

# 2009-2010 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2009-2010 academic year, including Summer Semester 2009, Fall Semester 2009 and Winter Semester 2010.

For your convenience the Guelph-Humber Calendar is available in PDF format.

If you wish to link to the Guelph-Humber Calendar please refer to the Linking Guidelines.

The University of Guelph is a full member of:

- The Association of Universities and Colleges of Canada

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# Disclaimer

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## University of Guelph-Humber 2009

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The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2009-2010 academic year, including the Summer Semester 2009, the Fall Semester 2009, and the Winter Semester 2010.

The University reserves the right to change without notice any information contained in this calendar, including fees, 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, public health emergencies, 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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# **Introduction**

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## **Collection, Use and Disclosure of Personal Information**

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Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) <http://www.e-laws.gov.on.ca/index.html>. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

## **Statistics Canada - Notification of Disclosure**

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For further information, please see Statistics Canada's web site at <http://www.statcan.ca>.

## **Address for University Communication**

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Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

### **Email Address**

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The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly. See Section I--Statement of Students' Academic Responsibilities for more information.

### **Home Address**

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Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through the Registrar's office.

## **Name Changes**

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The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

## **Student Confidentiality and Release of Student Information Policy Excerpt**

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The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <http://www.uoguelph.ca/policies>.



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## V. Tuition and Fees

The University of Guelph-Humber operates on a semester system and as such, students will be required to pay tuition and other fees on a per semester basis. This payment schedule should allow for easier budgeting of resources for our students. All fees for a semester are due and payable on or before the date established in the official schedule of dates. Details regarding registration (course selection and payment) will be sent to all students well in advance of published deadlines. All students who are registering for the first time at the University of Guelph-Humber will be sent the New Student Guide which will assist them with the registration process. All other students (returning, re-admit) will be sent instructions regarding registration, including course selection dates and fee payment deadlines via their Guelph-Humber e-mail account. Deadline dates that are not included in the official Schedule of Dates will be posted to the University website and registered students will be emailed this information to their University email address.

Students receiving financial assistance through the Ontario Student Assistance Program (OSAP) should apply for O.S.A.P. at least two months in advance of the first class day of each semester (or earlier if possible), in order that the application can be processed in time to have funds available by the semester payment deadline. Cancellation of registration may be exercised at the discretion of the University for failure to complete the semester payment by the established deadline. There is a \$200.00 reinstatement fee levied for students wishing to re-register after the payment deadline. Reinstatement will not be allowed after October 15th for the Fall semester, February 15th for the Winter semester and June 15th for the Summer semester.

### Fall Semester Only - Minimum Registration Deposit

ALL students are required to make the **minimum, compulsory, non-refundable Registration Deposit** of \$200.00 prior to the beginning of the Fall semester (please refer to the Student Financial Services website Tuition & Fees Announcement). Payment of this deposit by the deadline date will ensure that the courses selected for the Fall term will be retained. There are no exemptions from the payment of this deposit irrespective of current account balance or funding to come in the future. This condition may be waived on a case by case basis under extenuating circumstances, e.g. medical or compassionate grounds with documentation.

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 degree or diploma
- registration for a subsequent semester

## University Fees

### Tuition Fees

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 Student Fees, in this section. **For information regarding Tuition fees, visit the Financial Information - Tuition and Fees on the University of Guelph Humber website at:** Tuition and Fees.

### INTERNATIONAL (VISA) UNDERGRADUATE TUITION AND FEE RATES

**For information regarding Tuition fees for Visa students visit the Financial Information - Tuition and Fees on the University of Guelph Humber website at:** Tuition and Fees.

### Summer Semester and Summer Session

For classification purposes, any combination of Summer Semester credits (13 week) and Summer Session credits (six week) that total 2.00 credits or more will constitute full-time enrolment and tuition and other university fees will be charged accordingly.

### Changes in Fee Schedule

The University reserves the right to make changes in the published schedule of fees and payment dates and also to assess charges, which are not included in the schedule of fees, for course material and/or transportation provided at University expense.

### Residence in Meal Plan Fees

There are two different styles of rooms available, and three sizes of meal plans. All students living in residence are required to purchase a meal plan.

### Residence

Dorm Style Room (September through April) = \$5,146.00

Suite Style Room (September through April) = \$6,214.00

### Meal Plan

Light = \$1,950.00

Regular = \$2,450.00

Medium = \$2,800.00

Note: the base meal plan cost (\$2,450.00) is non-refundable.

## Refunds

### Withdrawal

A student who makes a request for Withdrawal from the University may apply to the Registration and Financial Services Coordinator for a refund of tuition fees provided the hiatus has been authorized (see also Section VII –Undergraduate Degree Regulations, Withdrawal).

If the withdrawal or credit drop results in a credit balance in your 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	Refund 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 \$200 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 \$200 penalty has been used up.**

### Classification Changes

Refunds of tuition fees for students who are changing from full-time to part-time status (dropping to three or fewer courses in a given semester) will be calculated on the difference of tuition values at the same rates as shown for tuition for withdrawals. Refunds of Other University Fees 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 Registrarial Services. A registration payment not honoured by your bank does not constitute an official withdrawal from the University.

### Residence Policy Re: Withdrawal and Refund

I accept that a refund of the residence fees will only be possible under the following circumstances:

- Academic Withdrawals:** If I must withdraw from the University of Guelph-Humber for academic reasons, I will provide a copy of my Residence Withdrawal Form, along with a copy of the letter from my school requesting me to withdraw. The refund will be prorated to the date I vacate my room or until such time that I have provided a copy of my withdrawal letter after I have vacated.
- Medical Withdrawals:** If I must withdraw from Humber or Guelph-Humber for medical reasons, I will provide a copy of my Residence Withdrawal form, along with a medical certificate. The refund will be prorated to the date I vacate my room or until such time that I have provided a copy of my medical certificate after I have vacated.
- Co-op Placement or Internship Withdrawals:** If I must withdraw from residence because of a co-op placement or internship that is a requirement of my program, I will submit my request on a Residence Withdrawal Form, along with a copy of the Humber or Guelph-Humber placement/internship letter within three (3) days of receiving the letter. The refund will be prorated to the date I vacate my room.
- Voluntary Withdrawals:** If I choose to withdraw from the residence for any other reason, I will still be responsible for the residence room fees unless Humber Residence can rent my room to a student who meets the admissions requirements. I will provide a copy of my Residence Withdrawal Form, along with a letter indicating the reason

I am leaving a notice of my move out date, which must be submitted to the Residences Front Desk. The refund will be prorated to the date that the room is re-occupied and my replacement becomes responsible for the residence room fees. If a suitable student cannot be found, I will be held responsible for the full fees.

### Meal Plan Policy Re: Withdrawal and Refund

Consideration for refunds for medical dietary needs will be given on an individual basis. All requests must be made in writing to the Res Dining Hall Manager (North Campus) and include medical confirmation upon moving into residence. Special diet programs do not qualify for medical consideration (i.e. Nutri-System).

Requests for cancellations and refunds must be made, in writing, attached to your Residence Withdrawal Form, to the Residence Administration Office. Consideration will only be

given to individuals who are withdrawing from residence or who have documented medical conditions for special diets. The basic minimum dining plan commitment of \$2,450.00 is non-refundable or non-transferable except on a prorated equivalent of \$79.03 per week. Funds remaining in the Flex Dollars account are fully refundable.

**NOTE:** The Retail Sales Tax Act states that all dining plans must be prepaid and that they must be non-refundable and non-transferable in order to qualify for the tax-exempt status. Unspent balances above the non-refundable basic minimum dining plan expenditure of \$2,450.00 will be refunded at the end of the winter semester. Requests for refunds where the basic minimum dining plan expenditure of \$2,450.00 has not been met will only be considered if taxes (15%) on all previous purchases are submitted from the current balance, less a \$75.00 administration fee.

### **Optional Fees**

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Students who do not wish to accept the dental coverage can opt-out of the dental plan during the first two weeks of the fall semester. Dental opt-out forms are available at the Humber Student Federation (HSF) office and at the main information desk in the front foyer of the Guelph-Humber building. Refund cheques are processed through the HSF office.