

## 4. Fees

### 4. FEES

4.1	Changes to Tuition and Fee Rates
4.2	Differential Tuition Rate for International Students
4.3	Senior Citizens' Tuition Waiver
4.4	Statements of Account
4.5	Undergraduate Tuition and Fees
4.6	Sundry Fees and Charges
4.7	Payment of Tuition and Fees
4.8	Payment by Student Loan or Scholarship
4.9	Sponsorships
4.10	Late Payment
4.11	Uncleared Accounts
4.12	Automatic Refunds for Registration Changes
4.13	Application for Adjustment of Fees
4.14	Education Deduction Certificate (T2202A)

#### 4.1 CHANGES TO TUITION AND FEE RATES

Changes to tuition and fee rates are normally implemented for Fall semester, but the Board of Governors reserves the right to change any rates without prior notice.

#### 4.2 DIFFERENTIAL TUITION RATE FOR INTERNATIONAL STUDENTS

International (Visa) Student Tuition – The international undergraduate tuition rate for international students is 3.0 times the regular undergraduate tuition rate (i.e., in 2015-2016 students registered in Faculty of Arts are assessed \$629.15 per credit hour instead of \$294.15 per credit hour). Other fees are the same as for Canadian students.

International students who attend the University of Regina must have a valid study permit. If you are enrolling in a short-term course or program of six months or less, a visitor's visa may be acceptable. However, if you think you might study for more than six months, it is a good idea to obtain a study permit before you arrive.

A change in immigration status must be reported to the International Admissions and Recruitment Office in UR International. Students who are living in Canada as authorized workers or on a work permit must have a valid study permit to study in Canada. Students who have applied for permanent residence status pay international student tuition until the residency is granted by the Canadian Government. Students must submit a copy of their permanent residence status to the UR International office. Any change in tuition rate that results from a change of immigration status, takes effect in the following semester upon receipt of a copy of the official documentation confirming permanent residency status.

#### 4.3 SENIOR CITIZENS' TUITION WAIVER

Students who are 65 or older as of the last day of the semester in which they are enrolled are entitled to have their tuition waived, but will be assessed all other course and semester-based fees (see §4.5). Students need to ask the Registrar's Office to apply the waiver.

#### 4.4 STATEMENTS OF ACCOUNT

Students may check through *UR Self-Service* at [www.uregina.ca](http://www.uregina.ca) for a detailed analysis of fees owing to the University. Fall fees are normally posted in July; Winter and Spring-Summer fees are normally posted as soon as students register.

#### 4.5 UNDERGRADUATE TUITION AND FEES

There is a one-time, non-refundable \$100 application fee (subject to change without notice) for first-time undergraduate admission to the University of Regina in any program. Fees are normally adjusted for Fall of each year, and are always subject to change without notice. The most up to date information on tuition and fees can be found at:

[www.uregina.ca/ts/students/fee-schedule.html](http://www.uregina.ca/ts/students/fee-schedule.html)

### 4.6 SUNDRY FEES AND CHARGES

CanTest (test of English language proficiency: §2.2)	
Reading/Writing/Listening	\$ 100.00
Speaking	\$ 80.00
Writing	\$ 50.00
International Exchange Application Fee (For students applying to participate in the international exchange programs.)	\$ 150.00
Challenge examination (§2.8.5)	standard tuition & fees
Residence activities fee (per semester) Excludes Luther Residence	\$ 20.00
Invalid cheques	\$ 30.00
Reassessment of final grade (§5.10)	\$ 27.00
Early release, duplicate, reprint or replacement of graduation diploma refer to (§6.8.3)	Varies
Replacement of lost or damaged photo identification card	\$ 10.00
<b>NOTE:</b> Fees for parking are listed in §8.3.2. Fees for lockers are listed in §8.4.9.	

#### 4.7 PAYMENT OF TUITION AND FEES

Fees are due in full on the first day of each semester.

Do not wait to receive a bill in the mail as bills ARE NOT mailed. Check your U of R e-mail account regularly as you will be notified that electronic statements have been posted. Students are responsible for checking the balance of their account on the internet using *UR Self-Service*.

Payment may be made by one of the following methods:

- By internet banking with any Canadian Chartered Bank or Saskatchewan Credit Union using the nine digit student number as the account to be paid;
- Through *UR Self-Service* by internet banking, Visa, Mastercard, Discover Card or American Express;
- By mail to Financial Services, AH 205, by cheque or money order., By fax or phone, using Visa, Mastercard, Discover Card or American Express and the web Student Payment form;
- In person at the Financial Services Office, AH 205, by cash, personal cheque, money order, Interac, Visa, Mastercard, Discover Card or American Express;
- By payroll deduction (students who are employed by the University only), by completing a Payroll Deduction Authorization form at Financial Services.
- By wire transfer payment through Peer Transfer ([www.uregina.ca/peertransfer.com](http://www.uregina.ca/peertransfer.com)).

For the following forms of payment, 5 business days must be allowed for payment to be credited to the student account:

- At a Canadian chartered bank or Saskatchewan credit union

#### 4.8 PAYMENT BY STUDENT LOAN OR SCHOLARSHIP

Student loans and scholarships paid directly to the University are held to be used for the payment of tuition and fees based on the semester for which the loan or scholarship valid, as follows:

Spring/Summer:	Spring/Summer tuition and fees withheld
Fall:	Fall tuition and fees withheld*
Winter:	Winter tuition fees withheld
* Fall and winter tuition and fees withheld for dual-semester loans.	
Please refer to §7.5 for a full description of policies and procedures.	

## 4. Fees

### 4.9 SPONSORSHIPS

On receipt of a letter from a sponsor such as a tribal council or funding agency, Financial Services bills the agency directly. The account is considered to be uncleared (see §4.11) until payment is received from the funding agency. The letter is considered to expire at the end of the semester, at which point interest charges begin to accrue (see §4.10).

### 4.10 LATE PAYMENT

The deadlines for payment of fees without penalty can be found in §1.2. Students who have not paid their fees by the deadline are assessed charges of 1.5% of the total amount owing.

### 4.11 UNCLEARED ACCOUNTS

Students who owe money to the University are not allowed to register, make changes to their registration, or obtain transcripts or diplomas.

Uncleared accounts are turned over to a collection agency after approximately 6 months.

### 4.12 AUTOMATIC REFUNDS FOR REGISTRATION CHANGES

The semester is divided into three drop deadlines for fee refunds:

- Period 1: 100% refund of tuition and semester- and course-based fees.
- Period 2: 50% refund of tuition, no refund of semester- and course-based fees.
- Period 3: no refund of tuition or fees.

Dates of refund periods for most courses are given in §1.2. Dates for other parts of term can be found on-line in *UR Self-Service* by clicking on Class Refund Schedule. The information can also be obtained at faculty and college offices and the Registrar's Office.

Refunds generated by withdrawals in periods 1 and 2 are automatically credited to the student account.

### 4.13 APPLICATION FOR ADJUSTMENT OF FEES

Students who withdraw from one or more courses after the 100% drop deadline, for reasons beyond their control such as illness, accident, or involuntary job transfer, may be eligible for an additional refund of tuition based on the portion of the semester they were unable to attend. Semester- and course-based fees are non-refundable. The

date used to calculate a refund will be the date on which the student withdrew, unless the student ceased attending classes on a date explicitly supported by the documentation provided (for example, a date when the student was hospitalized). Refunds of tuition for courses in part of term 1 are as follows (tuition for courses in other parts of term is prorated).

Withdrawal in:		
Week 3: 77%	Week 7: 46%	Week 11: 15%
Week 4: 69%	Week 8: 38%	Week 12: 8%
Week 5: 62%	Week 9: 31%	Week 13: 0%
Week 6: 54%	Week 10: 23%	

A one-time refund of tuition may be possible when a student has made a registration error. Semester- and course-based fees are non-refundable. There will be no further fee adjustments for any subsequent errors.

Students are not normally liable for tuition or fees incurred as the result of a registration error by a University staff member. Students should ensure that they receive and keep a record of any registration or registration change made on their behalf, as they may be required to produce it.

Requests for adjustments are to be submitted to the Registrar's Office on an Application for Adjustment of Fees and/or Grades, available online and from faculties, colleges, and the Registrar's Office, which also have the recommended form of medical certificate. Supporting documentation is required, as described on the form. The deadline for application is two calendar years from the end of the semester for which the adjustment is requested.

A credit balance resulting from a refund or fee adjustment is retained on the student account unless (1) fees were paid by Canada Student Loan or (2) the student makes a written request to the Financial Services Office to release the funds as a cheque. Refunded fees that were financed by a student loan are returned by the University to Canada Student Loans.

Students may make a written appeal to the Registrar with respect to the outcome of their application for an adjustment of fees. The Registrar's decision is final.

### 4.14 EDUCATION DEDUCTION CERTIFICATE (T2202A)

Students' Education Deduction Certificates are posted to their web record by the end of February.