

UNIVERSITY  
of GUELPH

CHANGING LIVES  
IMPROVING LIFE



A student and family guide to university finances

# University finances *and you*

2010



# We're Here To Help

At first glance, the thought of financing a university education or graduate degree might seem overwhelming. It need not be. At the University of Guelph, we want to ensure that finances are not an obstacle for any of our students or their families.

We are proud of our innovative financial aid programs that are specifically geared to ensuring an accessible, top-quality education for all students.

We are aware of concerns about student debt so, through our wide range of financial aid programs, we are endeavouring to reduce loan-based aid and to minimize debt load as much as possible.

Our experienced and caring staff are here to help you. They will guide you through the aid process, help you plan a budget and keep you on the right track straight through until graduation.

Using this booklet as a resource and planning tool is an important first step in planning your finances. The real-life examples will help you and your family see how the aid process applies in a variety of situations. Review the types of assistance available, determine whether or not you might qualify and then use the budget forms to determine the level of financial assistance you might require. If you are applying for bursaries and need-based scholarships, you will be able to use these preliminary budget figures as a guide when completing the required Need Assessment Form. This is basically a condensed budget that helps us determine the level of assistance for which you may qualify.

If you have any questions or concerns, please do not hesitate to contact us at (519)824-4120 ext. 58715. We are here to assist you in any way we can.

Peter Landoni  
*Associate Registrar, Student Financial Services*

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Applicants from other countries should request international student financial aid information from Student Financial Services. Please see page 7 for contact numbers.

# What is the cost of one semester at Guelph?

Most undergraduate students register for two semesters per calendar year; however, Guelph gives you the option of taking a third semester during the summer if you wish. All full-time graduate students typically register for three semesters per year.

## UNDERGRADUATE

These costs are typical for most full-time students, living on campus in a double residence room, with a full meal plan. Tuition ranges from \$2,494.00 to \$3,922.00 depending on your program of study. The five meal plan options range in cost from \$1,540.00 to \$2,380.00 per semester. Students have access to the student bus pass as part of their fees. Of course, lifestyle and personal costs are entirely up to you.

Full-Time Tuition	2,494.00
Incidental Fees	475.00
Textbooks	550.00
Residence	2,416.00
Full Meal Plan	2,015.00
Lifestyle & Personal Costs	1,000.00
<b>Total per semester</b>	<b>\$8,950.00</b>

## GRADUATE

Tuition fees for graduate studies are set at \$2,190.00 per semester for all regular programs. Although residence space is available to graduate students, many choose to live off campus. These figures allow \$700.00 per month for an apartment and \$75.00 per week for groceries. Housing prices will vary widely depending on the type of accommodation. Students have access to the student bus pass as part of their fees.

Full-Time Tuition	2,190.00
Incidental Fees	380.00
Books & Supplies	500.00
Single Apartment	2,800.00
Food	1,200.00
Transportation	250.00
Lifestyle & Personal Costs	1,000.00
<b>Total per semester</b>	<b>\$8,320.00</b>



These are 2009 figures, in Canadian funds, for domestic students. All costs are subject to change.

**TUITION FEES** are what you pay to attend classes, labs and tutorials, and to use the facilities of the university. Keep in mind that:

- All students have access to e-mail, internet, 1,000 campus microcomputers and a wireless laptop loan program.
- Our state-of-the-art library system gives access to over 7.5 million items and is rated one of the best in North America.
- Guelph is home to more than 100 award-winning teachers, including thirteen 3M Teaching Fellows.
- You will study with world-class faculty. 99.1% of our professors hold a Ph.D. or equivalent.
- Our Centre for New Students, the first of its kind in Canada, offers special programs to help new students adjust smoothly to university life.

**INCIDENTAL FEES** cover such things as athletics, health insurance and student associations. These payments allow you to:

- participate in 30 intercollegiate athletic programs and over 100 clubs and associations;
- use personal counselling, career services and the medical clinic;
- use one of the lowest-priced student bus passes in North America;
- take advantage of the student-run Safe Walk program, which provides pairs of volunteers to accompany students to their cars or residences after dark;
- access special services for students with disabilities;

- use the services of the innovative and award-winning Learning Commons which supports student learning, writing, research and use of technology. Information, workshops and short courses help you improve your skills in essay and lab report writing, preparing for exams, time management and researching from the web among many others.

Depending on your program and specific courses, you may pay additional fees for such things as co-op programs, art supplies, field trips and conferences.

**RESIDENCE FEES** cover the cost of living on campus. We have single, double, triple and quad rooms available as well as apartments and townhouses.

- Guelph guarantees housing for new first-semester undergraduate students who apply and pay a deposit by the deadline.
- All residence rooms have a telephone, voice mail and a high-speed Internet link.
- You may choose from different living environments, including academic clusters, study-intensive areas, special-interest houses (like La Maison Française, ECO House, international House and Arts House) and substance free or volunteer-oriented residence areas.
- Our professional Residence Life Managers and student Residence Life Staff will help you settle in and handle any problems that may arise. They also plan social and educational activities, so you'll have plenty of opportunities to meet people and build friendships.
- More residence information is available at [www.housing.uoguelph.ca](http://www.housing.uoguelph.ca).

## So...What exactly am I paying for?

TUITION FEES  
INCIDENTAL FEES  
RESIDENCE FEES  
THE MEAL PLAN  
LIFESTYLE & PERSONAL COSTS  
OFF-CAMPUS HOUSING





### MEAL PLANS

The University of Guelph Meal Plans are all about flexibility and choice! There are five different sized On-Campus Meal Plans available to students living in residence, plus a money-saving Ultra Food Plan specially designed for students living off-campus.

- Hospitality Services is the not-for-profit university department that manages the numerous on-campus eateries, retail stores including the University Bookstore and administers the student meal plans.
- From casual coffee houses to the renowned Creelman Marketplace, Guelph offers 18 different dining venues to suit any schedule or taste.
- Wide ranging food selections include popular comfort foods, international cuisine, vegetarian entrees, pastas, deli sandwiches, extensive salad bars, lots of fresh fruits and some of your favourite brands such as Subway, Pizza Pizza, the Pita Pit, Tim Horton's, Booster Juice, Taco Bell, Starbucks, Second Cup and Harvey's serving Swiss Chalet.
- All food items are individually priced - just like a restaurant! You only pay for what you order.
- Your Student ID card is your Meal Plan. Every time you choose a snack or meal, simply present your ID card to the cashier and the appropriate food dollars will be deducted from your Meal Plan balance.

*For more information on Hospitality Services Meal Plans, visit: [www.hospitality.uoguelph.ca](http://www.hospitality.uoguelph.ca)*

**LIFESTYLE & PERSONAL COSTS** are for those little extras that make university life more fun, including entertainment, dining out and travel.

- You can enjoy on-campus concerts, movies and sports.
- The City of Guelph boasts a vibrant downtown, with restaurants, cafés, live theatre, clubs and art galleries.
- Catch buses and trains downtown. Some buses even stop right at the University Centre! Numerous airport transit services will take you quickly and easily to Pearson International Airport. Look for Travel Cuts, the on-campus travel agency offering special deals for students, located on the main floor of the University Centre.

**OFF-CAMPUS HOUSING** is an option for both undergraduate and graduate students. There are numerous types of accommodation available in Guelph. The University's Off-Campus Housing Office, located in the Maritime Hall residence, maintains listings of available rooms, apartments and houses. Prices can be as low as \$300 per month for a room without cooking facilities, or as high as \$2,000 per month (total) for a house. For more information and online listings visit [www.housing.uoguelph.ca](http://www.housing.uoguelph.ca) and select the link for Off-Campus Housing.

# How will the university help me?

The University of Guelph is committed to helping students reach their academic goals. Our fundamental axiom is: that all qualified individuals should be able to attend university regardless of their financial status. There are a number of ways we can help you and your family cover the cost of attending university.

## A WIDE RANGE OF FINANCIAL AID

Guelph students have access to more than \$23 million in financial aid in 2008/2009. You may be eligible for merit-based scholarships which are awarded on academic merit. Or, if you and your family have prepared a budget and anticipate a shortfall, you may be eligible to apply for one or more need-based awards, loans or bursaries. Some awards are based on academic merit and financial need. The chart on the next page outlines financial aid programs available through the University of Guelph.

## ON-CAMPUS JOBS AND CO-OPERATIVE EDUCATION & CAREER SERVICES

University of Guelph's campus has plenty of part-time jobs to assist you while attending university and our Co-operative Education & Career Services (CECS) department can help you find one. Many students work part-time each semester including but not limited to the athletic center, library, pubs, residences and hospitality. Furthermore, you can find most of them on CECS's job posting website [www.recruitguelph.uoguelph.ca](http://www.recruitguelph.uoguelph.ca) or during the Virtual Part-time Job Fair held August 31 to September 25, 2009. The website also provides you with job opportunities off-campus, some of which are located within the City of Guelph. Not only does CECS help you find a job, you will also have access to people who can help you prepare for an interview, put together an outstanding resume and cover letter as well as provide you with career related advice. If you have any questions the staff at CECS would be happy to help. Please visit Co-operative Education & Career Services on the 3rd floor of the University Centre or contact by email at [recruit@uoguelph.ca](mailto:recruit@uoguelph.ca) or call 519-824-4120, ext. 52323.

## SEMESTERLY PAYMENTS CUSHION THE LOAD

Many Canadian universities require a large, lump-sum payment in September, or charge extra fees for bi-annual billing. Under Guelph's trimester system, you pay smaller amounts at the beginning of each semester.



# Financial Aid Programs – An Overview

TYPE OF AID	Based On Grades?	Based On Financial Need?	Do I Need To Be A Canadian Citizen Or Permanent Resident or Protected Person	Do I Need To Be An Ontario Resident?	Is An Application Required?	Available To Undergrad Or Grad Students?
Scholarships	Yes	In some cases	In some cases	No	In some cases	Both
Bursaries	No	Yes	No	No	Yes	Both
ACCESS Awards	In Some cases	Yes	Yes	Yes	Yes	Both
Accessibility Entrance Bursaries	No	Yes	Yes	No	Yes	Undergrads Only
Undergraduate Research Assistentships	In some cases	Yes	Yes	No	Yes	Undergrads Only
Registrar's Entrance Bursaries	No	Yes	Yes	No	Yes	Undergrads Only
University Loans	No	Yes	No	No	Yes	Both
Work-Study Program	No	Yes	No	No	Yes	Both
Graduate Assistentships	No	No	No	No	Yes	Grads only
OSAP	Satisfactory progress required	Yes	Yes	Yes*	Yes	Both

\* Residents of other provinces can still apply for assistance through their home province for federal or provincial aid.



## ENTRANCE SCHOLARSHIPS

### President's Scholarships

[www.uoguelph.ca/registrar/studentfinance/](http://www.uoguelph.ca/registrar/studentfinance/)

- 8 awards of \$32,000 payable over four years and include the opportunity for a summer research assistantship after the first year of study worth \$6,000.
- Apply by January 13, 2010
- Recognizing students of academic distinction who have made significant contributions to their schools and communities and who have demonstrated the potential to become leaders in society

### Lincoln Alexander Chancellor's Scholarships

[www.uoguelph.ca/registrar/studentfinance/](http://www.uoguelph.ca/registrar/studentfinance/)

- 2 awards of \$32,000 payable over four years and include the opportunity for a summer research assistantship after the first year of study worth \$6,000.
- Summer research assistantship (\$6,000)
- Apply by January 13, 2010
- Recognizing students of academic distinction who are Aboriginal, persons with a disability or members of a racial minority, and who have made significant contributions to their schools and communities and who have demonstrated the potential to become leaders in society

### Pamela Wallin Chancellor's Scholarship

[www.uoguelph.ca/registrar/studentfinance/](http://www.uoguelph.ca/registrar/studentfinance/)

- 2 awards of \$32,000 payable over four years and include the opportunity for a summer research assistantship after the first year of study worth \$6,000.
- Apply by January 13, 2010
- Recognizing students of academic distinction who have taken a leadership role in activities related to international relations and development and who have demonstrated the potential to become leaders in society

### University of Guelph Entrance Scholarships

- Scholarships of \$1,500 – \$3,000
- Awarded to students based on academic excellence
- Visit [www.uoguelph.ca/registrar/studentfinance/](http://www.uoguelph.ca/registrar/studentfinance/) for details
- Application is not required

### Board Of Governors Scholarships

- 25 academic awards of \$8,000
- Recognizing students with outstanding academic excellence.
- Applications are not required

### Accessibility Bursaries

- 150 awards – \$3,000 in year one and \$2,000 per year in years two, three and four
- Demonstrated financial need
- Apply by completing the Financial Need Assessment form for Entrance Awards  
[www.uoguelph.ca/registrar/studentfinance/](http://www.uoguelph.ca/registrar/studentfinance/)
- Deadline April 15

### Registrar's Entrance Bursaries

- 500 awards of \$2,000
- Demonstrated financial need
- Apply by completing the Financial Need Assessment form for Entrance Awards  
[www.uoguelph.ca/registrar/studentfinance/](http://www.uoguelph.ca/registrar/studentfinance/)
- Deadline April 15

**In-Course Scholarships** recognize students during their programs, to help and encourage them to complete their studies. These awards range from book prizes to \$6,000 scholarships. Individual College Awards Committees distribute most in-course scholarships. Awards may be one-time, which means that you receive a lump-sum payment, or continuing, which means that payments are staggered over a number of semesters. For some continuing awards you are required to maintain a specified level of academic achievement.

### BURSARIES

Bursaries help in-course students deal with unforeseen financial situations, and are awarded based on financial need. Unlike student loans, bursaries do not have to be repaid. Because bursary funds are limited and levels of need vary, not all students who apply will receive bursaries. Guelph has earmarked \$5.4 million to help students who face financial crises this year.

### ACCESS AWARDS

The University created this endowment fund through donor contributions and matching provincial government funds. ACCESS awards include both scholarships and bursaries, with all awards requiring demonstrated financial need. This fund is distributed \$1.5 million in financial aid each year. To apply, you must:

# What aid does the university offer?





- be a Canadian citizen or permanent resident;
- be an Ontario resident (as defined by OSAP); and
- demonstrate financial need. Submission of a financial need assessment form is required. Application forms will be available in early September. Individual awards may involve additional criteria or specific deadlines, or require special application material. Please see Student Financial Services for detailed information.

### UNDERGRADUATE RESEARCH AWARDS

The University has established a number of summer positions that will allow students to gain research experience while earning an income. There are 130 of these awards, valued at \$6,000 each. The award money is transferred to the relevant department in order to fund the student's salary. Positions are available in all disciplines. To apply, you must:

- be a Canadian citizen or permanent resident;
- be an undergraduate student; and
- demonstrate financial need.

Submission of a need assessment form is required. Student Financial Services can give you more information and an application form.

### UNIVERSITY LOANS

A small number of endowment loans are available to help undergraduate students meet academic expenses. For details, please see the current on-line undergraduate calendar.

If you run into temporary financial difficulties that you can't resolve in any other way, you may apply to the University for an emergency loan worth \$100 to \$1,000.

- These loans are interest-bearing and require a cosigner.
- You must be interviewed by a Financial Aid Counsellor

### WHERE DO I GO FOR HELP?

#### **Student Financial Services**

Level 3, University Centre  
 University of Guelph  
 Guelph, ON N1G 2W1  
 Phone: (519) 824-4120 ext. 58715, 58731  
 Fax: (519) 823-9421  
[www.uoguelph.ca/registrar/studentfinance/](http://www.uoguelph.ca/registrar/studentfinance/)

#### **For assistance with budgeting, financial crises and other concerns, please call:**

Financial Aid Counsellors: ext. 56029 or ext. 56031

#### **For questions regarding costs, payment methods and deadlines, please call:**

Student Accounts: ext. 52876

#### **Graduate students may also speak with:**

Associate Registrar, Graduate Program Services:  
 ext. 56740

#### **For information on financial aid programs, please call:**

- OSAP: ext. 58715, ext. 58731 or ext. 56030
- Scholarships & Awards: ext. 52309, 56738 or 52319
- Work-Study Program: ext. 56027

For detailed descriptions of scholarships and bursaries, including application deadlines where applicable, check the undergraduate and graduate calendars, or visit our Web Site at

[www.uoguelph.ca/registrar/studentfinance/index.cfm;app=awards](http://www.uoguelph.ca/registrar/studentfinance/index.cfm;app=awards) or  
[www.uoguelph.ca/registrar/calendars/graduate/](http://www.uoguelph.ca/registrar/calendars/graduate/)

## WORK-STUDY PROGRAM

The Work-Study Program receives funding from both the University of Guelph and the Ontario government. Students who qualify work part-time in a wide variety of areas, including athletics, the library, registrarial services, hospitality services, computing and communication services and research laboratories. The Work-Study program and the department share the cost of the student's wages. Once approved for work-study, students must apply for available positions on a competitive basis. Check the job listings at [www.uoguelph.ca/registrar/studentfinance/index.cfm?app=wsjobs](http://www.uoguelph.ca/registrar/studentfinance/index.cfm?app=wsjobs) or contact Student Financial Services on the third floor of the University Centre. Students can be approved for up to \$1,000 per semester. In order to be eligible, you must:

- demonstrate financial need through the need assessment process;
- maintain a minimum semester credit weight of 1.5. Students with a permanent disability may qualify with 40% of a full course load (1.0 credit); and
- have a valid Social Insurance Number.

Through this program, 400 – 500 students each year gain valuable work experience and an income.

## GRADUATE ASSISTANTSHIPS

Master's and Ph.D. candidates may take advantage of positions established by individual departments or schools, including the following:

- **Graduate Teaching Assistant:** performs only teaching-related duties;
- **Graduate Services Assistant:** performs duties not directly involved in teaching or research;
- **Graduate Research Assistant:** pursues research that contributes to a faculty member's project. This is considered to be an award rather than employment.

For more information, please see the graduate calendar or visit the Web Site at [www.uoguelph.ca/registrar/calendars/graduate/current/graduates/index.shtml](http://www.uoguelph.ca/registrar/calendars/graduate/current/graduates/index.shtml)

Most graduate students also make extensive use of external funding sources. Bodies such as the Natural Sciences and Engineering Research Council of Canada (NSERC), the Social Sciences and Humanities Research Council of Canada (SSHRC), the Canadian Institute of Health Research (CIHR), and the Heart and Stroke Foundation of Canada (HSF) provide grants and fellowships to support graduate studies. Contact your graduate adviser or the graduate Scholarship office in GPS for more details.

## WORLD WIDE WEB RESOURCES FOR FINANCIAL AID

(The University of Guelph does not maintain, oversee or endorse any of these Web Sites. Students are encouraged to verify all information with the appropriate funding body.)

### For Graduate and Undergraduate Students Association of Universities & Colleges of Canada (scholarships & exchanges)

[www.aucc.ca/programs/index\\_e.html](http://www.aucc.ca/programs/index_e.html)

### Canada Student Awards database

[www.studentawards.com](http://www.studentawards.com)

### Edge Interactive database

[www.scholarshipscanada.com/](http://www.scholarshipscanada.com/)

### Scholarship Links

[www.freschinfo.com](http://www.freschinfo.com)

### Students of Aboriginal Descent

<http://aboriginallynx.ca/students>

### Undergraduate Students Only

#### Canadian Merit Scholarship Foundation

[www.cmsf.ca](http://www.cmsf.ca)

#### TD Canada Trust Entrance Scholarships

[www.tdcanadatrust.com/scholarship/index.jsp](http://www.tdcanadatrust.com/scholarship/index.jsp)

#### Millennium Scholarship Foundation

[www.millenniumscholarships.ca](http://www.millenniumscholarships.ca)

#### Women in Engineering and Science

[www.nrc.ca/careers](http://www.nrc.ca/careers)

### Graduate Students Only

#### Natural Sciences and Engineering Research Council

[www.nserc-crsng.gc.ca](http://www.nserc-crsng.gc.ca)

#### Social Sciences & Humanities Research Council Fellowships

[www.sshrc.ca](http://www.sshrc.ca)

#### Ontario Graduate Scholarships

[http://osap.gov.on.ca/eng/not\\_secure/plan\\_grants\\_full\\_sepapp\\_ogs\\_12345.htm](http://osap.gov.on.ca/eng/not_secure/plan_grants_full_sepapp_ogs_12345.htm)

#### Ontario Student Assistance Program

<http://osap.gov.on.ca>

#### Vanier Canada Graduate Scholarships

<http://www.vanier.gc.ca/hp-pa-eng.shtml>

### U.S. Information

#### National Association of Student Financial Aid Administrators

[www.finaid.org](http://www.finaid.org)

# What aid does the government offer?

$$\begin{array}{l} \text{Allowable} \\ \text{Educational} \\ \text{Expenses} \end{array} \quad \text{minus} \quad \begin{array}{l} \text{Expected Contribution} \\ \text{From Student} \\ \text{and/or Family} \end{array} \\ \text{equals} \quad \text{Amount Of Loan}$$

## ONTARIO STUDENT ASSISTANCE PLAN (OSAP)

Financial assistance is available to eligible students to receive an integrated student loan funded by the Province of Ontario and Government of Canada. These loans are interest-free until graduation or until you cease full-time studies; repayment begins six months later. OSAP's objective is to help students from lower and middle income families meet the costs of post-secondary education, including tuition, books, supplies and basic living expenses. OSAP is not intended to supply all the funding to meet these costs. Its purpose is to supplement, not to replace, the financial resources that you (and your family, if applicable) are expected to contribute. Students may also be eligible for Canada Study Grants, Queen Elizabeth II Aiming For The Top Scholarship, and Ontario Access Grants based on financial need and/or academic merit.

To be eligible, you must:

- be a Canadian citizen or permanent resident of Canada (visa students are not eligible for OSAP);
- meet OSAP's Ontario residency requirements;
- be enrolled in at least 60% of a full course load (1.5 credits). Students with permanent disabilities may qualify with 40% of a full course load (1 credit);
- maintain satisfactory academic progress by successfully completing at least 60% of a full course load (1.5 credits). Students with permanent disabilities must successfully complete at least 40% of a full course load (1 credit).
- have a valid Social Insurance Number.



## APPLYING

Apply through the Web at <http://osap.gov.on.ca> or pick up OSAP applications from your secondary school's guidance office, or from Student Client Services at the University of Guelph. To allow sufficient time for processing, you should apply as early as possible, preferably at least 6 to 8 weeks before classes begin. For example, if you plan to start university in September, you should submit your application no later than the 15th of July. Expect to receive your assessment notice 2 to 4 weeks after you apply.

If you have any questions or concerns about your assessment, please don't hesitate to contact a Financial Aid Counsellor for an appointment. We're here to help.

**Out of Province Students should check the following website for direction relating to their home province:**

**[www.uoguelph.ca/registrar/studentfinance/index.cfm?aid/govoop](http://www.uoguelph.ca/registrar/studentfinance/index.cfm?aid/govoop)**

## DETERMINING NEED

The Ministry has maximum limits for funding tuition fees, compulsory fees, books and supplies, equipment costs and personal living expenses. As a result, **a student's loan may not completely cover his or her total costs.**

Your expected contribution is based on several factors, including marital status, dependent children, summer earnings, work term earnings, academic awards and personal assets. Your family's contribution (where applicable) will depend, among other factors, on your parents' income, number of dependent children, and how many children are enrolled in post-secondary education.

## DOES MY FAMILY HAVE TO CONTRIBUTE?

Your parents' income will be a consideration unless you have been out of high school for four or more years. For married students, spousal income is considered and a contribution toward educational costs is expected, where applicable.

## POINTS TO REMEMBER

- You will incur penalty weeks if you apply late. Submit your application as soon as possible.
- All income information is verified with Canada Customs and Revenue Agency.
- If there is any change in your status, notify Student Financial Services immediately. **Dropping courses or withdrawing from studies may seriously affect your OSAP entitlement.** You may be required to repay an overaward or your future entitlement could be reduced if you attend a different institution or return to studies several years later.
- Continuing students must provide their lending institutions or service provider with proof of enrolment at the beginning of each semester.
- Students must meet conditions for satisfactory academic progress to receive OSAP loans.
- Signature pages and/or supporting documentation must be submitted before OSAP funding will be issued.

Special provincial government assistance is available for part-time students, students with disabilities, and students paying for child care for three or more children. Married students (including common-law) and sole-support parents with dependent children may also qualify for the Canada Study Grant for Students with Dependents, which is now offered by the federal government. See a Financial Aid Counsellor for more details.

## TO CONTACT OSAP DIRECTLY

Student Support Branch  
Ministry of Education and Training  
PO Box 4500  
189 Red River Road, 4th Floor  
Thunder Bay, ON P7B 6G9

Telephone: (807) 343-7260  
On the World Wide Web at:  
<http://osap.gov.on.ca>



# Income Tax – important information

This information is provided as a service to students and their families, and is current at the time of production. The University of Guelph cannot be responsible for errors or omissions. Please verify all income tax information with Canada Customs and Revenue Agency: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)



## INCOME

The most common types of income for students include:

- salary and wages
- net research grants
- tips and gratuities
- registered education savings plan income
- investment earnings
- self-employment earnings
- scholarship income
- social assistance payments

**Scholarship & bursary income** includes any money you receive as scholarships, bursaries and prizes for achievement in your field of study. Typically these funds are received tax free.

**Registered education savings plan income** is taxable. When the beneficiary of the plan begins post-secondary education, the principal can be returned to the parent or subscriber tax-free. Education Assistance Payments are paid out as income to the student, and must be recorded on his/her return.

## DEDUCTIONS

The most common student deductions are for tuition, books and education amounts.

**Tuition** should be claimed for the calendar year (January 1 to December 31). Besides standard tuition charges, you can now deduct fees, such as athletic and health services fees, provided that all students are required to pay them. The total deductible amount will be included on your T2202A form, issued by the University in February each year.

### Books

- Claim \$65.00 for each month you qualify for the full-time student education amount.
- Claim \$20.00 for each month you qualify for the part-time student education amount.

The **Education amount** is a deduction of \$400 for each whole or partial month that you were a full-time or co-operative education student at the University of Guelph. Part-time students who cannot take a full course load due to a medically certified disability may also qualify for this deduction. Regular part-time students are allowed to claim \$120 for each month that they are enrolled in part-time courses.

You must claim tuition and education amounts on your own return first, even if someone else paid your fees. If your federal tax payable is reduced to zero without using the entire amount, you may transfer the unused portion to your spouse, parent or grandparent, or to your spouse's parent or grandparent. You may transfer up to \$5,000 in this way. Alternatively, you can carry forward the unused portion and claim it in a future year.

Full-time or co-operative education students may also be able to claim **moving expenses** as a deduction. This deduction applies if you move to enroll full-time at university, or if you move back to university after summer break or a co-op work semester. You may deduct these expenses only from the income you report as scholarship income (see definition above). You may also deduct moving expenses for a move within Canada to take a job, including summer employment. These expenses are deducted from the income you earn at the new location. In all cases, your move must bring you at least 40 kilometers closer to the university or the new work location.

Look for important tax information for students in the publication **Students and Income Tax** (publication 105), available from your local tax office. You can also find it on the World Wide Web at [www.cra-arc.gc.ca/tx/ndvdl/sgmnts/stdnts/menu-eng.html](http://www.cra-arc.gc.ca/tx/ndvdl/sgmnts/stdnts/menu-eng.html)

**Hali** is entering the Bachelor of Commerce program this year. She has three siblings and she is the only one attending university. Hali's parents are married, have four dependents and earn \$97,000 combined family gross income. She worked during the summer months and made \$3,000. Hali will receive and Canada/Ontario Integrated Student Loan in the amount of \$6638. Hali also qualified for a need-based award in the amount of \$1,000. Her total financial package is **\$7,738**.

**Carrie** is a first year Bachelor of Arts student. Her mother is a single parent with one dependent, at post-secondary with an annual income of \$35,208. Carrie will receive a financial need bursary of \$2500. She also qualified for a Canada/Ontario Integrated Student Loan \$8,572 and a Canada Study Grant for Middle Income families of \$768 and Ontario Access Grant of \$2,846. Her total aid package is **\$14,686**.

**Harry** is in the Bachelor of Science, Animal Biology Program. He has two siblings and he is attending university. His parent's annual income is \$86,711. He also received scholarships in the amount of \$2,000. Harry qualified for a Canada/Ontario Integrated Student Loan in the amount of \$5,261 and a Canada Study Grant for Middle Income Families of \$744. He also qualified for a need-based bursary of \$1000 in the second semester. His total aid package was **\$9,005**

**Karen** is in the first year of the Bachelor of Arts program. Karen also has a permanent disability. Karen received and Registrar's Entrance Bursary in the amount of \$2,000 Karen's parent's earn an annual combined family income of \$71,985. Karen qualified for a Canada/Ontario Integrated Loan in the amount of \$3,113 and a Canada Access Grant for students with Permanent Disabilities for \$2,000. She also qualified for a need-based bursary in the amount of \$1000. Her total aid package is **\$6,113**.

**Nickki** is in the Bachelor of Arts Honours program in her third year. Her husband works part-time and has income of \$1,651. They have one child under the age of 12. She qualified for a Canada/Ontario Integrated Loan in the amount of \$15,882 and a Canada Study Grant for Dependents of \$1,488 and a Canada Study Grant for Low Income Families of \$1,860. She also qualified for University of Guelph bursary in the amount of 2,000. Her total aid package is **\$21,230**.

**Simone** is a sole-support parent with one child under 12. She is in the second year of Bachelor of Science Program. Simone also owns a car worth \$2,500. She received a Canada/Ontario Integrated Loan for \$15,747, Canada Study Grant for Low Income Families of \$1,919 and Canada Study Grant for Dependents in the amount of \$1,535. She also qualified for a need-based bursary in the amount of \$3,000. Her total aid package is **\$22,201**

**Mae** is in the first year of the Bachelor of Science, Agriculture Program. She has been out of high school for four years. She earned \$6,500 during the summer. She qualified for a Canada/Ontario Integrated Loan of \$10,196, Canada Study Grant for Low Income Families of \$1,919. She also qualified for a need-based bursary of \$1,700. Her total aid package was **\$13,815**.

**Sharad** is a married graduate student in the PH.D program. He has two children under 12 years old. They have a vehicle valued at \$6,000. The total combined family income is \$19,641. He also received a Scholarship of \$1,000. Sharad received a Canada/Ontario Integrated Loan of \$17,440 and a Canada Study Grant for dependents of \$2,977. He also qualified for a need-based bursary of \$1000. His total aid package is **\$22,417**.

## Real people, real situations

Here's how seven University of Guelph students are financing their education. All of these students study two semesters a year (33 weeks for OSAP purposes). Their names have been changed to ensure privacy.



# Planning your finances



## COMMUNICATION – THE FIRST STEP

Successful students tell us that communication and planning are the primary keys to managing your university finances effectively. Thinking ahead will make a huge difference in heading off problems! Many people find talking about financial matters to be awkward or uncomfortable. Salaries, savings and amounts of debt are often considered to be private. However, one of the most important steps in planning your finances is realizing that communication with your family (or other people who are going to be helping you financially) is essential. You must be able to talk openly and honestly about what you expect from each other in terms of university expenses. Being as specific as possible about what things will cost, and how much money you will have to spend, will help enormously. It is important to note that for many aid programs you are required to submit financial information from your parents, guardian or spouse, where applicable.

Planning for university encompasses much more than just budgeting your money. You will need to make decisions about your academic program, whether or not to live in residence and your standard of living.

It is important to consider issues such as:

- whether or not the cost of living in Guelph is significantly different than what you are accustomed to;
- where you plan to live - on campus, off campus, with friends, at home; and
- whether or not your academic program involves special fees. You can check the university calendar or speak to your department for details.
- if you are moving away from home or giving up a job to come to school, your spending habits may have to change dramatically. You might need to manage

without a car, a DVD player, a summer vacation or major clothing purchases. Take a minute now and think about what you are prepared to give up, and what things you just can't do without.

## LET'S GET IT ALL ON PAPER!

Once you understand what help is available, it will be time to write everything down and see where you stand. The budget forms on the following pages will help you and your family estimate costs and income, and set up a budget. Work through it carefully, and be as realistic as possible.

Remember that it will be important to take into account whether you will be studying for two semesters a year or for three as this will make a significant change to your costs.

## HERE'S WHAT SOME FIRST-YEAR GUELPH STUDENTS TOLD US:

"I was looking forward to living in residence and having my independence. What I didn't realize was that doing my own laundry, buying my own toiletries and ordering in an occasional pizza cost a lot of money! I gained some independence, but I learned that I can't spend money like I used to."

"As a fine art student, my supplies and field trips cost more than for most students in a general B.A. program. I had to get a part-time job to pay for my studio supplies since they cost more than I expected."

# Estimated Expenses

Before you add up all the figures you have estimated, go back over each category and ask yourself if they are realistic. Have you over-estimated your needs? Have you allotted enough?

EXPENSE	NOTES & TIPS	AMOUNT
Tuition	Tuition will vary, depending on the program you choose and whether you are an undergraduate or graduate student. Check the university calendar for details.	
Incidental Fees	These are the student activity costs discussed earlier. Remember that if you are in co-op or another special program, you may have additional fees.	
Books	Costs will vary, depending on the program you choose. Book and supply lists are handed out during first class meetings, but a call to the university bookstore, your program counsellor or academic department may give you an initial idea of book costs. Be sure to check out the used book sale organized by the Central Student Association. Check bulletin boards in your department or residence, as well as <a href="http://www.thecannon.ca">www.thecannon.ca</a> .	
Supplies & Special Equipment	If you will be in a program that requires special equipment like art supplies, a camera, special clothing or a computer, add an appropriate amount here. Again, if you have no idea what to budget for this item, call the university or talk to a student you know who is enrolled in your program.	
Rent	Many students choose to live in on-campus residences, particularly during their first couple of years at university. There are varying costs for residence, depending on the building and style of room. Student Housing Services can help you with this information. If you choose to live in an apartment or a room-and-board situation, check with the Off-Campus Housing Office. They will provide you with lists of available accommodation and rents charged. Keep in mind that most off-campus accommodation requires a deposit of the first and last months' rent. Living off campus may also require you to pay for basic start-up costs, such as having your electricity, heat and water turned on, and buying furniture or a refrigerator and stove. If you already have furniture, remember to allow for the cost of a moving truck. If you plan to live with friends or relatives, make sure you discuss costs before you move in. Having clear expectations about shared rent, food and utilities will make it easier to be good roommates and friends.	
Telephone	Telephone service is included with all residence rooms as well as voicemail and internet access for a fee. If you live off campus, costs can include installation, a deposit, plus your monthly rate for basic service. Of course, long-distance costs are not included in that monthly rate. If you live away from home or have close friends who live some distance from campus, you might establish a monthly budget for long-distance calls. You could also arrange for your family and friends to call you at certain times during the week or month. Be aware of the discounted rates for making long-distance calls outside of business hours.	
Utilities	If you will be living off campus, you may be responsible for the costs of heat, electricity and water. Although an apartment or room may seem inexpensive, make sure the utilities are included, or ask about the total bills for last year. This will give you an idea of what you might be paying this year. If you live in residence, all utilities are included in your residence fee.	

EXPENSE	NOTES & TIPS	AMOUNT
Food	All of our residences except East require that you purchase a meal plan. The university calendar lists meal plan sizes and costs. Include some spending money to keep beverages and snacks in your room for studying! If you won't be on a meal plan, make sure you know how to cook quick, inexpensive and nutritious food. Keep in mind that every kitchen needs some basic food supplies, utensils and cleaning supplies.	
Personal Items	These things add up. Think about the personal things you currently spend money on - magazines, video rentals, CDs, haircuts and hygiene items. If you'll be living away from home, add to that list the costs for laundry and dry cleaning.	
Medical Expenses	All students at Guelph are covered by the student health plan, the cost of which is included in your fees. However, students with special medical problems may have additional costs. Check with the student government to find out if your particular needs are covered. Also, remember to bring your provincial health card with you to school. If you live outside Ontario, check with your local Health Department office to determine the coverage you will have while at university.	
Dental Expenses	The University of Guelph also has a dental plan for all students. Again though, special or extensive dental work may not be covered. If you will have additional charges, enter those here. This plan has a limited opt out period. Check with the Central Student Association for details.	
Clothing	You may need to buy new clothes during the year. If you know that you will be making a major purchase, such as a new coat or winter boots, include it in your budget. Be realistic about what you need to spend over the year, and what you can afford.	
Local Transportation	All undergraduate and graduate students receive a local bus pass as part of their fees. This pass is good for unlimited travel on the Guelph transit system during the semester. You may, however, want to include a small amount for taxis on special occasions. If you're living on campus you won't need daily transit, but you may want to go downtown or to the mall. If you have a car, remember to estimate costs for fuel, insurance, maintenance and parking.	
Transportation Home	If your family is not in Guelph, you may want to visit them throughout the year. Some students leave campus every weekend and others don't go home until the December break. Estimate the frequency of your visits and figure out the best way to travel. The Central Student Association has a car pool board where you can find rides to share. Travel Cuts offers reduced fares for students on buses, trains and airlines.	
Entertainment	No one wants to spend every day in the library! Achieving a balance in your life is important to being a successful student, so it's essential that you budget for the social side of life too. Remember that what you can afford to spend on entertainment may differ from what you'd like to spend. Consider the costs of movies, restaurants, and concerts. Watch the student newspaper for free activities.	
Gifts, Hobbies & Stuff	Purchasing cards and gifts for family and friends can cost a lot of money. This might be the time to discuss expectations around family gift giving so you have a clear idea of what you might spend during the year. If you are involved in hobbies like photography, playing sports or taking lessons, add in an amount that will help you to maintain your activity.	
<b>Total Estimated Cost for the Year</b>		

# Estimated Income

After you have picked yourself up off the floor, remember that you haven't yet listed all the sources of income you have. As with costs, you will probably have to estimate some of the amounts in this section.

RESOURCES	NOTES & TIPS	AMOUNT
Summer Job Savings	You might not know what you will be doing over the summer, but you could use what you made last summer as a guideline. It's important to estimate only what you save from your job, not what you actually earn.	
Other Savings	Some students still have money earned on that first paper route. Others have saved monetary gifts or a portion of earnings from past part-time jobs. It's wise not to use all of your savings at once, but rather to spread them out over your years at university. Enter the amount of savings that you plan to spend this year.	
Family Contributions	Many students will be working through this exercise with their parents. Married students will want input from their spouses. If you haven't done it yet, now is the time to sit down with your family, or anyone else that you are counting on for help, and talk about what you will need in order to go to university.	
Awards	Scholarships, bursaries, and grants will all factor in here. Some awards are given automatically and others require an application. Remember to check the on-line university calendar for a list of awards and their requirements. If you have questions, contact Student Financial Services. Entering students will be notified of any awards they are receiving in their offers of admission.	
Part-time work while studying	Remember to check with Career Services or Student Financial Services about available part-time jobs. It is recommended that you try to find a job on campus first, and that you work no more than fifteen hours a week. For the purposes of this calculation, use student minimum wage x 12 hours per week, if you think that you will be working.	
Government Income	You might receive some government income such as Canada Pension benefits, Orphan's benefits or the Child Tax Credit. Calculate the amount you will receive during your study period.	
Other Income	Do you have any other income? This could include support paid directly to you by a non-custodial parent, gifts of money from family or friends, or Registered Education Savings Plan payments.	
OSAP	If you have already received your assessment notice, enter the amount of your award here.	
Out-of-province Sources	Students from outside of Ontario should check with their local student aid offices about support while attending university in Ontario.	
Chartered Banks	Most chartered banks in Canada have specific loans geared to students.	
<b>Total Estimated Income for the Year</b>		

