

## 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.

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. Deferred payment normally will be granted only to students who can show proof of financial assistance from the Ontario Student Assistance Program (OSAP) or other awards which can be confirmed by the University and are not on hand at the commencement of classes through no fault of the student. 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.

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. Academic sanction will prevent one or more of the following:

- release of semester examination results
- release of transcripts
- release of a degree or diploma
- 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 Announcement (<https://www.uoguelph.ca/registrar/studentfinance/fees/index/>)). 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 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

### University Fees

#### 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/>.

**Note:** For tuition fees for the University of Guelph-Humber please check the University of Guelph-Humber website at: <http://www.guelphhumber.ca/>.

**Note:** *Special or Non-degree full-time students* pay the same tuition fee per program as indicated by programs for regular full-time students.

### 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/>.

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 international student fees, must present acceptable official documentation to Enrolment Services, Office of Registrarial Services. For 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 international 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 Tuition and Incidental Fees

#### Co-operative Education

For information on current Co-operative Education fees, visit the Student Financial Services website at: <https://www.uoguelph.ca/registrar/studentfinance/>

#### Exchange Program

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

Foreign students attending the University of Guelph are required to pay the University Health Insurance premiums (UHIP) as well as the medical insurance premium, and Bus Pass fee.

**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 the Fall registration deposit, domestic tuition, and compulsory fees, with the exception of material costs required for Fine Art and Distance Education courses. Exemption from tuition and fees precludes senior citizens from accessing the services associated with those fees, such as Bus Pass, Athletics.

**Summer Semester and Summer Session**

For classification purposes, any combination of Summer Semester credits (12 week) and Summer Session credits (6 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: <https://www.uoguelph.ca/registrar/studentfinance/>.

**Meal Plan Fees**

The On-Campus Meal Plan is a mandatory meal plan for all students living in a traditional residence and optional for students living in the East Residence, the East Village Townhouses or off campus. The On-Campus Meal Plan is designed to cover both the Fall and Winter semesters. Hospitality Services offers five (5) different sizes of plans to accommodate a variety of eating habits. Each On-Campus Meal Plan is composed of 2 Plans in 1 - **The Basic Plan and the Flex Plan**.

**The Basic Plan** is used for all on-campus food purchases. These purchases are tax exempt when applicable.

**The Flex Plan** is used for vending machines, dining at select off-campus restaurants and delivery orders for pizza, subs and pitas. These purchases are taxable.

At the end of the Winter semester, so long as you are a University of Guelph student, Food Dollars remaining in your On-Campus Meal Plan will be transferred to the **Carryover Ultra Food Plan**. The transfer is subject to a \$50.00 Administration fee. This carryover plan enables you to continue spending your remaining Food Dollars when you return to school, whether you live on or off campus.

**Add the Textbook Plan to your Meal Plan!** For the ultimate in convenience and savings you can add a \$1000 Textbook Plan to any Meal Plan to be used exclusively in the University Bookstore to purchase all textbooks including used books, school supplies and U of G clothing for both the Fall and Winter semesters. Every time you make a purchase in the University Bookstore, you will be rewarded with a **10% Rebate** on your total purchase - **added** to your **Flex Plan** the next business day. *Any textbook money that has not been spent at the end of the school year can be refunded upon request or it will automatically be added to the Carryover Ultra Plan.*

Information on the On-Campus Meal Plan Fees is available at the Student Financial Services website <https://www.uoguelph.ca/registrar/studentfinance/fees/index/?fees%2Findex=>. For those students not required to purchase an On-Campus Meal Plan, Hospitality Services provides a convenient, money saving Ultra Food Plan. A Textbook Plan can also be added to the Ultra Food Plan.

For more information on Hospitality's meal plans visit the Hospitality Services website <https://hospitality.uoguelph.ca/student-plans/>.

**Parking Fees**

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

**Prior Learning Assessment Fee**

Fee Name and Description	Fee
<b>Application Fee</b>	
A fee will be charged for each application to challenge a course, 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 fee for the course

**Residence Fee**

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

A \$750 deposit is required to apply for residence. For more information regarding Student Housing Services visit the Student Housing Services website <https://housing.uoguelph.ca/>.

**D.V.M. and Graduate Students in Single Student Residence**

Due to the longer D.V.M. Winter semester, an increased Winter residence rate is applicable to D.V.M. students. Similarly, an increased rate is applicable to graduate students who must remain in residence after the end of the regular Winter semester. Students will be informed of the applicable dates, deadlines and charges late in the Fall semester or early in the Winter semester. A semester for residence purposes will terminate on the residence closing date indicated in the current Residence Contract. Section 6.2.8 of the Residence Contract requires that students vacate their rooms within 24 hours of completion of their final examination.

**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 Fee</b>	
Payable at time of submission of a late application for graduation.	\$60.00

**Late Registration Fee**

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 WebAdvisor

\$60.00 per occurrence

**Letter of Permission**

Payable at time of submission of application.

\$50.00

**Official Transcript**

\$15.00 each copy

**Program Transfer Fee**

For each applicant requesting a transfer from one degree program to another, or readmission.

\$40.00 per occurrence

**Supplemental Assessment**

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

\$50.00 per occurrence<sup>1</sup>

1

If the student pays the fee for the supplemental assessment 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 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), 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

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.

### Co-operative Education

Students must see the Policy Agreement for Student Involvement in Co-operative Education for withdrawal policies. If a student withdraws on their own from co-op within the first 15 days of an Academic Semester, the student will receive a full refund of the co-op fee. Withdrawals after the 15th class day will not be eligible for a fee refund. Students who withdraw or are required to withdraw from a co-operative education program after accepting their second work term will be required to pay all remaining fees.

## Dental Insurance Premium

The Dental Plan has 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.

## 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).

## Medical Insurance Premium

The premium is not refundable unless a student withdraws from the university within the 100% Refund period for the semester. Please visit <https://csaonline.ca/health-and-dental/> for information on the medical insurance plan.

## Optional Fees

OPIRG-G is refundable during the first 3 weeks of each semester to those who do not wish to support its activities. Refer to General Information Section of this Calendar. Applications for refund are to be made at the OPIRG-G offices.

Affordable Housing, must approach the CSA office for refund.

Refundable during the first 3 weeks of each semester are the following fees:

- OPIRG-G
- Affordable Housing – through the CSA office
- Off-campus University Students