2010-2011 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2010-2011 academic year, including Summer Semester 2010, Fall Semester 2010 and Winter Semester 2011.

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

University of Guelph-Humber 2010

The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2010-2011 academic year, including the Summer Semester 2010, the Fall Semester 2010, and the Winter Semester 2011.

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

Collection, Use and Disclosure of Personal Information

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

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

Address for University Communication

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

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

Students are responsible for maintaining a current mailing address with the University. Address changes can be made by completing a Notice of Change of Address form, from the Registrar's office.

Name Changes

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

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:

a. release of semester examination results

b. release of transcripts

c. granting of a degree or diploma

d. 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 four sizes of meal plans. All students living in residence are required to purchase a meal plan.

Residence

Dorm Style Room (September through April) = $5,249.00

Suite Style Room (September through April) = $6,400.00

Meal Plan

Light = $1,950.00

Regular = $2,450.00

Medium = $2,800.00

Large = $3,200.00

Note: the base meal plan cost ($1,950.00) 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

Refunds of the residence fees will only be possible under the following circumstances:

a. **Withdrawals:** If a withdrawal is required because of co-op placement, internship, academic or medical reasons, an official http://residence.humber.ca/node/109 Residence Withdrawal Form must be submitted. The Resident must also provide one of the applicable pieces of documentation to the Residence Office: a copy of the letter from the school requesting withdrawal, a medical certificate, or a copy of the Humber or Guelph-Humber placement/internship letter (within three days of receiving the letter). The Resident will forfeit the $500 deposit and the refund, if approved, will be prorated to the date the room is vacated. A room is only considered vacated after the Resident hands in the key card and provides a copy of one of the above supporting pieces of documentation has been submitted.

b. **Voluntary Withdrawals:**If a Resident chooses to withdraw from the residence for any other reason, the $500 deposit is forfeited. In addition, the Resident will also be responsible for the residence room fees unless Humber Residences is able to rent the room to a student who is not already residing at Humber Residence and who meets the admissions requirements. The Withdrawal will not be considered official until an http://residence.humber.ca/node/109 Official Withdrawal Form is completed (located on the residence website residence.humber.ca) The Withdrawal must be submitted thirty days in advance of the actual move out and the refund (if approved by the Residence Manager) will be prorated to the date that the room is re-occupied by a new Resident selected by the Residence office.

Meal Plan Policy Re: Withdrawal and Refund

Requests for cancellations and refunds are initiated when Residents complete an http://residence.humber.ca/node/109 Official Residence Withdrawal Form. Should a Resident withdraw prior to the end of this Agreement, only amounts above the prorated basic minimum Dining Plan commitment of $62.90 per week are refundable, less a $50.00 administration fee.

At the end of the Academic year, the first $1950 on all Dining Plans is non-refundable. If a $2450 Dining Plan was purchased and the Resident is returning to Humber or Guelph-Humber, the following year, the Resident may be eligible for a refund in the form

of a "Chartwells Gift Card", providing the Resident's Dining Plan has a minimum balance of $25 to a maximum of $500, left on their card. If a $2800 or $3200 Dining Plan was purchased, the Resident qualifies for a Dining Plan refund in the form of a cheque which will be mailed from "Chartwells/Compass

Optional Fees

Students who do not wish to accept the dental coverage can opt-out of the dental plan during the first 30 days of the day they begin classes. Students may opt-out online at: http://www.aclstudentbenefits.com/. Refunds are processed through the HSF office.