

## REGISTRATION AND FEES

The Senate, the Board of Governors and the Administration of York University reserve the right to make changes in both the fees and regulations given in this Calendar, without prior notice.

All students, whether newly admitted, returning or continuing, must formally enrol in their courses.

Once you have selected and enrolled in courses, the next major step is to register. Registration is the process by which you become listed on the official student records of the University.

In order to register, you must: (i) pay all outstanding financial liabilities owing to the University; (ii) enrol in a program of study for which you are eligible and in courses to which you are entitled; (iii) pay your current academic fees.

Please note: For complete information on enrolment using York University's "York Enrolment System" or online enrolment consult the most recent Undergraduate Lecture Schedule published by the Office of the Registrar, or contact the Office of Student and Academic Services, at (416) 736-5222.

## Academic Fees

Academic fees for all undergraduate students are assessed by course. The academic fee is comprised of the appropriate tuition rate (Domestic, International Type A or International Type B) multiplied by the number of total credits taken. It is also tied to your home Faculty.

There are two academic tuition rates at York University: (a) a Domestic Tuition Rate for students who are specifically exempted by government regulation from the International student charge; and (b) an International Tuition Rate for students not so exempted, or students unwilling or unable to provide documentary proof of exempted status to the Office of the Registrar.

The Office of the Registrar is the University office responsible for all matters related to academic tuition rates. Information on the interpretation of eligibility for exemption, tuition rate reassessment, deadlines for submitting documents, academic tuition rate information, or changes of status in Canada, must be confirmed by the Office of the Registrar.

### A) Domestic Tuition Rate

You are eligible for the Domestic Tuition Rate if you fall into one of the exempt categories listed below and are able to give satisfactory proof of your status by the appropriate tuition payment deadline in each session.

If you wish to be considered for exemption under one of the approved categories, you must contact the Office of the Registrar regarding the official documentation necessary to support such a request. Original documents must be presented. Photocopies of documents are not accepted. All documents presented in support of consideration for exemption, or if requested as proof of status, must be submitted to the Office of the Registrar, prior to payment of academic tuition.

If you are unable to provide the required documentation before paying your academic tuition, you are required to pay at the International Tuition Rate (see b) in this section for further information).

In order to retain an exemption for a subsequent term or session, you may subsequently be required to submit supplementary or new documents to prove that your status has been maintained.

If you present acceptable documentation for exemption from the International Tuition Rate, and this documentation contains an expiry date, it is **your** responsibility to bring updated documentation to the Office of the Registrar no later than ten working days before the expiry date on the original documentation. This must be done to maintain your exemption.

Certain exemption categories specify that both the person who has the status, and his/her dependants, are eligible for exemption from the International Tuition Rates. The definition of a "dependant" is as follows:

"With respect to a person, means the spouse of that person, and any unmarried son or daughter of that person, or the spouse's unmarried child, who is in attendance at York University."

*Note: "Spouse" refers only to legally married husband or wife.*

The dependant status must be fully documented. In the case of dependants of Canadian citizens, Permanent Residents and Permanent Resident applicants, the dependant status must have been established a minimum of three years prior to the student's application for exemption, and this status continuously maintained to the date of application for exemption.

*Note: The exemption categories are subject to change at any time on the decision of the Government of Ontario and on the approval of the Board of Governors of York University.*

Those in the exemption categories are:

(i) a citizen of Canada within the meaning of the Citizenship Act or a person registered as an Indian within the meaning of the Indian Act;

(ii) a student who is the legal dependant of a Canadian citizen may be exempted from the International Tuition Rates. Documentation must be provided which verifies that the dependant status, e.g. by marriage or adoption, was instituted a minimum of three years prior to the deadline dates listed under International Tuition Rate in this section, and that this status was continuously maintained to the date of application for exemption.

*Note: This exemption category is not retroactive to previous sessions;*

(iii) a Permanent Resident within the meaning of the Immigration Act, 1976;

(iv) a student who is the legal dependant of a Permanent Resident may be eligible for exemption from the International Tuition Rates. Documentation must be provided which verifies that the dependant status, e.g. by marriage or adoption, was instituted a minimum of three years prior to the deadlines listed on page 7, and that this status was continuously maintained to the date of application for exemption.

*Note: This exemption category is not retroactive to previous sessions;*

(v) an applicant for Permanent Resident status, provided the applicant has met all the preliminary requirements for the granting of that status, and provided the applicant obtains an official statement from the Canadian Employment and Immigration Commission which confirms this.

(vi) a student who is the legal dependant of an applicant for Permanent Resident status (as outlined in category (v)) may be exempted from the International Tuition Rates. Documentation must be provided which verifies that the dependant status, e.g. by marriage or adoption, was established a minimum of three years prior to the deadline dates listed below, and was continuously maintained to the date of application for exemption.

*Note: This exemption category is not retroactive to previous sessions;*

(vii) a visitor admitted to and remaining in Canada under clause 10(c) of the Immigration Act, 1976, who has entered Canada or is in Canada to carry out official duties as a diplomatic or consular officer or representative or official properly accredited, of a country other than Canada, or of the United Nations or any of its agencies or of any intergovernmental organization in which Canada participates or as a dependant or a member of the staff of any such diplomat, consular officer, representative or official, or a member of a foreign military force or of a civilian component thereof admitted to Canada under the Visiting Forces Act, and any dependants of such personnel;

*Note: a student who has been exempt under this category, but whose exemption status changes during the course of his/her program due to circumstances beyond the students' control, continues to be exempt*

from the payment of International Student Tuition for the duration of the program of study in which the student is registered at the time of the change in status;

(viii) a visitor, and his/her dependants (other than graduate teaching and research assistants), who are admitted to, and remain in Canada (under clause 10(c) of the Immigration Act, 1976), for the purpose of engaging in employment;

(ix) a person and his/her dependants, who are officially recognized by the Employment and Immigration Commission of Canada as a Convention Refugee within the meaning of the Immigration Act, 1976;

(x) a person and his/her dependants, who are refugee claimants in Canada. The claim for refugee status must have been made to Employment and Immigration Canada **prior** to January 1, 1989.

*Note: This exemption category is not retroactive to previous sessions;*

(xi) a person who is a participant in the Ontario-Jiangsu Academic Exchange Agreement between the Ontario Ministry of Colleges and Universities and the Higher Education Bureau of Jiangsu Province, China;

(xii) a recipient of a Fulbright Scholarship awarded by the Foundation for Educational Exchange between Canada and the United States of America.

## B) International Tuition Rate

As the result of a policy decision by the Government of Ontario, all non-exempt international students in an undergraduate program of study are subject to the International Tuition Rate (Type A or Type B).

If you pay your academic fees at the International Tuition Rate, and subsequently are able to submit documents for exemption, you must have the documents dated, and submitted, to the Office of the Registrar on or before the following dates:

### Fall/Winter Session

October 31 - deadline for reassessment at the Domestic Tuition Rate for the complete Fall/Winter Session

January 31 - deadline for reassessment at the Domestic Tuition Rate for the Winter Term only of the Fall/Winter Session

### Summer Session

June 30 - deadline for reassessment at the Domestic Tuition Rate for the complete Summer Session

July 16 - deadline for reassessment at the Domestic Tuition Rate for certain Summer Session courses which begin later in the session, e.g. July 2. Questions regarding specific courses should be directed to the Office of the Registrar.

*Note: In order to retain an exemption for a subsequent term or session, you may subsequently be required to submit supplementary or new documents to prove that your status has been maintained.*

If you present acceptable documentation for exemption from the International Tuition Rate, and this documentation contains an expiry date, it is **your** responsibility to bring updated documentation to the Office of the Registrar no later than ten working days before the expiry date on the original documentation. This must be done to maintain your exemption.

## International Students and the University Health Insurance Plan (UHIP)

International Students in Ontario must purchase the University Health Insurance Plan (UHIP).

The plan provides international students and their eligible family members with comparable protection to that which the provincial government formerly provided. The cost depends on the number of individuals covered - a single person, two persons, or three or more persons. In most cases students must enrol on an annual basis and the premium due will be the responsibility of the international student.

Please note UHIP is compulsory; all international students in Ontario are automatically enrolled in UHIP; however, students must complete the application form at York International, 201 York Lanes, for proof of coverage.

## Supplementary Fees

The Ontario Ministry of Education permits universities to charge certain fees in addition to regular tuition fees. These fees are called supplementary fees. There are three types of supplementary fees: a) those which are centrally collected and part of tuition; b) those approved by student referenda; and c) those which are collected separately from tuition by the Faculties and other central offices. A breakdown of these fees is published each session by the Office of the Student Financial Services.

**a) Centrally collected.** Supplementary fees covering athletics/recreation, counselling and cultural and special services are permitted and are included in the per credit fee for tuition.

**b) Approved by student referenda.** Supplementary fees approved by student referenda are included in the per credit fee for tuition.

**c) Separate from tuition.** These fees are collected separately from tuition by the Faculties and other central offices. For example, this may include fees for: placement, learning material/clothing retained by the student, production material for items which become student property, field trips and transportation/parking charges.

In accordance with Revenue Canada regulations, the referenda fee component of a tuition fee payment, as well as any course material fee, are not eligible for a tuition tax credit, and therefore are not included in the Tuition and Education Credit Certificate (see *Tuition and Education Credit Certificate*).

If you have any questions about whether a particular supplementary fee falls into one of the above categories and can be charged in addition to your tuition, contact the Chair of the department or unit charging the fee first. If, after having done so, you wish to pursue the matter further, please address your concerns to the Office of Student Financial Services, West Office Building, York University, 4700 Keele Street, Toronto, Ontario M3J 1P3.

*Note: The procedures and charges associated with the administrative fees levied by the University are not affected by the policies governing supplementary fees.*

## Outstanding Academic Debts

York University Senate policy stipulates that graduation privileges, enrolment, transcript requests etc. be withheld from any student until all outstanding financial liabilities to the University are settled.

If you have an outstanding balance of \$150 or more, you will be blocked from enrolling in courses at the University. In addition, academic sanctions are in place throughout the year, so that academic and administrative services are withheld until the liabilities to the University are settled satisfactorily.

## Method of Payment

*For complete information, please refer to the Undergraduate Lecture Schedule, available from the Office of the Registrar.*

## Service Charges

For complete information, please refer to the Undergraduate Lecture Schedule.

## Student Cards

### Sessional Identification Card/YorkCard

Two separate pieces of identification comprise the University's official identification: the University Sessional Identification Card, which is issued to every registered student each academic Session, and the YorkCard, a mandatory piece of photo identification, taken once per career at the University. For further information, see the Undergraduate Lecture Schedule.

## Tuition and Education Credit Certificate

In accordance with Revenue Canada legislation, the tuition fee income tax deduction and the education deduction benefit are converted to credits. Both entitlements are reported on the basis of the calendar year (January to December).

The form is sent to your mailing address in late February/early March.

### Tuition Fee Credit

In accordance with Revenue Canada regulations, only direct tuition fees are eligible for the tuition tax credit. Both the supplementary fees and any course material fees you pay are not eligible and will not be included in the receipt. Eligible individuals will receive a tax credit for tuition paid for the year in which that portion of a course took place.

### Education Benefit

In order to be eligible for the education benefit in any month, a student must be registered with full-time status for at least part of the month. York will consider a student to be in full-time status if the load carried by that student is equivalent to 9 credits per term or more.

For information concerning eligibility and entitlement, as well as other aspects of income tax requirements, please consult Revenue Canada's brochure "Income Tax and the Student," appropriate Revenue Canada Interpretation Bulletins, or contact your local Revenue Canada office.

For duplicates, contact the Office of Student Financial Services, West Office Building, telephone (416) 872-YORK (9675).

**Residents of Quebec:** Normally, the University does not produce or distribute the Certificate Respecting the Exemption for Full-time Post-Secondary Studies (TP-697V) required by Revenu Québec. Quebec residents who require this form in order to complete an income tax return must provide the Office of Student Financial Services with a copy of the form and the corresponding instructions, available from a Revenu Québec office.

## Course Changes and Fee Adjustment

Please refer to the current Undergraduate Lecture Schedule.

## Refunds

Please refer to the current Undergraduate Lecture Schedule.

## Withdrawal

You are considered officially withdrawn from the academic Session and the University after you indicate so via the York Enrolment System. Your official student record at the University is then annotated to indicate that you have formally discontinued your studies in a given program and session.

Discontinuance of studies/non-attendance of courses does not constitute official withdrawal for purposes of regulations and fee adjustments.

a. To withdraw a student should first consult the course director of the course to determine if a situation can be remedied.

b. A student who, without permission, discontinues attending the course after the final date(s) for withdrawal will receive a failing grade in the course. Permission to withdraw late may be requested by submitting a petition to the Faculty Council, Room 121A, Atkinson College. Such a petition must be submitted not later than thirty days from the release of final grades.

c. Where a charge of academic dishonesty stands, no withdrawal from the course or courses in question is permitted.

d. Should a student withdraw from a course in which he or she is subsequently found guilty of academic dishonesty, that withdrawal will be nullified.

e. A student who withdraws from a corequisite course is also required to withdraw from the course for which it is a corequisite.

f. If all courses in a session are dropped, the student is deemed to be withdrawn from the session. If courses have not been completed in more than two consecutive sessions, a student must apply to be reactivated. Forms are available in the Office of Student and Academic Services, or the Office of the Registrar.

### Refunds

The effective date of withdrawal will be the day on which you dropped your last course. In the case of withdrawal, the Office of Student Financial Services computes the amount of fees owing or to be refunded.

Refunds for withdrawal will be based on the University Refund Table, which is carried in the Undergraduate Lecture Schedule.

### Reinstatement

If you have withdrawn, or have been withdrawn but are eligible to proceed, you may request reinstatement in a program of study. Reinstatement is subject to the appropriate enrolment, registration deadlines and charges as set by the University.

## Deregistration

The University Registrar is empowered to deregister students who:

- do not meet the University's admissions requirements or the conditions of admission imposed by the Admissions Office;
- are not eligible or entitled to enrol in a program of study, and are not authorized to enrol by the Faculty;
- do not meet the country's citizenship and immigration laws;
- contravene the policies stated in the York University Act, upon instructions from the President.

Students who are deregistered on these grounds will be deemed not to have registered in the academic session. No registration or academic activity records will be retained. Students will be refunded their academic fees in full less any indebtedness to the University.

The University Registrar or other appropriate officer will inform the student, and appropriate academic and service areas.

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## Classification of Students

For general purposes, you are deemed by the University to be full-time if you take the equivalent of 18 credits or more in a given two-term session. Should you wish clarification, contact the Office of the Registrar.

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## Documents Submitted By Students

All documents, whether originals, reproductions or translations, submitted in support of applications or any petitions to any office of the University, become the property of the University. Only certain original documents such as birth and marriage certificates, citizenship papers and certain types of educational certificates will be returned to the applicants or students.

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## Information on Students

Generally, student information is restricted and is available only to the student concerned, to those clearly designated by the student and to appropriate academic and administrative staff of the University. Aside from name, activity status, graduation status and degrees/diplomas/certificates awarded for Senate-recognized programs of study, no student information is normally released to any person or agency outside the University. All emergency and highly unusual requests for confidential information concerning students are referred to the Office of the Registrar.

Data from the University records is released to Statistics Canada and to the Ontario Ministry of Education and Training for the compilation of aggregate reports. In all such cases, unique identifying information is withheld.

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## Change of Name

You must inform the Office of the Registrar, in writing, of any change in name. It is assumed that at the time of application, you have provided the University with your full legal name. Any name change requested after that time will be made only if appropriate legal documentation, normally in the form of passport, birth certificate, baptismal certificate or declaration of change of name, is supplied.

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## Change of Address

You must maintain current and up-to-date permanent and mailing address information on the records of the University in order to receive pertinent mailings, including Sessional Identification Cards, grades information, Tuition and Education Credit Certificates etc.

Address changes, in writing, may be directed to the Office of the Registrar, West Office Building. Students can also update their information online at <http://www.registrar.yorku.ca/>.

## Transcripts of Academic Record

Transcripts may be obtained from the Office of the Registrar via requests made in person, by mail or by fax. Payment must accompany each request.

Upon instruction from the student, the Office of the Registrar can:

- mail an official transcript (e.g. one bearing the University seal and an authorized signature) directly to an address specified by the student;
- produce a transcript immediately for requests made in person (for students who began studying at York University in September 1982 or later);
- produce a transcript and mail it to the student for requests made in person (for students who began studying at York University prior to September 1982).

Transcripts issued directly to students are marked "Issued to student." It is the student's responsibility to ascertain whether such a marked transcript is acceptable to a third party.

Cost of each transcript is currently \$8. Payments can be made in the form of cash, certified cheque, money order, or by Visa or MasterCard. Transcripts will not be released if any University charges are outstanding.

Orders for transcripts should be placed in advance of delivery as much as possible. Normally, transcripts are processed in 7 to 10 working days of receipt of the request.

York University transcripts reflect academic work completed at York University only. Academic work at other institutions does not appear.

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## Emergency Situations Requiring Student Access

On occasion, a personal emergency may require you to be contacted quickly. Since the York campus of the University comprises some 578 acres, 60 buildings, 275 classrooms, seminar rooms and lecture halls, and has a population of more than 50,000, no campus-wide public address system can be provided. The Security Control Centre, once satisfied, will only consider contacting you in class when a request is deemed urgent or life-threatening.

Limited physical resources and associated constraints make it impossible to guarantee contact.