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:

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Revision Information:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 8,2019</td>
<td>Initial Publication</td>
</tr>
</tbody>
</table>
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 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.

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 Ministry 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.

The information is collected for the purposes of:

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,

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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.

Notification of Disclosure of 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

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

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, 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.

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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 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 the 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 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.

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.

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.

Semester Abroad Program

Students are required to pay full-time tuition plus the compulsory medical insurance premium and dental plan premium.

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, student organization and other 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

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Refund Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5 inclusive</td>
<td>100%</td>
</tr>
<tr>
<td>6 - 10 inclusive</td>
<td>75%</td>
</tr>
<tr>
<td>11 - 15 inclusive</td>
<td>65%</td>
</tr>
<tr>
<td>16 - 20 inclusive</td>
<td>50%</td>
</tr>
<tr>
<td>21 - 25 inclusive</td>
<td>35%</td>
</tr>
<tr>
<td>26 - 30 inclusive</td>
<td>20%</td>
</tr>
<tr>
<td>31 and beyond</td>
<td>nil</td>
</tr>
</tbody>
</table>

Refunds of Other University Fees (except Residence and Meal Plan Fees) and Student Organization Fees (except 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 Registrarial Services regarding the withdrawal.

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 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:

<table>
<thead>
<tr>
<th>Name of Fee and Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Deferral Fee</td>
<td>$60.00 per occurrence</td>
</tr>
<tr>
<td>Cheque Refusal Fee</td>
<td>$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).</td>
</tr>
<tr>
<td>Cheque Processing Fee</td>
<td>$20.00 per occurrence</td>
</tr>
<tr>
<td>Distance Education Resource Fee</td>
<td>$75.00 per D.E. course</td>
</tr>
<tr>
<td>Graduation Late Graduation Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Letter of Permission</td>
<td>$50.00</td>
</tr>
<tr>
<td>Registration Reinstatement Fee</td>
<td>$200.00 per occurrence for full-time students $100.00 per occurrence for part-time students</td>
</tr>
</tbody>
</table>

Non-refundable after the six-day add period. 

Distance Education Resource Fee

Payable at time of submission of application.

Registration Reinstatement Fee

Payable at the time of late registration (fee payment).

Letter of Permission

Non-refundable after the six-day add period.

Registration Reinstatement Fee

Non-refundable after the six-day add period.

Cheque Processing Fee

For each cheque upon which payment is refused by the bank on which it is drawn.

Cheque Refusal Fee

For each 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).

Cheque Processing Fee

For each cheque upon which payment is refused by the bank on which it is drawn.

Effective Date: April 18, 2019

2019-2020 Guelph-Humber Calendar