

2005-2006 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2005-2006 academic year, including the Summer Semester 2005, the Fall Semester 2005 and the Winter Semester 2006.

For your convenience the Diploma Calendar is available in PDF format.

If you wish to link to the Diploma Calendar please refer to the Linking Guidelines.

Collège d'Alfred

Kemptville College

Agricultural College

Ridgetown College

The University is a full member of:

- The Association of Universities and Colleges of Canada

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Disclaimer

University of Guelph 2005

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2005-2006 academic year, including the Summer Semester 2005, the Fall Semester 2005 and the Winter Semester 2006.

The University reserves the right to change without notice any information contained in this calendar, including any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or diplomas in any or all of its programs. The publication of information in this calendar does not bind the University to the provision of courses, programs, schedules of studies, or facilities as listed herein.

The University will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by faculty, staff or students of the University or by others, civil unrest or disobedience, or any other cause of any kind beyond the reasonable control of the University.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply.

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VI. Schedule of Fees

All fees for a semester are due and payable on or before the date scheduled for registration for that semester.

Provisional registration may be granted to students who make arrangements with Student Financial Services to defer payment of their account. Deferred payment normally will be granted only to students who can show proof of financial assistance from O.S.A.P. or other awards which can be confirmed by the University and are not on hand at the commencement of classes through no fault of the student. Students should apply for O.S.A.P. two months in advance of the first class day of each semester in order that the application can be processed in time to have funds for registration. Cancellation of registration may be exercised at the discretion of the University for failure to complete the registration payment. Academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their University account. Academic sanction will prevent one or more of the following:

- release of semester examination results
- release of transcripts
- granting of a diploma
- registration for a subsequent semester

Guelph Campus

Tuition Fees

The undermentioned rates are those in effect until April 30, 2005. At the time of printing the 2005-2006 fee schedule had not been determined. The undermentioned tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult Visa Students, in this section.

Full-Time Fees - 2.00 credits or more

| Program | Semester Fee |
|---|--------------|
| Associate Diploma in Turfgrass Management | \$2092.00 |

Part-Time Fees - less than 2.00 credits

| Fee per 0.50 Credit | |
|---------------------------------|----------|
| Tuition fee | \$418.00 |
| Central Student Association fee | \$5.84 |
| Student Service fee | \$8.00 |
| University Centre fee | \$2.30 |
| Fee per Semester | |
| Aboriginal Student Association | \$0.26 |
| Affordable Housing | \$0.89 |
| Bull Ring | \$1.00 |
| First Aid Response | \$0.61 |
| Food Bank | \$1.15 |
| G.S.A.P. | \$3.14 |
| Guelphbooks.com/Thecannon.ca | \$1.05 |
| Munford Centre | \$0.25 |
| OUTLine | \$0.40 |
| Part-time athletic fee | \$33.20 |
| Part-time building fee | \$15.50 |
| Student Health Service fee | \$9.50 |
| Student bus pass | \$51.55 |
| W.U.S.C. | \$0.80 |
| Annual Fee | |
| Medical Insurance Premium | \$102.00 |
| Dental Plan | \$149.00 |
| SIGN Club (Fall semester only) | \$0.26 |

Visa Students

The tuition fee for students from outside of Canada who have obtained a student authorization and visa is as shown below:

| Program | Full-time Semester Fee | Part-time Fee per Credit |
|---|------------------------|--------------------------|
| Associate Diploma in Turfgrass Management | \$4,678.00 | \$937.00 |

| | | |
|---|------------|----------|
| Associate Diploma in Turfgrass Management | \$4,678.00 | \$937.00 |
|---|------------|----------|

Health Insurance for International Students

All international students registered at the University of Guelph are required to enrol in the University Health Insurance Plan (UHIP) -- participation is compulsory. The 2004-2005 fees are:

| | Visa Per Year | Visa/Exchange Per Semester |
|---------------------|---------------|----------------------------|
| Single coverage | \$532.85 | \$195.37 |
| Two-person coverage | \$1,065.71 | \$390.73 |
| Family coverage | \$1,686.65 | \$618.44 |

Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Undergraduate Program Services, Office of Registrarial Services. To affect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester).

Categories of students who are exempt from paying the visa student fee are synopsisized as follows:

- Canadian citizens, permanent residents, or their dependents.
- applicants for permanent residency who submit the appropriate letter.
- diplomatic or consular officers of another country or representatives of the United Nations or its agencies who are stationed in Canada, or their dependents.
- visitors, or their dependents, who are in Canada on an employment authorization.
- refugees (officially recognized).
- members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents.

The descriptions above are brief statements synopsisized from the regulations of the Ministry of Training, Colleges and Universities. Final interpretation rests with the Office of Registrarial Services and documentation must be acceptable to the Office of Registrarial Services. The regulations are subject to change without notice.

Audit Courses

| | |
|-------------------------------------|----------|
| Registration fee per audited course | \$247.50 |
|-------------------------------------|----------|

Other University Fees

These fees are applicable to students registered in 2.00 or more credits. They are compulsory and non refundable.

| | |
|------------------------------------|-----------------|
| Athletic building fee | \$31.00 |
| Athletic fee | \$72.34 |
| Student health service fee | \$21.67 |
| University centre fee* | \$11.53 |
| Student support service fee | \$40.00 |
| Total other university fees | \$176.54 |

* the University Centre Fee is payable at \$11.53 per semester to a total of \$23.06 for each 12 month period commencing with the Spring Semester. Part-time students are charged \$2.30 per 0.50 credit.

Student Organization Fees

Applicable to students registered in 2.00 credits or more. These fees, determined by programs, are collected as a service to the student government to support student organizations, distributed as follows:

| | |
|---------------------------------|--------|
| Affordable Housing | \$0.89 |
| Aboriginal Student Association | \$0.26 |
| Bull Ring | \$1.00 |
| Canadian Federation of Students | \$3.65 |
| Carousel | \$0.50 |
| Entertainment Media fee | \$5.01 |
| First Response Team | \$0.61 |
| Food Bank | \$1.15 |
| G.S.A.P. | \$3.14 |
| Guelph Queer Equality | \$0.22 |
| Guelphbooks.com/Thecannon.ca | \$1.05 |
| G-OPIRG | \$5.50 |

| | |
|--|---------|
| International Student Organization | \$0.50 |
| Magic Bus | \$1.93 |
| Munford Centre | \$0.25 |
| O.C.U.S. | \$0.50 |
| Ontario Federation of Students | \$3.02 |
| Ontarion | \$2.43 |
| OUTLine | \$0.40 |
| Peak Newspaper | \$1.27 |
| Radio Gryphon | \$5.99 |
| Sign Club (Fall semester only) | \$0.26 |
| Student Bus Pass | \$51.55 |
| University of Guelph Central Student Association | \$13.24 |
| Volunteer Connections | \$1.31 |
| Women's Resource Centre | \$1.66 |
| W.U.S.C. | \$0.80 |

In addition, the Dental Plan annual premium of \$149.00 and the Medical Insurance Premium of \$102.00 provide coverage for the duration of the semester, whether or not the student withdraws from the University. Married students wishing to have their spouse and/or children insured and students who marry during the semester must apply within 30 days of registration or marriage respectively. See the Central Student Association, UC Level 2 (Room 274). Please refer to your C.S.A. or G.S.A handbook for more details with respect to your student Health Plan.

| | |
|--------------------------------|---------------------|
| College Government Fees | Per Semester |
| Ontario Agricultural College | \$10.00 |

Special University Fees

The following Special University Fees are charged on a user-fee basis as outlined below:

| | |
|--|---|
| Account Deferral Fee | \$60.00 per occurrence |
| Cheque Refusal Fee For each cheque upon which payment is refused by the bank on which it is drawn. | \$60.00 per cheque in the amount of \$418.00 or greater upon which payment is refused (\$30.00 per cheque in the amount of less than \$418.00). |
| Cheque processing fee Applied to students receiving short term loans or OSAP advances | \$20.00 per occurrence |
| Distance Education Resource Fee Non-refundable after the six-day add period. | \$70.00 per D.E. course |
| Graduation Fee Payable at time of submission of application for graduation. The fee covers the cost of the diploma and diploma case, and gown rental. It is applicable to all students (except those in continuing, unclassified or non degree categories) upon their first registration in the semester level as noted below: Associate Diploma in Agriculture (semester 4) All other Programs (semester 8) | \$30.00 |
| Late Graduation Fee Payable at time of submission of a late application for graduation. | \$60.00 |
| Late Registration Fee Payable at the time of late registration (fee payment). Appeals against the late fee must be made in writing to the Secretary of the Late Appeals Committee within 10 class days from the commencement of classes. Appeal forms are available from Undergraduate Program Services, Office of Registrarial Services. | \$60.00 per occurrence |
| Official Transcript | \$8.00 each copy |

| | |
|--|-------------------------|
| Program Transfer Fee For each applicant requesting a transfer from one degree program to another, or readmission. | \$40.00 per occurrence |
| Registration Reinstatement Fee Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the 10 th class day for the semester. There is a \$200.00 reinstatement fee levied for students wishing to register after the 10 th class day. Reinstatement will not be allowed after October 15 th for the Fall semester, February 15 th for the Winter semester and June 15 th for the Summer semester. | \$200.00 per occurrence |
| Supplemental Privilege Students who write supplemental examinations at an outside centre may be required to pay an invigilator fee directly to that centre. Notification of non-payment will result in the withholding of grades. | \$50.00 per occurrence |

Note: If the student pays the fee for the supplemental privilege and subsequently chooses not to write it, a refund will be made if the request is submitted in writing at least 15 days prior to the scheduled date of the supplemental to Undergraduate Programs Services, Office of Registrarial Services. *No refunds will be made for fees paid for examinations which were to be written at another university or college under the direction of the student.*

Special University Charges

| | |
|----------------------------|----------|
| Field Trip Fees | Per Year |
| For field trips in courses | \$50.00 |

Parking Fees

Quoted fees are in effect in 2004-2005. The 2005-2006 fee schedule will be issued as soon as available from the Department of Parking Administration. Students wishing to pay for a parking permit are asked to include the appropriate payment in accordance with the following schedule with their total payment submission. Students who comply with this procedure will receive their parking decals in the campus mail prior to the commencement of classes.

| | Per Semester | Annual Rate |
|-----------------------|--------------|-------------|
| Students in residence | N/A | \$195.05 |
| Students off-campus | \$99.68 | \$299.04 |
| Motorcycle | N/A | \$50.55 |

Above rates are subject to change.

Residence Fees

Quoted fees are in effect in 2004-2005. The 2005-2006 fee schedule will be issued as soon as available from Student Housing Services.

Single Student Residence

Fall & Winter Semesters (two semester contract, per semester price)

| | |
|--|------------|
| Single room | \$1,987.00 |
| Double room | \$1,808.00 |
| Single room (suite with shared cooking facilities) | \$2,121.00 |
| Double room (suite with shared cooking facilities) | \$1,940.00 |
| East Townhouse (includes Utility deposit) | \$2,415.00 |

Summer Semester (one semester contract)

| | |
|------------------------------|------------|
| Single room (East townhouse) | \$2,000.00 |
|------------------------------|------------|

Other Residence Fees

| | |
|--------------|---------|
| Activity fee | \$15.94 |
|--------------|---------|

Family Housing

| | |
|---------------------------|---------------------|
| Family Housing Fee | Per Month |
| 1 bedroom apartment | \$748.00 - \$792.00 |
| 2 bedroom apartment | \$868.00 |

| | |
|--|----------|
| 2 bedroom townhouse - College Ave. | \$915.00 |
| 2 bedroom townhouse - Wellington Woods | \$915.00 |

Rates are for unfurnished units and include utilities (except telephone), parking, and satellite TV.

Meal Plan Fees

Quoted fees 2004-2005 figures, the 2005-2006 Meal Plan fee will be issued as soon as available from Hospitality Services.

The Department of Hospitality Services offers four different sizes of On-Campus Meal Plans. All students living in residence (excluding East Residence and the East Village Townhouses), are required to purchase one of four different on-campus Meal Plans each semester. Unused food dollars from the fall semester will be automatically carried over to your winter semester Meal Plan. By the end of the winter semester, you must use up the food dollar equivalent of two Minimum Meal Plans. Any food dollars over and above the total of two Minimum Meal Plans will be carried over to your next semester.

| Meal Plan | Per Semester |
|--------------|--------------|
| Minimum Plan | \$1,265.00 |
| Light Plan | \$1,480.00 |
| Full Plan | \$1,660.00 |
| Plus Plan | \$1,830.00 |

All food items purchased on your meal plan are tax exempt. Any student on or off-campus can purchase the above mentioned On Campus Meal Plans. Hospitality Services also provides a convenient, money saving Off-Campus Meal Plan for those students who are not required to purchase an On Campus Meal Plan. For more information on Hospitality's meal plans visit the Hospitality Services website <http://www.hospitality.uoguelph.ca/mealplans.htm>. Hospitality Services will honour meal plans until 2:00 p.m. on the day following the conclusion of examinations.

Refunds

Withdrawal

A student who withdraws from the University may apply to the Office of Registrarial Services for a refund of tuition fees provided the withdrawal has been authorized by the dean of the college (see also Withdrawal, Section VIII--Associate Diploma Regulations). If the withdrawal or credit drop results in a credit balance in your fees account (i.e. payments are greater than charges) a refund cheque is produced. Allow four to six weeks before refunds are available from Student Financial Services. **The University has been directed by the Ministry of Training, Colleges and Universities to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan.**

Winter and Summer Semesters - Refunds of tuition fees will be calculated according to the effective date and the following schedule:

| Class Days | Rate |
|-------------------|------|
| 1 - 5 inclusive | 100% |
| 6 - 10 inclusive | 75% |
| 11 - 15 inclusive | 65% |
| 16 - 20 inclusive | 50% |
| 21 - 25 inclusive | 35% |
| 26 - 30 inclusive | 20% |
| 31 and beyond | nil |

Fall Semester - The compulsory non-refundable Registration Deposit of \$418.00 is forfeited as the first charge against a withdrawal/cancellation or no show for the semester. The above schedule will only come into effect once the first \$418.00 penalty has been used up.

Refunds of Other University Fees (except Residence and Meal Plan Fees) and Student Organization Fees (except Bus Pass, medical insurance premium and dental insurance premium, please see specific details on these fees) will be made in full up to and including the 15th class day of a semester. No refund of Other University Fees or Student Organization Fees will be made after the 15th class day. The effective date for the refund of tuition and fees will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal.

A registration payment not honoured by your bank does not constitute an official withdrawal from the University.

Room charges will be refunded on a pro rata basis for the period in residence, but cancellation of the residence contract will also result in forfeiture of all or part of the residence deposit. Refer to section 4.3 of the Residence Contract Terms & Conditions for further information. The effective date for refund will be the date belongings are removed from the room, a room check made and the room key, post office key and university ID card returned; or, the authorized effective date for withdrawal, whichever is later. Students

to whom a room assignment has been made and who withdraw and subsequently re-register up to and including the 5th class day will be liable for any penalties incurred through forfeiture of the residence contract.

Meal plan fees, excluding the Capital Fund Component, will be refunded on a pro rata basis for the operating expense portion, plus the unused food portion, for authorized cancellation of a contract. The effective date for refunds will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal, except if a student withdraws before or after the first day of classes and re-registers before or on the 5th day of classes, cancellation of the contract is not permitted.

Dropped Courses

Refunds of tuition fees for courses dropped by part-time students will be calculated at the same rates as shown above for tuition for withdrawals. The effective date for the drop action will be the date such information is reported to the Office of Registrarial Services.

Classification Changes

Refunds of tuition fees for students changing from full-time to part-time will be calculated on the difference of tuition values at the same rates as shown above for tuition for withdrawals. Refunds of Other University Fees and Student Organization Fees (except Bus Pass and medical premium) will be made in full up to and including the 15th class day of a semester. No refunds of Other University Fees and Student Organization Fees will be made after the 15th class day. The effective date for classification change will be the date such change is reported to the Office of Registrarial Services.

Session Courses

In addition to the refund schedule quoted above, there will be a flat fee levied for each session course dropped after the first week of the course. The financial penalty is approximately double the regular course rate penalty.

Optional Fees

OPIRG-G is refundable during the first 3 weeks of each semester to those who do not wish to support its activities. Refer to General Information Section of this Calendar. Applications for refund are to be made at the OPIRG-G offices. RADIO GRYPHON fee is refundable during the first 3 weeks of each semester to those who do not wish to support the activities. Applications for refund are to be made at the Radio Gryphon offices.

Food Bank Affordable Housing, must approach the CSA office for refund.

Bus Pass, Medical Insurance Premium and Dental Insurance Premium

The Bus Pass and Medical Insurance Premium fees are **refundable only within the first five** class days of the semester upon withdrawal. Please direct inquiries to the C.S.A. office.

The Dental Plan has an opt-out option. Please contact the Central Student Association office for the opt-out deadline. The fee is not refundable past the deadline.

Alfred, Kemptville, and Ridgetown Campus

Tuition Fees

Quoted fees are in effect in 2004-2005. The 2005-2006 fee schedule will be issued as soon as available from the College Administration Offices.

| Full-Time Fees | Semester Fee |
|---|-----------------------------|
| Regular Diploma Programs | \$1,073.00 |
| Visa Students | \$2,146.00 |
| Veterinary Technology Alternative Diploma Program | Fee per 1-year semester |
| Tuition Fees | \$1,430.00 |
| Tuition Fees | \$1,430.00 |
| Visa Fees | \$2,860.00 |
| Part-Time Fees | Fee per Course |
| Regular Diploma Programs | \$258.00 (\$215.00 tuition) |

Other Fees

| | |
|---------------------------|--|
| Athletic Fee | \$25.00 - \$35.00 per semester |
| Accident Insurance | \$3.00 per year |
| Student Organization Fees | Approximately \$40.00 - \$50.00 per semester |

Special Charges

| | |
|---|-----------------------|
| Contingency Deposit (all Students) | \$200.00 per year |
| Field Trips, laboratory materials, student equipment (full-time students) | \$200.00 per semester |

| | |
|---|--------------------|
| Field Trips, laboratory materials, student equipment (part-time students) | \$40.00 per course |
| Graduation Fee (payable prior to final semester) | \$40.00 |
| Internet Fee (where applicable) | \$40.00 - \$50.00 |
| Late Registration Fee | \$50.00 |
| Official Transcript - first copy | \$10.00 + GST |
| Official Transcript - Kemptville | \$8.00 + GST |
| Official Transcript - additional copies | \$5.00 + GST |
| Program transfer Fee | \$40.00 |
| Supplemental Exam Privilege | \$50.00 per course |

Veterinary Technology Special Fees (Ridgetown College)

| | |
|---|------------------------------|
| Additional Supply Fee - Conventional Program | \$575.00 per semester |
| Additional Supply Fee - Alternative Program | \$767.00 per 1-year semester |
| Alternative Program Manual Fee (linkage courses) | \$350.00 per 1-year semester |
| Field Trips, Laboratory Materials, Student Equipment - Conventional Program | \$200.00 per semester |
| Field Trips, Laboratory Materials, Student Equipment - Alternative Program | \$320.00 per 1-year semester |

Residence Fees

Fall and Winter Semesters

| | |
|------------------|-------------------------|
| Double Occupancy | \$840.00 per semester |
| Single Occupancy | \$1,680.00 per semester |

Summer Semester

| | |
|------------------|-------------------------|
| Double Occupancy | \$880.00 per semester |
| Single Occupancy | \$1,760.00 per semester |

Meal Plan Fees

| | |
|--------------------|------------------------------------|
| Varies by location | \$995.00 - \$1,100.00 per semester |
|--------------------|------------------------------------|

Parking Fees

Parking fees vary by location.

Refunds

Refer to the refund policy for the University of Guelph in this section.

Prior Learning Assessment

| | |
|--|-----------------------------------|
| Application Fee - A fee will be charged for each application to challenge a course(s), irrespective of the number of courses specified in the application. | \$50.00 |
| Course Fee - Students who are permitted to challenge a course will be charged a fee for the course, regardless of whether or not the challenge is successful. | 1/2 of the tuition for the course |

Changes in Fee Schedule

The University and Colleges reserve the right to make changes in the published schedule of fees and also to assess charges, which are not included in the schedule of fees, for course material and/or transportation.