

FINANCIAL SERVICES & FINANCIAL AID

Student Financial Services - Office of the Registrar

Western Student Services Building, Room 1120

Telephone: 519-661-2100

Fax: 519-850-2590

finaid@uwo.ca

registrar.uwo.ca

Regular Office Hours*

Mon-Tues, Thurs-Fri: 9:00am - 4:00pm

Wednesday: 10:00am - 5:00pm

**Hours are subject to change*

General Information

NOTE: The fees policies and information contained in the Calendar are reviewed annually and subject to change. Please visit the Registrar's website at registrar.uwo.ca for the most up-to-date information.

It is the student's responsibility to be familiar with and understand all the University regulations contained in the Academic Calendar; to understand how adding and dropping a course or courses, withdrawal, etc., affects a tuition fee account; **and to ensure that tuition fees are paid by the due date without any notice from the University.** Refer to the Student Financial Services section of the Academic Calendar for detailed information about tuition fees, compulsory ancillary fees, supplementary fees and other charges. You may also access this information online at registrar.uwo.ca.

Failure to pay outstanding tuition and other related fees will result in academic and financial penalties up to and including removal from courses. For more information, refer to the **ACADEMIC SANCTIONS, DEREGISTRATION, and REINSTATEMENT** sections of the Academic Calendar.

A student's registration is dependent upon payment of fees and academic eligibility.

Proof of Canadian citizenship or permanent resident status must be submitted to the Registrar's Office, WSS 1120, Student Central prior to registration. If this information is not received prior to registration, International Student fees will be charged.

Tax certificates (T2202A) for the tuition portion of fees will be available online through your Student Center (student.uwo.ca) at the end of February each year. Income tax slips for scholarships, awards, and bursaries (T4A) will be available at the end of February to eligible students.

Course Cancellations

When courses are cancelled because a minimum enrolment quota has not been met, the full tuition paid will be refunded to the student. Every attempt will be made to assist the student in finding an alternative course of study. No interest is paid on refunded tuition.

Tuition Fee Payment Deadlines

Students can view their Detailed Statement of Account at student.uwo.ca. You will need your Western Identity user ID and password to access this information. The deadline for payment will be included in the online statement of account. **It is the responsibility of the student to pay fees without any notice from the University.** A student who for any reason is unable to pay fees by the due date must visit Student Central or email reg-fees@uwo.ca.

Failure to make payment in full by the due date on the statement of account or arrange a deferral will result in a late payment penalty being assessed against your tuition account. For more information, refer to the **ACADEMIC SANCTIONS, DEREGISTRATION, and REINSTATEMENT** sections of the Academic Calendar.

NOTE: Summer tuition is due mid-May.

Payment Options

Payment may be made:

- ▶ By internet banking through major Canadian banks. Add **University of Western Ontario-Tuition** to your list of bank payees (there may be variance in the way each bank lists Western as a payee). Your student number is your account for web payments. Enter it exactly as it appears on your statement of account to ensure accurate posting of your payments. Please allow at least two business days for your payment to be received by the University.
- ▶ By cheque or money order payable to The University of Western Ontario. Payment can be put in the drop box outside of Room 1120, Western Student Services Building or mailed to Western University, Student Financial Services, Room 1140, Western Student Services Building, London, Ontario, N6A 3K7. Please include **your name and student number** on all cheques or money orders. Do not send cash in the mail. Please allow enough time for your payment to reach the University by the due date. Payments by cheque must be received by the University by the due date. Post marks are not sufficient.
- ▶ By wire transfer. If arranging payment from outside of Canada, please visit www.registrar.uwo.ca for detailed instructions. Students are encouraged to pay early and to use electronic forms of payment where possible. The University is not responsible for mail service. Payments received after the due date on the statement of account will be assessed a late payment penalty.

Late Payment Penalty

Payments made after the due date specified on the statement of account will be subject to a late payment penalty. These fees are under review. Check our website registrar.uwo.ca/student_finances/fees_refunds/fee_schedules.html for updated information.

Details and specific fee/refund tables can be found on our website: registrar.uwo.ca.

If the withdrawal or course drop results in a credit balance in your fees account: i.e. payments are greater than charges, a refund cheque is produced. The University has been directed by the Ministry of Training, Colleges and Universities to return refunds to the National Student Loan Centre in instances where payment was received through a Government Student Loan. No interest is paid on refunded tuition.

OSAP

Summer

For information about Summer OSAP, see the Office of the Registrar's website at registrar.uwo.ca.

Fall/Winter

OSAP Applications for Western students are to be submitted to the Student Financial Aid office. Students must complete the application process, including the submission of all supporting documentation by June 30th, to ensure your funding is available in September. For more information on OSAP visit the OSAP website at Ontario.ca/osap.

Averaging of course load for OSAP purposes is not permitted. Students must maintain a 60% course load in first term (September to December) and 60% course load in second term (January to April) to meet the minimum course load requirement for OSAP. Students with a disability must maintain a minimum of 40% course load each term.

Bursaries

Bursaries are non-repayable grants that are awarded to students who demonstrate financial need. Bursaries are meant to supplement other sources of funding such as government loans, bank loans, parental contribution, and savings that students have for their education. Students must submit a Financial Assistance application to be considered for bursary assistance. The application is available by logging into the Student Center: student.uwo.ca.

Other Methods Of Payment - Special Categories

External Sponsorships

Students whose fees will be paid by an external sponsor must provide proof of funding for each session to Student Financial Services - Office of the Registrar prior to the tuition fee deadline. In order for the University to bill the agency, the letter must include sufficient information such as: **name of the sponsor, amount of the award, billing address, and student's name and student number.**

Senior Citizen Bursary

Contact Student Financial Services Office of the Registrar for information.

Adding Additional Course(s) and Fees

The tuition due date is assigned to students on their Student Center after they have enrolled in their first selection of course(s). If additional courses are added after the due date listed on their online statement of account, the payment of these added course(s) is due no later than 10 days from the date of adding the course(s) without any further notice from the University. Students can view their updated tuition fee balance on their online statement of account at student.uwo.ca. Failure to make payment in full or arrange a deferment will result in financial and academic sanctions. For more information, refer to the **ACADEMIC SANCTIONS, DEREGISTRATION, and REINSTATEMENT** sections of the Academic Calendar.

Cancellation Fees

Students who are charged per-course tuition and withdraw from their courses prior to the start of the session will be assessed a cancellation fee of \$66.00 per full course* and/or \$33.00 per half course*. Also see WITHDRAWALS AND REFUNDS below.

*Fees for Summer are subject to change. Please check our website for more information.

Withdrawals and Refunds

To withdraw from a course, you must notify the Faculty Counselling Office in writing of your intent to withdraw. Otherwise you will be considered a course registrant and will be assessed the full fee as well as receiving a grade of "F" for the course.

If the withdrawal or course drop results in a credit balance in your fees account: i.e. payments are greater than charges, a refund cheque is produced.

Refund cheques are automatically prepared by Student Financial Services and are available no earlier than eight weeks after the withdrawal date to allow for bank clearing, dropping and adding of courses, etc. The University has been directed by the Ministry of Advanced Education and Skills Development to return refunds to the National Student Loan Centre in instances where payment was received through a Government Student Loan. No interest is paid on refunded tuition. Full refunds are given if a course(s) is cancelled by the University.

Concurrent or Combined Degrees

One Professional and One Bachelor Degree Taken at the Same Time

Students who are currently registered in a professional degree may apply for permission to register concurrently in a Bachelor degree. Tuition fees applicable to the professional degree will be assessed and primary registration will reflect the Faculty offering the professional degree.

Changing Your Address

The Office of the Registrar maintains only one address for each student. Please ensure that the Office of the Registrar has your current address. Students may review and change their address online at student.uwo.ca. You will require your Western Identity user ID and password. Mail that is returned to the Office of the Registrar will not be redirected. All primary communications from the Registrar's office, Dean's offices, and departments will be addressed to your Western @uwo.ca email. It is expected that you will keep your email in good working order. For more information on Western's email service see uwo.ca/its/identity/central_email_faq.html.

Work Study

Western offers a Work Study Program that helps students to meet their educational expenses. Part-time positions are available on campus during the academic year. To be eligible, you must be enrolled, be a Canadian citizen or a permanent resident, and demonstrate financial need. Students can be approved for up to 300 work study hours for the summer term.

Students must submit the Financial Assistance application which can be found through the Student Center at student.uwo.ca.

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