date for classification change will be the date such change is recorded in the Student Information System.

## Dental Insurance Premium

The Dental Plan has an opt-out option. Please contact the IGNITE office for the opt-out deadline. The fee is not refundable past the deadline.

## Medical Insurance Premium

The Health Plan has an opt-out option. Please contact the IGNITE Office for the opt-out deadline. The fee is not refundable past the deadline.

## 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.