

# 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 installment in September, or in two installments at the beginning of each term. At a minimum, the September payment should include 50% of the tuition fees plus the full student union fee. An administration fee (\$20.00 in 2021–2022) is charged when tuition fees are paid in two installments.

*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. 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 students should notify the Registrar's Office of their acceptance of their scholarship in order to complete their September registration requirements. Students depending on government student aid programs 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.

## 3. 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.

## 4. 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.

## 5. Withdrawal from University: Refund Policy

Students who withdraw from university before the end of the academic year may qualify for a refund of a partial 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 accepts the withdrawal. No refunds will be made after November 1 for the first term, or March 4 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.

## 1. Residence Fees

The fees for all university residences for the 2021–2022 academic year are as follows:

Holy Cross House	
Double room	\$5,495

Single room (when available)	\$ 8,327
Harrington, Vanier, Rigby Hall	
Double room	\$5,889
Single room	\$8,758
Single Room (Ensuite)	\$9,758

## 2. Meal Plans

Freedom Plan with \$100 Flex Dollars	\$4,297
Meal Plan (14 meals) with \$250 Flex Dollars	\$4,095
Meal Plan (10 meals) with \$300 Flex Dollars	\$3,460

Meal plans can be changed until October 15.

## 3. Confirmation Fee

A \$300 non-refundable confirmation fee will be due within 2 weeks of receiving a residence assignment. The payment secures the assignment in residence and is applied to second-semester residence fees. Failure to make the payment within the 2-week timeline, will result in the residence application being cancelled, and the room assigned to someone else.

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

## 4. Other Charges

- Damage deposit: A deposit of \$250 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 \$250 will be billed to the student.
- Laundry fee: \$65
- Key replacement: \$50 per key
- House dues (in support of the activities of the house committee): \$50 all houses. \$25 for students moving in after the Christmas break.
- Mini Fridge Rental: 125.00 for a single room; \$62.50 for a double room.

## 5. Schedule of Payment

At least 50% of the residence fee must be paid in September. The remainder of the fee is payable not later than January 31.

*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.*

## 6. 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.

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

When you sign the Residence Agreement and accept a residence placement, you are committing to remain in residence for the entirety of the academic year. If you decide to withdraw from residence during the academic year, you will still be financially responsible for residence and meal plan fees. You may not rent the room out to anyone else.

Students wishing to withdraw from residence must begin the process with a Residence Manager, located in George Martin Hall 303. The withdrawal is not effective until the Director of Student Services and Residence Life has approved the withdrawal request. The date of the withdrawal for the purpose of fee administration will be the date this approval is given, or the date the student has checked out of residence and returned their keys, whichever is later.

The student's account will be adjusted to reflect residence as follows:

Month of withdrawal:

- September: pay 40% of the full year cost
- October: pay 50% of the full year cost
- November: pay 60% of the full year cost
- December: pay 70% of the full year cost
- January: pay 80% of the full year cost
- February: pay 90% of the full year cost
- March: pay 100% of the full year cost
- April: pay 100% of the full year cost

*Note: For fees specific to certain programs, please see [www.stu.ca](http://www.stu.ca)*