

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 The full application deposit will be refunded if the application is withdrawn in writing prior to June 15.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.

Space is limited and returning students are encouraged to apply and to pay the \$300 residence deposit as early as possible for the upcoming year.

Room assignments will be mailed out on June 1 and names of roommates will be mailed out on August 1.

3. Other Charges

- **Damage deposit:** A deposit of \$250 is required of new students upon first coming into residence. This deposit is subject to charges for damages to the University property while students are in residence. Damages attributed to an entire house as well as damages to an individual may be charged against the damage deposit. The unexpended portion will be refunded, upon request, within one year of withdrawal from residence. Damage costs in excess of \$250 will be billed to the student.
- **Laundry fee:** \$65
- **Key replacement:** \$25 per key
- **House dues (in support of the activities of the house committee):** \$50 all houses. \$25 for students moving in after the Christmas break.

4. Schedule of Payment

At least 60% of the residence fee must be paid in September. The remainder of the fee is payable not later than January 31.

Note: Residence students must adhere to published deadlines for payment of fees in order to retain their room assignments. Failure to do so may result in the residence students losing their assigned rooms.

5. Overdue Accounts

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.

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

6. Withdrawal from Residence: Refund Policy

When you sign the Residence Agreement and accept a residence placement, you are committing to remain in residence for the entirety of the academic year. If you decide to withdraw from residence during the academic year, you will still be financially responsible for residence and meal plan fees. You may not rent the room out to anyone else.

Students wishing to withdraw from residence must begin the process with a Residence Manager, located in George Martin Hall 303. The withdrawal is not effective until the Director of Student Services and Residence Life has approved the withdrawal request. The date of the withdrawal for the purpose of fee administration will be the date this approval is given, or the date the student has checked out of residence and returned their keys, whichever is later. The student's account will be adjusted to reflect residence as follows:

Month of withdrawal:

September: pay 40% of the full year cost

October: pay 50% of the full year cost
November: pay 60% of the full year cost
December: pay 70% of the full year cost
January: pay 80% of the full year cost
February: pay 90% of the full year cost
March: pay 100% of the full year cost
April: pay 100% of the full year cost

Note: For fees specific to certain programs, please see www.stu.ca