

2009–2010 Fees

All students are required to pay their School Fees in full before the start of each semester. All amounts are listed in Canadian funds.

The payment deadlines are as follows:

August 15th for the Fall semester
December 15th for the Winter semester

The University may make changes to this calendar including the fees without notice as advised by the Quebec government and /or as circumstances warrant.

SCHOOL FEES

(Check our website for updated fees)

TUITION FEES:

Canadian fees: Quebec resident,
proof must be provided upon registering (1) \$65.60 per credit
Out-of-province, Canadian resident \$183.36 per credit

International fees: -Science, Mathematics, Computer Science,
Drama, Music, Fine Art \$500.53 per credit
All other disciplines \$448.13 per credit

COMPULSORY FEES: (per fall and winter semester)

Registration fee	\$40.00
Student Services	\$342.50
Student Fees (listed below)	\$75.00
	\$457.50
SRC Activity fee	\$38.50
SRC Quad yearbook	9.00
Campus Newspaper	7.50
Refugee Sponsorship	2.50
Library Contribution	15.00
Environmental Levy	2.50
Total Student Fee	\$75.00

Copyright fees \$0.78 / credit

OTHER FEES: (new students only)

English Writing Proficiency Test (EWP)	\$30.00
Students' Representative Council (SRC) Orientation Fee	.. \$75.00

- (1) Regulations imposed by Quebec Ministry of Education oblige students to provide proof of Quebec residency at time of registration in order to be charged the Quebec tuition rate. Students who fail to provide the required proof must pay additional fees as prescribed by the Ministry. Students born in Quebec who provide a copy of their birth certificate are classified as Quebec residents. Students born outside of Quebec must meet certain criteria. Visit this website at www.meq.gouv.qc.ca/ens-sup/ENS-UNIV/rensgen-univ.htm under the "Guide d'application de la politique des droits de scolarité universitaires exigés des canadiens et des résidents permanents." You may inquire at the Business Office or visit our website.

- (2) Out-of-Province Students enrolled in the French Major or Honors pay the Quebec rate on their entire tuition provided they meet the academic requirements and enroll in a minimum of 2 or 3 French courses per semester in order to complete their French program.

Out-of-Province and International Students enrolled in French courses in other programs can pay Quebec fees for the French courses only. Students holding French citizenship are permitted to pay the Quebec rate

Example of 2009–2010* Tuition and Compulsory Fees (15 credits):

*(based on 15 credits per semester and not including other compulsory or incidental fees)

	Compulsory	Total per	Total		
	*Fees are subject to change.	Tuition	Fees	Semester	Fall
& Winter					

Canadian fees:

Quebec resident	\$984.00 +	\$457.50 =	\$1,441.50	\$2,883.00
Out-of-province	\$2,750.40	+	\$457.50 =	\$3,207.90
				\$6,415.80

International fees:

Science, Mathematics, Computer Science, Drama, Music, Fine Arts	\$7,507.95	+	\$457.50 =	\$7,965.45	\$15,930.90
All other disciplines	\$6,721.95	+	\$457.50 =	\$7,179.45	\$14,358.90

Payment of Fees

School Fees must be paid in full before the start of each semester. The due dates are as follows:

Fall semester	August 15th
Winter semester	December 15th

A late payment fee of \$65 will apply for all payments made after Aug. 15th for the Fall and Dec. 15th for the Winter. Delaying payment may also result in limited course availability. Students with outstanding fees and balances are charged interest on their outstanding balance at the end of each month at a rate of 15% per annum (1.25% per month). *Failure to pay outstanding balances may result in the withholding of transcripts and diplomas, the suspension of re-enrollment or other measures.*

Payment of fees should be made based on a 15 credit full load or according to the credits the student will take. If students register in extra courses or labs, they can pay the extra fees up until the Add/Drop deadline.

Methods of Payment

Payments may be made by cheque (Cdn Funds), with on-line banking (Bank of Montreal, Desjardins, CIBC, National Bank, Royal Bank, Scotia Bank or TD), or by debit card or cash at our office. International students can pay by making bank transfers with the following information.

Royal Bank of Canada RBC
 2665, King St. West, Sherbrooke, Quebec, Canada
 Bank ID# 003
 Transit # 05585
 Account # 1002534
 Account Name Bishop's University
 Reference "Student's name"
 SWIFT # ROYCCAT2

Upon making bank transfers, please ensure to fax 819-822-9661 or e-mail (esther.paquette@ubishops.ca) details of the transfer to ensure that your account is properly updated.

Refunds

1. Any student who withdraws in writing from the University before the deadline date for dropping and adding courses is entitled to 100% refund of fees less a withdrawal fee of \$50. After this date there will be no refund.
2. Should a student leave the University due to illness and does not return during the semester, a refund of 50% of the pro-rated tuition fees **only** will be allowed, provided that a doctor's certificate is attached to the withdrawal form and forwarded to the Records Office. Withdrawal forms may be obtained through the Records Office.

Compulsory Fees

The Registration fee covers services for transcripts, letters of permission, attestations, program changes, and add-drop course processing. The Student Services fee provides access to the following general services on campus: University Library, Sports Centre, Health Clinic, Counseling, Placement Office and Leadership Program. The Student Fees provide for full membership and voting privileges in the Students' Representative Council (SRC), publications, student rates for athletic events, etc. First year students starting in the Fall semester are charged a \$75 fee to cover orientation week activities. Fees do not cover insurance on personal belongings.

Students registered in three courses or more (day or evening) are assessed compulsory fees as itemized previously in the fees table. Part-time students registered in three courses, who can demonstrate full-time activity off-campus and who have legitimate reasons not to be assessed these fees should contact the Business Office before the corresponding Add/Drop deadlines. Upon receipt of appropriate proofs and the validated student I.D. card, the Business Office will assess the part-time fees only.

Exchange Students

Exchange students are required to pay for their residence, meals, books, supplies and medical insurance. Tuition and Compulsory fees are waived.

Medical Insurance

Quebec Immigration authorities require that all international students studying in the province of Quebec subscribe to a health insurance plan for themselves and their dependents coming with them to Quebec.

International students, including Exchange students, must subscribe to the Health Insurance plan offered through the University. Student accounts will be automatically assessed the fee of \$651.00 for twelve months single coverage. Reduced pricing per semester is also available. Please refer to the insurance plan details

for information and limitations of coverage: www.ubishops.ca/health_insurance.htm. Students covered by private health insurance are not exempt from the University plan and must enroll.

The following countries have reciprocal medical coverage with the Province of Quebec: France, Denmark, Sweden, Norway, Finland, Luxemburg and Portugal. To benefit from an exemption from the University plan, students from those countries listed must apply to the Régie d'assurance maladie du Québec (RAMQ) upon arrival in Quebec and present a valid Quebec Medicare card to the Business Office. Please refer to: www.ubishops.ca/international/health.htm for more information.

Residence Fees (subject to change)

The room-only portion of the residence fees during the academic year varies from \$406.00 per month for a double room to \$510 per month for a single room with semi-private bathroom. All residents must select a meal plan. Meal plan rates vary from \$424 to \$454 per month. (Residence costs may be paid over eight

monthly installments). There is an additional charge of \$50 per semester for residence activities. Further details are available in the Residence Handbook (www.ubishops.ca/residence) or from the Residence and Conference Services Office (residence@ubishops.ca).

Residence accommodation is not provided during the Christmas break. Meals are provided during the periods specified in the Residence Handbook (www.ubishops.ca)

Residents may occupy their rooms on the official opening day of Residence each semester, and must vacate them no later than noon on the day following completion of their last examination each semester.

Students planning to arrive on campus after the official opening date must notify Residence and Conference Services of this in writing in order to retain their room allocation.

Student Aid

Bishop's University, through its Foundation, offers scholarships, awards and bursaries. You can visit our website or consult the Scholarships, Loans, Bursaries and Awards section of this Calendar.

Student aid is also available through government loans. Quebec residents may apply for Quebec Loans & Bursaries. Canadian residents may apply for government loans with their own ministry of education. Visit www.canlearn.ca for more information.

Other Miscellaneous Fees

Application Fee (non-refundable)	\$55
BUCS (BBA, Bus.Maj.) (per semester)	\$10
BUPSA - B.U. Part-time Student Ass'n (per semester)	\$15
Confirmation fee deposit (new students only)	\$100
Confirmation fee penalty	\$50
Education speaker's fund (Fall only)	\$10
Field trips and conferences	at cost
Graduation administration fee	\$65
Late payment fee (full-time)	\$65
Late registration fee (full-time)	\$100
Late registration fee (part-time)	\$10
Medical Insurance for International Students (12 month coverage)	\$651
Music: Practicum surcharge	
MUS 070-071 (per semester)	\$425
MUS 170-270-370/171-271-371 (per semester)	\$425
MUS 172-272-372/173-273-373 (per semester)	\$415
MUS 475 (per semester)	\$450
NSF cheque fee	\$25
Practice Teaching Travel surcharge	
Edu 215/216 (per semester)	\$30
Edu 328/329	\$100
Edu 428/429 (per semester)	\$220
Replacement of Identification card	\$15
Re-reading of an examination by external evaluators	\$35
Re-reading of thesis	\$25
Student Fees SRC (Spring Session)	\$15

Student Services (Spring session) \$30
Supplemental examinations
— each paper (Non-Refundable) \$25
Supplemental examinations written off-campus
— each paper (Non-Refundable) \$75
Tax receipts – each duplicate copy \$5
Thesis Pending (per semester) \$65.60
Transcripts (for non-current students) \$5
Additional copies of transcripts \$2
Withdrawal fee from the University (full-time) \$50

For any information regarding the above, you may contact the Business Office at:

telephone: 819-822-9600 extension 2208
fax: 819-822-9661
e-mail: esther.paquette@ubishops.ca
website: www.ubishops.ca