

d. Confirmation Deposit

To confirm acceptance of admissions offers, accepted students must submit a \$100 deposit. For students accepted prior to May 1, the deadline for submission of the confirmation deposit is May 15; for students offered admission after May 1, the deadline is 30 days following the offer. This is an advance payment and will be applied against the total of tuition fees owed. The fee is applied to the January instalment for those students who opt for the two-instalment payment plan for tuition. **The deposit will be forfeited if the student withdraws from university at any time during the year.**

e. Special Fees (2016-2017 rates)

Application fee	\$40.00 (Students from New Brunswick) \$55.00 (Students outside New Brunswick)
Certified copy of student's record (official transcript)	\$10.00
Graduation fee	\$50.00
Parking permit	\$111.00
Facility Renewal Fee	\$100.00; Part-time \$10 per half-credit
Technology Fee	\$100.00; Part-time \$10 per half-credit
Student Health Centre Fee	\$50.00

2. Part-Time Students

a. Tuition fees (2016-2017 rates)

Half-credit course	\$633.00
Full course (audit only)	\$633.00

b. Student Union Fee

The Students' Union requires all part-time students to pay a fee of \$21 per half-credit course to support student organizations

3. Tuition for Seniors

Applicants who have reached the age of sixty years are eligible to apply for a rebate of 50% of normal tuition fees.

B. Regulations for Payment of Academic Fees

1. Schedule for Payments

Full-time students in the regular academic session (September-April) may make payment in one instalment in September, or in two instalments at the beginning of each term. At a minimum, the September payment should include 60% of the tuition fees plus the full student union fee. An administration fee (\$20.00 in 2016-2017) is charged when tuition fees are paid in two instalments.

Note: Students who have registered for the fall semester must adhere to published deadlines for payment of tuition and fees in order to hold their registered courses. Failure to do so will result in the loss of registered courses.

2. Scholarship and Bursary Students

Registration is not complete until fees have been paid or a satisfactory arrangement has

been made with the Registrar's Office. Scholarship students should notify the Registrar's Office of their acceptance of their scholarship in order to complete their September registration requirements. Students depending on government student aid programs are reminded that their applications should be submitted to the student aid offices at least two months prior to the date of registration in order to allow time for processing.

3. Interest Charges

Interest will be charged on all overdue accounts at a rate set by the University, not to exceed 1.5% per month, on the balance owing.

4. Outstanding Accounts

Students who have outstanding accounts will not be permitted to receive an official transcript of their record or be recommended for any degree or diploma until fees, fines, and any other accounts owed to the University are paid.

5. Withdrawal from University: Refund Policy

Students who withdraw from university before the end of the academic year may qualify for a refund of a partial portion of their fees. Arrangements for refunds of fees must be made with Financial Services. Before a request for refund of any portion of the tuition fee is entertained, students must obtain a notice from the Registrar's office confirming their withdrawal from university. The effective date of withdrawal is the date on which the Registrar accepts the withdrawal. No refunds will be made after October 28 for the first term, or March 3 for the second term.

C. Residence Fees

The University reserves the right to make changes without notice in its published schedule of tuition, residence, and other fees.

1. Room and Board

The fees for all university residences for the period September 2016 to April 2017 were as follows and will change for the academic year 2017-2018:

Harrington Hall, Holy Cross House, Vanier Hall

Double room \$8,091.00 - \$8,819.00*

Single room (when available) \$10,066.00 - \$10,794.00*

Rigby Hall, Chatham Hall

Double room \$8,456.00 - \$9,184.00*

Single room \$10,431.00 - \$11,159.00*

* Fees vary depending on which meal plan a student selects.

2. Room Deposit

A \$300 application deposit must accompany a student's residence application form in order for the application to be processed. This is an advance payment on second-semester residence fees, not an additional fee. The full application deposit will be refunded if the application is withdrawn in writing prior to June 15. A refund of \$150 of the \$300 deposit will be made if the application is withdrawn, in writing, prior to July 15 (December 1 for second term). Failure to withdraw the application by the deadline will result in loss of the deposit. The deposit will also be forfeited if a student withdraws from residence any time during the year.