

2018–2019 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⁾	\$81.85 per credit
	Tuition Fees for <i>Out-of-province residents</i> ⁽²⁾	\$254.39 per credit

International fees:

Science, Mathematics, Computer Science, Drama, Music, Fine Art	\$626.08 per credit
Business (2016 and earlier)	\$699.63 per credit
Business cohort 2017	\$700.00 per credit
Business cohort 2018	\$750.00 per credit
Other disciplines and Graduate programs ⁽²⁾	\$560.52 per credit

Online courses:

For Quebec residents	\$81.85 per credit
For out-of-province	\$315.15 per credit
For International students (except Business cohort 2017)	\$699.63 per credit

(*) The base Quebec tuition rate is indicated on all Non-Quebec and International Students financial statements for accounting and transparency.

COMPULSORY FEES: (per Semester)

Registration fee	\$4.22 per credit to a maximum of 15 credits
Administration fee	\$2.64 per credit to a maximum of 15 credits
Sports Center Access fee	\$42.82 per semester
Student Services	\$29.01 per credit to a maximum of 15 credits
Student Fees (listed below) (9 credits or more)	\$122.85
SRC Activity fee	\$56.39
SRC Quad yearbook	\$6.25
Campus Newspaper	\$7.70
Refugee Sponsorship	\$5.00
Library Contribution	\$40.35
Environmental Levy	\$2.60
Quebec Students Union (QSU)	\$4.56
Total Student Fee	\$122.85
Copyright fees	\$0.85 / credit
Technology fee	\$1.36 / credit

OTHER FEES: (new students only)

English Writing Proficiency Test (EWP)	\$35.33
Students' Representative Council (SRC)	
Orientation Fee	\$84.00
Winter Orientation Fee	\$25.75

(1) Regulations imposed by the Quebec Ministry of Education oblige students to provide proof of Quebec residency at the 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.ubishops.ca/fileadmin/bishops_documents/school_fees/files/2007-07-07_formulaire-anglais_srq_universite.pdf.

(2) Canadian Non-Quebec students enrolled in the French Honors program pay the Quebec tuition fees for all credits once accepted provided they meet the academic requirements and enroll in a minimum of 6 FRA credits per semester. Canadian students and International students enrolled in French courses in a degree program can pay Quebec tuition fees for the French courses only. Students holding French citizenship commencing their studies at Bishop's for Fall 2015 will pay Canadian tuition fees. **Excluded: Students in a Non-Degree program and International students starting Fall 2017 going forward.**

Example of 2018–2019* 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>	Tuition		Compulsory Fees		Total per Semester	Total Fall & Winter
Canadian fees:						
Quebec resident	\$1227.75	+	\$736.81	=	\$1964.56	\$3929.12
Out-of-province	\$3815.85	+	\$736.81	=	\$4552.66	\$9105.32
International fees:						
Science, Mathematics, Computer Science, Drama, Music, Fine Arts	\$9391.20	+	\$736.81	=	\$10128.01	\$20256.02
Business 2016 & earlier	\$10494.45	+	\$736.81	=	\$11231.26	\$ 22462.52
Business cohort 2017	\$10500.00	+	\$736.81	=	\$11236.81	\$22473.62
Business cohort 2018	\$11250.00	+	\$736.81	=	\$11986.81	\$23973.62
Other disciplines.....	\$8407.80	+	\$736.81	=	\$9144.62	\$18289.22

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 SemesterDecember 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 of tuition, residence, or any amount due to Bishop's University will 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 or US 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 using flywire to make their payment transfer.

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 \$75. 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 program changes and Add/Drop course processing. The Administration fee helps to cover the costs of convocation, student financial aid service, scholarship management, requests for transcripts and various confirmation letters requests by students. The Student Services fee provides free access to the following general services on campus: Health Clinic, Counseling Services, Career and Employment Office, Disability Office, Campus Ministry and Student Affairs. The Student Services fee also supports Campus Security and the Creative Arts. 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 \$84.00 fee (\$25.75 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. The Sports Centre access fee provides students full access to the Sports Centre. The only exceptions are recreational courses, towel and laundry service.

Exchange Students

Exchange students are required to pay for their residence, meals, books, supplies, medical insurance and any specific course related fees.

Medical Insurance

Quebec Immigration authorities require that all international students studying in the province of Quebec subscribe to a health insurance plan provided by Bishop's University for themselves and their dependents coming with them to Quebec. Please advise the Business Office if you need additional coverage for your family once you arrive.

International students, including Exchange students, must subscribe to the Health Insurance plan offered through the University. Student accounts will be charged insurance each semester. Please refer to the insurance plan details for information and limitations of coverage: www.ubishops.ca/school-fees/international-students/home.html. 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/academic-programs/international-exchange/international-students/health-insurance.html for more information. All exchange students will be charged the insurance premium while registered. A refund may be eligible when their RAMQ card and letter are shown at the Business Office as soon as they are received.

Residence Fees (*subject to change*)

The room-only portion of the residence fees during the academic year varies from \$512 per month for a double room to \$678 per month for a single room with semi-private bathroom. All residents must select a meal plan. Meal plan rates vary from \$584 to \$611 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>).....	\$65 (<i>All students</i>)
Art Course – Print Making (<i>per semester</i>).....	\$65.82
Art Course – Sculpture (<i>per semester</i>).....	\$32.91
Art Course – Digital Imaging (<i>per semester</i>)	\$42.82
Art Lab Supervision fee	\$15.82 per course
BUCS (B.B.A., Bus.Maj.) (<i>per semester</i>).....	\$10.27
Confirmation fee deposit (<i>new students only</i>).....	\$350.00*
Co-operative Education Program (Computer Science).....	\$200.00
Drama Production fee	\$42.19 per course
Education speaker's fund (<i>Fall only</i>).....	\$10.00
Field trips and conferences	at cost
Late payment fee (<i>full-time</i>).....	\$65.00
Late registration fee (<i>full-time</i>)	\$100.00
Late registration fee (<i>part-time</i>).....	\$10.00
Medical Insurance for International Students (<i>12-month coverage</i>)	\$970.00
Music: Practicum surcharge	
MUS 170-270-370/171-271-371 (<i>per semester</i>).....	\$401.43
MUS 172-272-372/173-273-373 (<i>per semester</i>).....	\$481.75
MUS 455 (<i>per hour</i>).....	\$64.23
MUS 475 (<i>per semester</i>)	\$508.36
NSF cheque fee	\$25.00
Practice Teaching surcharge	
EDU 128/129 (<i>per semester</i>).....	\$54.85
EDU 328/329 (<i>per semester</i>).....	\$244.70
EDU 428/429 (<i>per semester</i>).....	\$268.96
EDU 227/228/229 (<i>per semester</i>).....	\$54.85
Fine Arts Studio – Digital Imaging fee	
FIS 182, 296ab, 302ab (<i>per semester</i>)	\$51.35
FIN 218ab, FIN 348ab (<i>per semester</i>)	\$51.35
ENG 383 (<i>per semester</i>).....	\$51.35
Replacement of Identification card	\$15.00
Re-reading of an examination by external evaluators.....	\$60.49
Re-reading of thesis	\$59.38
Sports Centre Access Fee (<i>per semester</i>).....	\$42.82
Student Fees SRC (<i>Spring/Summer session</i>)	\$16.80
Student Fees SRC Fall and Winter (<i>8 credits and less</i>)	\$31.73
Student Services (<i>Spring session</i>)	\$37.97
Supplemental examinations	
— each paper (<i>non-refundable</i>)	\$35.00
Supplemental examinations written off-campus	
— each paper (<i>non-refundable</i>)	\$78.15
Tax receipts – each duplicate copy	\$5.00
Thesis Pending M.Sc. (<i>per semester</i>)	\$377.91
Thesis Pending (not M.Sc.) (<i>per semester</i>).....	\$81.85
Additional copies of transcripts	\$5.50
Withdrawal fee from the University (<i>full-time</i>)	\$75.00
Williams School of Business Student Activity Fund (Maj. Bus.) (<i>per semester</i>)	\$26.37

(*) Only \$100 is refundable if the student has notified the Admissions Office in writing before September 1st.

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

Tel.: 819-822-9600 ext. 2655

Fax: 819-822-9661

E-mail: businessoffice@ubishops.ca

Website: www.ubishops.ca