



**Undergraduate Studies Academic Calendar**  
2012-2013

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Fees

Waterloo

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## Fees

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### Class Enrolment

Class enrolment is the process of selecting courses using [Quest](#). All students must select courses during their enrolment appointment period or in the open enrolment period prior to the term.

*The University reserves the right to require a student to withdraw from a course or courses for academic or other reasons.*

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### Fee Arrangements

Student Fees are assessed on a per-term basis. Student Fees include fees for tuition and incidentals, and fees for residence and meal plan, as applicable. Charges for textbooks, class notes, mandatory supplies, certain accommodation or other costs associated with field trips, or other miscellaneous expenses, are not included in fees charged to student accounts.

Fees must be arranged by the term due date to avoid a Late Fee charge to a student's account. There are two ways to "arrange fees."

1. Students may arrange fees by **paying them in full by the due date**.
2. Students may submit a **Promissory Note by the due date** indicating the intention to use funding from approved University of Waterloo scholarships and bursaries or external scholarships and bursaries payable to University of Waterloo, a Tuition Benefit (for University of Waterloo employees and their children), approved third-party sponsorships, or provincial student loans, to pay term fees. Promissory Notes must be accompanied by acceptable proof of the supplementary funding and proof of a completed payment of any balance remaining on the account after deducting the supplementary funding.

For the current schedule of [Due Dates](#) and complete information on arranging your fees, please refer to [Payment Options](#), [Using Financial Aid](#) and [Fees Arranged?](#) on our website.

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### Fee Assessment

#### Co-operative System:

- Engineering, Software Engineering, and Upper Year Architecture Plans:

Students are assessed on a per-term basis for the Basic Term Fee, including Co-operative Fees, and full-time [Incidental Fees](#) shown on the [Schedule of Fees](#). Students taking one or two courses only in a term are assessed by course at the Unit Course Fee shown and part-time Incidental Fees.

- Year 1 Co-operative Plans in Accountancy, Arts and Business, Environment, Applied Health Sciences (all plans), and Science (all plans):

Students are assessed by course at the Unit Course Fee shown on the [Schedule of Fees](#) to a maximum of the Basic Term Fee. Students taking more than two courses are also assessed full-time [Incidental Fees](#). Students taking two or fewer courses are assessed by course at the Unit Course Fee and part-time Incidental Fees.

- Co-operative Architecture Year 1:

Students are assessed on a per term basis for the Basic Term Fee and full-time [Incidental Fees](#) shown on the [Schedule of Fees](#). Students taking one or two courses only in a term are assessed by course at the Unit Course Fee shown and part-time Incidental Fees.

- Co-operative Pharmacy Term 1A:

Students are assessed by course at the Unit Course Fee shown on the [Fee Schedule](#) to a maximum of the Basic Term Fee. Students taking more than two courses are also assessed

full-time [Incidental Fees](#). Students taking two or fewer courses are assessed by course at the Unit Course Fee and part-time Incidental Fees.

- All Other Co-operative Academic Plans:

Students are assessed by course at the Unit Course Fee shown on the [Fee Schedule](#) to a maximum of the Basic Term Fee. Students taking more than two courses in a term are also assessed Co-operative Fees and full-time [Incidental Fees](#). Students taking two or fewer courses are assessed by course at the Unit Course Fee and part-time Incidental Fees.

### Regular System:

- Optometry Plan:

Students are assessed on a per-term basis for the Total Tuition and full-time [Incidental Fees](#) shown on the [Schedule of Fees](#).

- Other Regular Academic Plans:

Students are assessed by course at the Unit Course Fee shown on the [Fee Schedule](#) to a maximum of the Basic Term Fee. Students taking more than two courses are also assessed full-time [Incidental Fees](#). Students taking two or fewer on-campus courses are assessed by course at the Unit Course Fee and part-time Incidental Fees.

## Payment

For the current schedule of Due Dates, please refer to [Student Accounts Information](#).

Student accounts may be viewed through [Quest](#). An initial fee assessment is posted to student accounts based on the program, academic plan, term of study and courses enrolled at the time of assessment. Students are responsible to pay in full or make fee arrangements for the balance on their student account *by* the due date, to avoid being charged a Late Fee. Late Fees are charged to student accounts based on the schedule found in the [Student Accounts Information](#).

Changes made to the student's program, enrolment status, course load, housing or meal plan arrangements after the beginning of term, will be reflected in the student account. Any additional fees posted after the term due date are due at the time they are added to the account. Any credit balance resulting from changes after the start of term will be refunded to students after the seventh week of term.

The University does not issue paper invoices, receipts or statements for student accounts. Students may use the "E-mail" function at the bottom of their Quest account Financial Details page to produce a statement of the account which can serve as an invoice or receipt for fees paid.

### Outstanding Fees and Implications

Balances which remain outstanding on student accounts and any library fines, parking fines, housing charges, or emergency loans still outstanding 60 days after the term due date will result in a hold applied to the student's account. The hold will **prevent the student** from viewing grades, accessing refunds, transcripts and diplomas and from enrolling in courses for the following term. The balance must be settled in full for the hold to be removed.

## Withdrawals

There are financial and academic consequences related to voluntary withdrawal. Individual Faculty sections should be consulted for deadlines and policies associated with voluntary withdrawal, with or without academic penalty. Students are normally encouraged to speak to their advisors before withdrawing.

A student who finds it necessary to withdraw from attendance is normally required to obtain a [Notice of Withdrawal](#) form from the Registrar's website. This Notice, when signed by both the Dean and the Registrar, or their delegates, may entitle the student to a refund of tuition fees calculated as follows:

1. Students withdrawing up to the end of the third calendar week from the start of lectures each

- term will receive a full refund of all fees.
2. Students withdrawing in calendar weeks four to seven from the start of lectures each term will receive a 50% refund of each of the following fees: Tuition, Co-op fee, Work Report Marking fee, CanCopy fee, and Student Services fee.
  3. Refunds are not provided to students who withdraw after calendar week seven from the start of lectures each term. The specific withdrawal refund dates are indicated on the schedule of [Due Dates](#) and available at [Important Dates](#), each term.
  4. Requests for refunds of refundable [Incidental Fees](#), including the WPIRG Fee, Imprint Fee, Sandford Fleming Foundation Fee, and Student Society Fee, must be addressed in person to the organization concerned during the first three weeks after the start of lectures each term.
  5. Requests for refunds of Science Foundation Fee and Student Endowment Fund contributions must be registered online by visiting the corresponding website during the first three weeks after the start of lectures each term.
  6. Requests for refunds of fees charged for supplementary health and dental coverage (charged as part of the Federation of Students Administered Fee) must be requested online at the [studentcare website](#). Students may opt-out annually during the first month of the Fall term, with acceptable proof of equivalent coverage, to receive a refund directly from studentcare. Winter term students who were not on academic term in the Fall may opt out during the first three weeks after classes start in the Winter term. The benefits associated with the supplementary health insurance and dental plan will be cancelled for those students who withdraw during the first three weeks from the start of lectures.
  7. Federation of Students and Student Coordinated Plan fees are refundable only to students who withdraw during the first three weeks after the start of lectures each term.
  8. Certain scholarships and bursaries are given on the condition of completion of the term involved. Any withdrawal refunds will be credited to the agency as required.

**Note:**

**The University reserves the right to require a student to withdraw when, in the opinion of University officials, a student poses a danger to the University community or is not profiting from University studies.**

## Course Drop/Add Activity

For students assessed on the per course basis, the net effect of dropping and adding courses may change the overall fee assessment for the term. In general, adding a course will increase the fee assessment by the unit course fee to a maximum tuition charge equal to the Basic Term Fee. Dropping a course may generate a refund, calculated on the same basis as a withdrawal at either 100%, 50 % or zero, depending on when the course is dropped.

Refunds for credit balances created by dropping courses are mailed early in the third month of term to the student's mailing address indicated on Quest, provided it's an address in Canada or the United States. Students with mailing addresses outside Canada or the United States will need to contact the [Student Accounts office](#) to arrange for the refund.

Students who change their status from full-time to part-time within the first three weeks of the start of term become eligible for part-time incidental fees.

## Schedule of Fees

For the latest Undergraduate Schedule of Fees, please refer to [Student Accounts Information](#).

## Fees for International Students with Student Authorizations

For the latest Undergraduate Schedule of Fees for International Students, please refer to [Student Accounts Information](#).

### Study Permits

The Ontario Government has established a policy of higher tuition fees for international students studying in Ontario on Study Permits. The policy came into effect as of January 1, 1977 and was revised in June, 1996. Beginning with the 1996/97 academic year, the higher fees apply to all students,

except for those who qualify for exemption under one of the following categories:

1. A citizen of Canada within the meaning of the Citizenship Act, or a person registered as an Indian<sup>1</sup> within the meaning of the Indian Act;
  - a person who is the dependant<sup>2</sup> of a Canadian Citizen or Permanent Resident of Canada.
2. A Permanent Resident within the meaning of the Immigration and Refugee Protection Act;
  - a person who has been granted "permanent resident" status and has not had that status revoked; or
  - a person who has met all the preliminary requirements for permanent residency status and presents a copy of his or her immigrant visa waiver letter, which confirms that Citizenship and Immigration Canada has accepted his or her application for permanent residency status. Such letters must be dated prior to the enrolment count date, and presented prior to the enrolment report due date.
3. A visitor who has been admitted to and remains in Canada with official accreditation from the Canadian Department of Foreign Affairs and International Trade, who has entered Canada, or is in Canada:
  - to carry out her/his official duties as a diplomatic or consular officer; or
  - as a Canadian government-accredited representative or official of a country other than Canada, of the United Nations or any of its agencies, of any intergovernmental organizations of which Canada is a member; or
  - as a dependant<sup>2</sup> or a member of the staff of any such diplomat, consular officer, representative, or official accredited to Canada by the Canadian government; or
  - as a member of a foreign military force or of a civilian component thereof admitted to Canada under the Visiting Forces Act, or any dependants\* of such personnel.
4. Visitors and their dependants<sup>2</sup> who are authorized to work in Canada having been issued a work permit. The following are excluded from this category:
  - a visitor who is a graduate teaching or research assistant;
  - an international student holding a work permit to complete his/her co-op or internship employment;
  - an international student holding a work permit for post-graduation work (usually up to a year work opportunities upon graduation);
  - an international student whose spouse or common-law partner has received a work permit as a result of the international student holding a valid Study Permit;
  - an international student holding an "Off-Campus Work Permit."
5. A person and his/her dependants<sup>2</sup> admitted and remaining in Canada who:
  - has been determined to be a protected person, including a Convention refugee or a person in need of protection, within the meaning of subsection 95(2) of the Immigration and Refugee Protection Act by the Immigration and Refugee Board (IRB) or the Minister of Citizenship and Immigration Canada. A protected person document issued under section 31(1) of the Immigration and Refugee Protection Act or a "notice of decision" issued by the Minister of Citizenship and Immigration Canada or by the IRB must be presented;
  - is a refugee claimant who applied to the federal government for Convention refugee status prior to January 1, 1989, and can provide documentation from Citizenship and Immigration Canada to that effect.
6. A person who is a participant in an Ontario government sponsored exchange agreement.

<sup>1</sup>As defined in the Indian Act (R.S., 1985, c.I-6, s.1.) "Indian" means a person who pursuant to this Act is registered as an Indian or is entitled to be registered as an Indian.

<sup>2</sup>A "dependant" of a person includes his/her spouse (the party to whom that person is joined in marriage), unmarried child, or spouse's unmarried child. Dependant status must be fully documented and must have been established for a minimum of three years for the student to be classified as eligible.

*The foregoing is a condensed version of section 4.1.3 "Eligible International Students" of the 2003-04 Ontario Operating Funds Distribution Manual. For further details, contact the Office of the Registrar.*

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## Incidental Fees and Additional Fee-Related Notes

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For the latest Undergraduate Incidental Fees, please refer to [Student Accounts Information](#).

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### Note 1 – Term

Term refers to a particular four-month period of course study:

Fall Term – September to December;

Winter Term – January to April;

Spring Term – May to August.

### Note 2 – Co-operative Fee

An additional fee assessed to all Co-operative program students enrolled in more than two course equivalents per term.

For information on how the Co-op Fee is determined and assessed, please see [The Co-op Manual](#).

### Note 3 – Tuition Rates for Co-op Students

Tuition for Co-op students is set at a rate of \$14.00 per term higher than the corresponding rate for non-Co-op students. This additional fee will recover the academic-related costs of marking work reports and is calculated in accordance with guidelines approved by the Ministry of Training, Colleges and Universities.

Students who have arranged fees for the normally scheduled number of academic terms, but are required to arrange fees for additional terms in order to complete their academic degree requirements are exempted from the Co-op and Work Report Marking portion of their fees for the additional terms. Please contact Finance - Student Accounts to have Co-op and Work Report Marking Fees in excess of the number required by the specific program, removed.

### Note 4 – Course Fee

For the latest undergraduate course fees, refer to [Student Accounts Information](#).

### Note 5 – Study Permits

The Ontario Government has established a policy of higher tuition fees for international students studying in Ontario on Study Permits. Please see [Fees for International Students with Student Authorizations](#) for more information.

### Note 6 – Federation of Students

Payment of the Federation of Students fee is required at registration. This fee became compulsory starting Spring term 1992.

### Note 7/8 – Federation of Students - Administered Fees (Regular/Co-op)

This is a bundled fee compulsory upon registration, including charges for the following:

**Supplementary Health Plan** - this fee is refundable through [studentcare](#); students may opt-out annually during the first three weeks after classes start in the Fall term, with acceptable proof of equivalent coverage, to receive a refund directly from studentcare. Winter term students who were not on academic term in the Fall may opt out during the first three weeks after classes start in the Winter term.

**Dental Plan** - this fee is refundable through [studentcare](#); students may opt-out annually during the first three weeks after classes start in the Fall term to receive a refund from studentcare. Winter term students who were not on academic term in the Fall may opt out during the first three weeks after classes start in the Winter term.

Dependant coverage may be obtained on request by paying an additional fee. To enroll dependants, visit [studentcare](#) and follow the on-screen instructions for enrolments.

*More information on the Supplementary Health and Dental Plans is available from [studentcare](#) or the Health and Dental Plan Office, Room 1121A in the Student Life Centre.*

**UPass** - a non-refundable fee assessed to all full-time undergraduate students on campus granting them unlimited access to Grand River Transit services for the duration of the term. Please visit [Federation of Students](#) for more information.

**Student Refugee Program** - a refundable fee approved by student referendum in February 2008 to support the University of Waterloo World University Service of Canada Student Refugee Program, beginning Fall 2008. Please contact the [Federation of Students](#) in person to obtain a refund.

#### **Note 9 – Student Co-ordinated Plan**

This non-refundable fee was approved by student referendum in January 1992.

#### **Note 10– Student Services Fee**

This non-refundable fee is assessed to all full-time and part-time students in accordance with the Student Services Protocol signed in March 1994 and approved by the Board of Governors in April 1994.

Services available to the students include the Writing Centre, the Art Gallery, Health Services (some services), Safety, Student Security Services, the Ombudsperson, Athletics and Recreational Services, Centre for Career Action, Personal Counselling, and the International Student Office.

#### **Note 11– Imprint**

Imprint is the student newspaper. Payment of the Imprint fee is required at time of fee arrangement. Requests for refunds should be directed in person to the Imprint office within three (3) weeks after the start of lectures for the term involved as indicated in the Undergraduate Calendar.

#### **Note 12– Sandford Fleming Foundation (S.F.F.)**

Sandford Fleming Foundation is an organization dedicated to the development of co-operative engineering education. This fee applies to Engineering and Software Engineering students only and payment is required at time of fee arrangement. Requests for refunds should be directed in person to the on-campus Sandford Fleming Foundation office, within three (3) weeks after the start of lectures for the term as indicated in the Undergraduate Calendar.

#### **Note 13– Faculty of Science Foundation Fee**

This fee applies to Science students including Optometry and payment is required at time of fee arrangement. Refunds should be requested online at the Faculty of Science Foundation website, within three (3) weeks after the start of lectures for the term as indicated in the Undergraduate Calendar.

#### **Note 14– WPIRG (Waterloo Public Interest Research Group)**

WPIRG is a student funded environmental and social research group. Payment of the WPIRG fee is required at time of fee arrangement. Requests for refunds or questions concerning WPIRG should be directed in person to the on-campus WPIRG office within three (3) weeks after the start of lectures as indicated in the Undergraduate Calendar.

#### **Note 15– Student Society Fees**

Payment of the Society Fee is required at time of fee arrangement, but a student who does not wish to participate may obtain a refund by applying in person to the respective society within three (3) weeks after the start of lectures as indicated in the Undergraduate Calendar.

#### **Note 16– Student Endowment Fund (Accounting, Applied Health Sciences, Arts, Engineering, Environment, Mathematics, Science)**

These contributions have been established by foundations or associations controlled by students in their respective academic plans. Proceeds will be used to update laboratory facilities, teaching equipment, or provide course enrichment not otherwise possible. Further details are available from the relevant organizations. Payment of the contribution is required at time of fee arrangement, but a student who does not wish to participate may obtain a refund by applying online at the website of the organization concerned within three (3) weeks after the start of lectures as indicated in the Undergraduate Calendar.

#### **Note 17– Other Costs**

The fees shown do not include the costs of text books, class notes, mandatory supplies, certain accommodation or other costs associated with field trips, or other miscellaneous expenses, some of which are noted below:

#### **Miscellaneous Fees**

Type	Amount
Returned Cheques – Handling charge (plus late registration penalty as applicable)	\$25.00
Duplicate Tax Receipt (2008 and prior)	\$10.00

Type	Amount
Replacement of lost or stolen student Photo Identification Card (WatCard)	\$20.00
Supplemental Examination Fee (Engineering only)	\$50.00

**NOTE:** Fees, including mailing costs, for Registrar's Office forms are available on the Registrar's website at [www.registrar.uwaterloo.ca/forms/index.html](http://www.registrar.uwaterloo.ca/forms/index.html).

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## Income Tax Receipts

Effective with the 2009 calendar year, T2202A Certificates are not mailed to students.

Students may view and print an official T2202A Tuition, Education and Textbook Amount Certificate by visiting their Finances section on Quest. Instructions are available on the [Student Accounts website](#). T2202A's for the Winter, Spring and Fall terms occurring during the previous calendar year will be available on Quest by mid-February. Students who did not request a refund for the Endowment Fund contributions paid as part of term Incidental Fees, will also have access to a Charitable Donations receipt for contributions made during the year.

The amount indicated on the T2202A form includes charges for Tuition, Student Services, Co-op and Work Report Marking fees (if applicable.)

### Regarding T2202A receipts for years prior to 2009:

Students or former students who require tax receipts for years prior to 2009 may request the forms by sending an e-mail to [studentaccounts@uwaterloo.ca](mailto:studentaccounts@uwaterloo.ca). In the subject line of your e-mail, please enter the year of the tax receipt that you are requesting. Please note that we cannot send tax information by e-mail.

### NOTE TO INTERNATIONAL STUDENTS:

University of Waterloo is required to provide T2202A information to all students to enable them to complete their Canadian tax returns. Contact a tax professional regarding whether you need to file a Canadian tax return and/or a tax return in your country of origin.

### RECEIPTS FOR RESIDENCE FEES PAID:

If you lived in a residence at a designated Ontario university, college or private school residence, you can claim only \$25 as your occupancy cost for the part of the year you lived in such a residence. The University does not issue tax receipts for residence fees. If you lived in a residence at a designated Ontario university, college or private school residence, you can claim only \$25 as your occupancy cost for the part of the year you lived in such a residence. The University doesn't issue tax receipts for residence fees.

### NOTE TO STUDENTS WHO ARE RESIDENTS OF QUEBEC:

The **RL-8** slip is a tax form of the Ministère du Revenu du Québec and is intended only for Quebec residents. It is available by contacting the Student Accounts Office in person.

**T4A's** for scholarships, bursaries and tuition benefits awarded to you during the Winter, Spring and Fall terms of the previous calendar year, and **T4's** for income earned from the University during the previous calendar year, are provided by Human Resources.