

2011–2012 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 15 for the Fall Semester
December 15 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:	Tuition Fees for <i>Quebec residents</i> ⁽¹⁾	\$72.26 per credit
	Tuition Fees for <i>Out-of-province residents</i> ⁽²⁾	\$195.27 per credit

International fees:	Science, Mathematics, Computer Science, Drama, Music, Fine Art	\$541.98 per credit
	All other disciplines ⁽²⁾	\$485.38 per credit

COMPULSORY FEES: (per Fall and Winter Semester)

Registration fee.....	\$49.00
Student Services.....	\$347.50
Student Fees (listed below).....	\$75.00
	<hr/>
	\$471.50
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
<hr/>	
Total Student Fee	\$75.00

Copyright fees	\$0.85 / credit
Technology fee	\$0.32 / credit

OTHER FEES: (new students only)

English Writing Proficiency Test (EWP).....	\$30.00
Students' Representative Council (SRC) Orientation Fee	\$75.00
Winter Orientation Fee.....	\$25.00

- (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** must provide a copy of their birth certificate to be classified as Quebec residents. Students **born outside Quebec** must meet specific criteria and submit proper documents to be recognized as Quebec residents. For information visit : <http://www.mels.gouv.qc.ca/ens-sup/ens-univ/financement/ct207714.pdf> under the "Guide d'application de la politique des droits de scolarité universitaires exigés des canadiens et des résidents permanents."
- (2) Out-of-Province Students enrolled in the French Honors pay the Quebec tuition fees starting the second year of their program provided they meet the academic requirements and enroll in a minimum of two or three French courses per semester. Canadian students and International students enrolled in French courses in other discipline can pay Quebec tuition fees for the French courses only. Students holding French citizenship pay Quebec tuition fees.

Example of 2011–2012* Tuition and Compulsory Fees (15 credits):

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

<i>*Fees are subject to change.</i>	Compulsory Tuition		Total per Fees		Total Semester	Fall & Winter
Canadian fees:						
Quebec resident.....	\$1,083.90	+	\$489.05	=	\$1,572.95	\$3,145.90
Out-of-province	\$2,929.05	+	\$489.05	=	\$3,418.10	\$6,836.20
International fees:						
Science, Mathematics, Computer Science, Drama, Music, Fine Arts.....	\$8,129.70	+	\$489.05	=	\$8,618.75	\$17,237.50
All other disciplines	\$7,280.70	+	\$489.05	=	\$7,769.75	\$15,539.50

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 15
Winter Semester	December 15

A late payment fee of \$65 will apply for all payments made after Aug. 15 for the Fall and Dec. 15 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 (BMO, Desjardins, CIBC, National Bank, RBC, Scotia Bank or TD) or by debit card or cash at our office. International students can pay by making bank transfers. They must contact the Business Office in order to obtain the required Information.

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

Refunds

- 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.
- Should a student leave the University due to illness and 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 (\$25 in winter) to cover orientation week activities. Fees do not cover insurance on personal belongings. Technology fee helps to maintain and improve the technology environment which supports a student's learning experience at Bishop's.

Students registered in three courses or more (day or evenings) 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 \$788 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/medins.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/int-exch/int/healthinsurance.html for more information.

Residence Fees (*subject to change*)

The room-only portion of the residence fees during the academic year varies from \$410 per month for a double room to \$525 per month for a single room with semi-private bathroom. All residents must select a meal plan. Meal plan rates vary from \$449.75 to \$479.75 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 apply for Quebec Loans & Bursaries and Canadian residents apply for government loans with their own Ministry of Education. For more information visit www.canlearn.ca.

Other Miscellaneous Fees

Application Fee (<i>non-refundable</i>)	\$60
BUCS (B.B.A., Bus.Maj.) (<i>per semester</i>)	\$10
B.U. Part-time Student Ass'n. (<i>per semester</i>)	\$15
Confirmation fee deposit (<i>new students only</i>)	\$100
Confirmation fee penalty	\$50
Education speaker's fund (<i>Fall only</i>)	\$10
Field trips and conferences	at cost
Graduation administration fee	\$65
Late payment fee (<i>full-time</i>)	\$65
Late registration fee (<i>full-time</i>)	\$100
Late registration fee (<i>part-time</i>)	\$10
Medical Insurance for International Students (<i>12 month coverage</i>)	\$788
Music: Practicum surcharge	
MUS070-071 (<i>per semester</i>)	\$425
MUS170-270-370/171-271-371 (<i>per semester</i>)	\$425
MUS172-272-372/173-273-373 (<i>per semester</i>)	\$415
MUS475 (<i>per semester</i>)	\$450
MUS372 (<i>per semester</i>)	\$325
NSF cheque fee	\$25
Practice Teaching Travel surcharge	
EDU215/216 (<i>per semester</i>)	\$45
EDU328/329 (<i>per semester</i>)	\$200
EDU428/429 (<i>per semester</i>)	\$220
Replacement of Identification card	\$15
Re-reading of an examination by external evaluators	\$55
Re-reading of thesis	\$25
Student Fees SRC (<i>Spring Session</i>)	\$15
Student Services (<i>Spring session</i>)	\$30
Supplemental examinations	
— each paper (<i>non-refundable</i>)	\$25
Supplemental examinations written off-campus	
— each paper (<i>non-refundable</i>)	\$75
Tax receipts – each duplicate copy	\$5
Thesis Pending M.Sc. (<i>per semester</i>)	\$305
Thesis Pending (not M.Sc.) (<i>per semester</i>)	\$72.26
Transcripts (<i>for non-current students</i>)	\$5
Additional copies of transcripts	\$2
Withdrawal fee from the University (<i>full-time</i>)	\$50

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

Tel.: 819-822-9600 ext. 2655
Fax: 819-822-9661
E-mail: businessoffice@ubishops.ca
Website: www.ubishops.ca