

# 2019-2020 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2019-2020 academic year, including Summer Semester 2019, Fall Semester 2019 and Winter Semester 2020.

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:

- Universities Canada

Contact Information:

University of Guelph-Humber  
207 Humber College Blvd.  
Toronto, Ontario, Canada  
M9W 5L7  
416-798-1331  
<http://www.guelphhumber.ca>

Revision Information:

Date	Description
April 8,2019	Initial Publication
July 19,2019	Second Publication

UNIVERSITY  
of GUELPH

CHANGING LIVES  
IMPROVING LIFE

# Disclaimer

---

## University of Guelph-Humber

---

The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2019-2020 academic year, including the Summer Semester 2019, the Fall Semester 2019, and the Winter Semester 2020.

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.

Published by: Enrolment Services

Editor: G. Kerr, Campus Registrar (Guelph-Humber) & J. Gustavel, Department Head, Academic Services (Guelph-Humber)

## 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) <https://www.ontario.ca/laws/statute/90f31>. 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 Registrar Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrar Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

### Disclosure of Personal Information to the Ontario Ministry of Training, Colleges and Universities

---

The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the Ministry of Training, Colleges and Universities Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Training, Colleges and Universities, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015.

The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

- i. understanding the transition of students from secondary school to post-secondary education and training,
- ii. understanding student participation and progress, mobility and learning and employment outcomes,
- iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
- iv. understanding trends in post-secondary education or training program choices made by students,
- v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,
- vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
- vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
- viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student's postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Training, Colleges and Universities website: <https://www.ontario.ca/page/ministry-training-colleges-universities> (English) or <https://www.ontario.ca/fr/page/ministere-de-la-formation-et-des-colleges-et-universites> (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.

An update on Institutional and Ministry of Training, Colleges and Universities Act Notice of Disclosure Activities is posted at <https://www.ontario.ca/page/ministry-training-colleges-universities>

Frequently Asked Questions related to the Ministry's enrolment and OEN data activities are also posted at: <http://www.edu.gov.on.ca/eng/document/brochure/oen/index.html>

#### Authority to Disclose Personal Information to Statistics Canada

The Ministry of Training, Colleges and Universities discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives Ministry of Training, Colleges and Universities Act authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

### Notification of Disclosure of Personal Information to Statistics Canada

---

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

### 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, in writing, through Enrolment Services.

### 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, their 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 their 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 <https://uoguelph.civicweb.net/document/68892/ORSInfoReleasePolicy060610.pdf?handle=FF982F8A9AEA4076BE4F3D88147172B8>.



---

## Table of Contents

---

<b>V. Tuition and Fees .....</b>	<b>10</b>
<b>University Fees .....</b>	<b>10</b>
Tuition Fees .....	10
Summer Semester and Summer Session .....	10
Changes in Fee Schedule .....	10
<b>Refunds .....</b>	<b>10</b>
Residence Policy Re: Withdrawal and Refund .....	11
<b>Special University Fees .....</b>	<b>11</b>

## 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 a web-based 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 University of 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 OSAP 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](#)). 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:

- i. release of semester examination results
- ii. release of transcripts
- iii. granting of a degree or diploma
- iv. registration for a subsequent semester

## University Fees

### Tuition Fees

The under mentioned 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](#).**

International students attending the University of Guelph-Humber are required to pay the University Health Insurance premiums (UHIP) as well as the compulsory student fees.

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 Student Financial Services, Office of Registrarial Services. To effect 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 synopsized 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 synopsized 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.

### Exchange Program

Guelph-Humber students attending other institutions are required to pay the University of Guelph-Humber the cost of full-time tuition and compulsory fees. These students are assessed a \$75.00 Administration Fee.

International students attending the University of Guelph-Humber are required to pay the University Health Insurance premiums (UHIP) as well as the IGNITE health and dental insurance premium. Students can opt out of the health and dental insurance plans if they provide proof of pre-existing coverage.

### Semester Abroad Program

Students are required to pay full-time tuition plus the medical insurance premium and dental plan premium. Students can opt out of the health and dental insurance plans if they provide proof of pre-existing coverage.

### Senior Citizens (Canadian Citizens & Permanent Residents only)

Senior citizens, aged 65 years and over as of the first day of the month in which registration for a semester occurs, who are admitted for registration, will be exempt from the payment of domestic tuition, compulsory fees and optional fees, with the exception of material costs required for Distance Education courses.

### 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. Not all programs are eligible for OSAP, please consult website [Tuition and Fees](#) for further information..

### 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.

## Refunds

### Withdrawal

A student who withdraws from a semester may be eligible for a refund of tuition fees (see also Section VII – Undergraduate Degree Regulations, Withdrawal).

If the withdrawal or credit drop results in a credit balance your funds will be directly deposited into your bank account, after Student Financial Services has received your banking information. Contact Student Financial Services for details. The University has been directed by the Ministry of Training, Colleges and Universities to return refunds to the National Student Loans Service Centre in instances where assistance was received through a Government Student Loan. In Cases in which students hold U.S. Federal Loans all refunds are directed to the U.S. Department of Education per their directive.

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

Refunds of Tuition Fees

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

The effective date for the refund of tuition and fees will be the date of full withdrawal recorded in the Student Information System (i.e., the date that all courses are dropped on WebAdvisor) will be made in full up to and including the 15th class day of a semester. No refund of fees will be made after the 15th class day. The effective date for the refund of tuition and fees will be the date of full withdrawal recorded in the Student Information System (i.e., the date that all courses are dropped on WebAdvisor)

**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 compulsory fees will be made in full up to and including the 15th class day of a semester. No refunds of compulsory fees will be made after the 15th class day. The effective date for classification change will be the date such change is recorded in the Student Information System. Optional fees are only refundable upon full withdrawal from all courses up to and including the 15th class day. A registration payment not honored by your bank does not constitute an official withdrawal from the University.

## Residence Policy Re: Withdrawal and Refund

### 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) = \$6,622.00 Suite Style Room (September through April) = \$8,361.00

### Plan

Regular = \$2,350.00 Medium = \$2,850.00 Large = \$3,400.00

Note: the base meal plan cost (\$2,350.00) is non-refundable. Rates are subject to change. Please see <http://humber.ca/residence/> for current rates and information on refunds and cancellations.

## Special University Fees

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

Name of Fee and Description	Fee
<b>Account Deferral Fee</b>	\$60.00 per occurrence
<b>Cheque Refusal Fee</b> For each cheque upon which payment is refused by the bank on which it is drawn.	\$60.00 per cheque in the amount of \$452.00 or greater upon which payment is refused (\$30.00 per cheque in the amount of less than \$452.00).
<b>Cheque Processing Fee</b> Applied to students receiving short term loans or OSAP advances	\$20.00 per occurrence
<b>Distance Education Resource Fee</b> Non-refundable after the six-day add period.	\$75.00 per D.E. course
<b>Graduation Late Graduation Fee</b> Payable at the time of late registration (fee payment).	\$60.00
<b>Letter of Permission</b> Payable at time of submission of application.	\$50.00
<b>Registration Reinstatement Fee</b> Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the date announced by Student Financial Services each semester. There is a reinstatement fee levied for students wishing to register after the deadline announced by SFS each semester. Reinstatement will not be allowed after October 15th for the Fall semester, January 31st for the Winter semester and June 15th for the Summer semester.	\$200.00 per occurrence for full-time students \$100.00 per occurrence for part-time students