

PLEASE NOTE THE FEE PRICES BELOW ARE FOR THE 2004-05 ACADEMIC YEAR.

Fees

Responsibility

It is the responsibility of each student to be familiar with university regulations pertaining to financial matters. Acadia University does not accept responsibility for any loss, damage, or interruption of classes, accommodation or meals suffered by any student as a result of circumstances beyond the reasonable control of the university. These circumstances include the suspension or termination of services by any group of university employees.

The Role of the Student Accounts Office

The Student Accounts Office (University Hall, 1st floor) serves as the collection point for all university fees and charges. This office, however, cannot make adjustments to any fees without the permission of the appropriate department.

The Board of Governors reserves the right to change fees at any time.

Registration is not completed until fees are paid.

Late Payment and Cancellation

Students who have not paid first term tuition by September 14, 2004 will have their registration cancelled unless arrangements acceptable to Acadia University have been made with the Comptroller. A reinstatement fee of \$50 will be charged and original course registration is not guaranteed. Acceptable arrangements include the assignment of required amounts from Federal and Provincial Student Loans.

2004-2005 TUITION - Canadian students

Full-time undergraduate, fall-winter term, excluding BEd	\$7,468.00
Full-time undergraduate, fall/winter - BEd	7,712.00
Full-time undergraduate, fall or winter term, excluding BEd	3,734.00
Full-time undergraduate, fall or winter term - BEd	3,856.00
Part-time undergraduate, per 3h course (maximum 15hrs/week and one overnight per 0.5 credit notebook use), excluding BEd	825.00
Part-time undergraduate, per 3h course (maximum 15hrs/week and one overnight per 0.5 credit notebook use) - BEd	853.00
Audit, per 3h course	413.00
Seniors, per 3h course (credit)	744.00
Seniors, per 3h course (audit)	372.00
Full-time graduate, excluding MEd	
1st year	5,976.00
2nd year	2,306.00
Full-time Acadia Advantage graduate – excluding MEd,	
1 st year	7,382.00
2 nd year	3,712.00
MEd, per 3h course	782.00
Continuing graduate or honours program, fee per year	818.00
Co-op work term, fee per 4 month course (does not include use of notebook)	621.00
Co-op internship, fee per 12 - 16 month course (does not include use of notebook)	1,233.00

TUITION - International students

Full-time undergraduate, fall-winter term, excluding BEd	13,292.00
Full-time undergraduate, fall-winter term - BEd	13,728.00
Full-time undergraduate, fall term or winter term, excluding BEd	6,646.00
Full-time undergraduate, fall term or winter term - BEd	6,864.00
Part-time undergraduate, Acadia Advantage, per 3h course, maximum 10hrs/week Notebook use)	1,446.00
Full-time graduate, excluding MEd	
1st year	11,951.00
2nd year	4,610.00
Full-time Acadia Advantage graduate, excluding MEd	
1st year	13,358.00
2nd year	6,016.00

MEd, per 3h course.....	1,563.00
Continuing graduate or honours program fee per year	1,635.00
Continuing in co-op work program fee per semester.....	1,243.00
Co-op internship program fee per 16 month course.....	2,468.00

OTHER ACADEMIC FEES

Letter of Permission	10.00
Late fee, charged when applications are not submitted by the stipulated date for any of the following: registration (at any time of the year and including single course registration); course change, per course; graduation.....	25.00
Transcript of Record, up to 2 copies to same address	5.00
Transcript of Record, (Special Handling), up to 2 copies same address	15.00
Replacement Diploma	50.00
Campus Card System Access Fee.....	10.00
Campus Card Replacement Fee – loss/damaged	10.00
N.S.F. or other returned cheques handling charge	20.00
Declined/refused Mastercard or Visa handling charge	20.00
Reinstatement fee	50.00

STUDENT ORGANIZATION FEES

Full-time: Fall-winter term	168.00
Student Union.....	114.00
ASU Building Fund.....	30.00
Class Dues, undergraduate.....	3.00
Limited interest group fund	2.00
Yearbook	19.00
Full-time: Either fall term or term	93.50
Student Union.....	52.50
ASU Building Fund.....	15.00
Class Dues, undergraduate.....	1.50
Limited interest group fund	1.00
Yearbook	19.00
Part-time: General fee applicable in all terms:	
Per 3h course	5.00

Effective with enrolments for September 1997 Acadia charges domestic tuition fees to members of the diplomatic corps, their spouses and dependent children who are full-time students at Acadia University.

ASU EXTENDED HEALTH PLAN

2004-2005 Canadian students:

Canadian full-time students attending Acadia University are covered by an extended health care plan, which supplements but not replaces the provincial health care plan. The health plan fee is automatically included in tuition fees. **Students may opt out of this plan by showing proof of other comparable health care coverage and signing a waiver form at the Health Plan office (Old SUB Rm 619). This must be completed by September 30, 2004.** The insurance carrier, The Campus Trust, and the Administrator of the Plan, the ASU, are bound to keep confidential the following information forwarded to them by the University: student name, student ID, date of birth and gender. The information forwarded will be used solely for the purpose of determining the eligibility for benefits and will be retained only as long as the file is active.

Single person, 12 months.....	\$188.00
Family, 12 months.....	\$406.76

2004-2005 International Students:

All international students, if unable to provide documented evidence of coverage under a Canadian provincial government plan or other comparable health care coverage to the Health Plan Administrator (Old SUB, Rm 619) **by September 30, 2004**, are automatically enrolled in the Acadia International Student Health Plan. The insurance carrier, The Campus Trust, and the Administrator of the Plan, the ASU, are bound to keep confidential the following information

forwarded to them by the University: student name, student ID, date of birth and gender. The information forwarded will be used solely for the purpose of determining the eligibility for benefits and will be retained only as long as the file is active.

Single person, 12 months..... \$503.28
 Family, 12 months..... \$1,126.32

Please note: Insurance premiums are subject to change.

ACCOMMODATION AND MEAL PLANS

THE FOLLOWING ARE THE ROOM AND MEAL PLAN RATES FOR THE 2004-2005 ACADEMIC YEAR

Rooms

	Code	Crowell/ Cutten/ Raymond	Eaton/Christofor Hall/ Whitman House/ Chipman/ Dennis/ Seminary House/War Memorial/ Chase/ Roy Jodrey
Double Occupancy Bedrooms:			
Basic	SD	\$3194.00	\$3792.00
Deluxe	DD	N/A	\$4099.00
Single Occupancy Bedrooms:			
Basic	PR	\$3681.00	\$4416.00
Deluxe	DS	N/A	\$4957.00
Premium	PM	\$4584.00	\$5524.00
Suite – Shared	SS	N/A	\$5680.00
Suite – Private	PS	\$4814.00	\$5984.00
Apartment – Shared	SA	\$5140.00	N/A
Apartment – Private	PA	\$5360.00	N/A

Optional Payment Method (see Payment of Fees section)..... 30.00
 Residence care account..... 15.00
 Residence campus program fee 40.00
 Residence accommodation may **only** be booked to coincide with the academic terms for which a student is registered.

Student Meal Plans

Residence Students – compulsory; Off-campus students – optional
 10 meals per week 2557.00
 15 meals per week 2759.00
 19 meals per week 2901.00

Commuter Plans – Off-campus students – non-refundable (includes HST)
 Any 10 meals 102.35
 Any 35 meals 332.35
 Any 70 meals 632.50

These meal plans are non-refundable

Axe Cash and Campus Store Accounts

The Axe Cash and Campus Store accounts are designed to safeguard money for school and personal expenses. These funds can be used to purchase meals, snacks, books, printing and supplies; with more services on the way. Any unused balance over \$5.00 is refunded after the fall/winter session. Please visit www.acadiau.ca/campuscard for a complete list of retail locations on and off campus, services and deposit options.

Residence Care Account:

This sum, authorized by the Board of Governors, represents a non-refundable deposit collected from each student in residence and credited to his or her residence's Residence Care Account.

All damages, unless billed to an individual or group, are charged against the appropriate Residence Care Account.

In those residences where it becomes apparent that there are insufficient funds in the Residence Care Account to cover damage charges, an additional assessment will be collected from each student in that residence and credited to the residence's care account.

Damage to university property is charged to the student responsible.

Residence Room Occupancy:

Rooms will not be held beyond the first day of classes unless the Accommodation and Meal Plans Office is notified, in writing, of late arrival. The occupancy period is the published date for opening of the residences in each term and 24 hours after the student's last examination in each term.

For graduating students, rooms will be available at a daily rate, in a designated residence, from the published date that residences close at the end of the academic year, until after convocation. All food costs are at the student's expense.

Rooms will be available at a daily rate, in a designated residence, for students required for academic reasons, to remain on campus after residences close at the end of each term. All food costs are at the student's expense.

When applying for residence accommodation outside the normal occupancy period, the student agrees with all arrangements set by the Accommodation's Office regarding residence occupancy and the daily rate associated with the said room occupancy. All food costs are at the student's expense.

Acadia Advantage Computers

Each student who registers at Acadia University in The Acadia Advantage program will be supplied with a notebook computer together with software and accessories at the beginning of the term for which the student has completed registration. The students are to use the computer supplied to them only in connection with their attendance at Acadia University. The computers are owned by Acadia University and students may not sell, loan, lease or give the computer to anyone else. Students shall also not copy or permit anyone else to copy the software provided with the computer.

Students are solely responsible for any loss of or damage to the computer supplied to them, reasonable wear and tear excepted, unless the loss or damage is covered by warranty or insurance in which case students will still be responsible for any deductible payable under the terms of any insurance or warranty. The cost of replacing, repairing, or of any deductible shall be added to the student's fees for that term.

Students are also responsible for ensuring that any damage to the computer is brought to the attention of the Acadia University User Support Centre immediately, and that any damage is repaired only under the direction of or by the User Support Centre. If a computer is lost or stolen, the student is responsible for immediately reporting this to the Campus Safety and Security Office. Each student must also abide by Acadia University's computer usage policies, as may be in force from time to time. Students shall return the computer supplied to them no later than 24 hours after the student's last examination in each term or immediately upon withdrawal from studies.

Payment of Fees

All fee calculations are made at registration without prejudice and are subject to confirmation and adjustment at a later date. In addition to the handling charge for any cheque returned, the return may result in cancellation of enrolment. Applications for Canada Student Loans (CSL) must be made two to three months prior to registration and through the Student Aid Office of the Department of Education in the province of permanent residence. In Nova Scotia: Student Aid Office, P O Box 2290, Stn. "M", Halifax, B3J 3C8. Approved applicants are issued a Certificate of Eligibility. This is subject to an assignment towards payment of fees at the time of approval by the university at registration. These loans must then be negotiated at a chartered bank within one week of signing by the university. **Students financing their education**

through scholarships or through external sponsors must present proof of this at registration, or failing this have made prior arrangements to enable payment of amounts required at registration. Late arrangements for payment will result in interest being charged. Enrolment may be cancelled for non-payment of fees.

Full-time Students

All fees for each term are due and payable prior to or at registration. The following payment options are available:

1. A full-time student registered for the full fall-winter academic year may pay fees in two installments.
 - a) Tuition – 50% due upon registration and 50% on the first day of classes in January
 - b) Student Organization Fees and ASU Extended Health Plan – 50% due upon registration and 50% on the first day of classes in January
 - c) Room Fees – The Standard Payment Method will be applied unless the student specifically requests the Optional Payment Method at the time of registration. The method applied during the registration process will remain in use for the full year and is not subject to change during the year.
 - Standard Payment Method – 70% is due upon registration, 30% is due by the first day of classes in January
 - Optional Payment Method – Available at the student's option and subject to payment of the additional non-refundable \$30 optional payment method fee, in full, upon registration: 50% is due upon registration, 50% is due by the first day of classes in January
 - d) Meal Plan Fees – The Standard Payment (and only) Method for these charges is 55% due upon registration, 45% is due by the first day of classes in January
 - e) Other Fees – 100% is due upon registration
2. Full-time student registered for the Fall or the Winter term only is required to pay fees as follows:
 - a) Tuition – 100% due upon registration
 - b) Student Organization Fees – 100% due upon registration
 - c) Room Fees – These fees are levied based on the appropriate portion of the Full year fees and 100% is due upon registration
 - d) Meal Plan Fees – These fees are levied based on the appropriate portion of the Full year fees and 100% is due upon registration
 - e) Other fees – 100% is due upon registration

3. Part-time Students and Correspondence Courses

All fees are due and payable, in full, at registration.

Late Payment

Interest will be charged monthly at a rate of the then current Bank of Montreal prime plus 5%, on any outstanding balance as of the last working Thursday of the month following registration until such time as the account is paid in full.

Where a student has elected to pay fees in two installments, no interest will be charged on the second installment until the last working Thursday of the month following the first day of classes in January of that academic year.

Students who have outstanding accounts are

- 1. not permitted to register again,**
- 2. not permitted to receive or have sent an official transcript of their record,**
- 3. not recommended for any degree or diploma, until the debt has been paid.**

Regulations regarding cancellation and withdrawal

Full-time students: Residence and Courses

Students must complete an Academic Withdrawal Form, obtainable from the Registrar's Office, have it signed by their academic dean, return their notebook computer to the User Support Centre, and, if living in residence, must also complete a Residence Withdrawal Form, and return these to the Registrar's Office, at which time withdrawal becomes effective. These requirements apply at any time of the year, irrespective of the reason for withdrawal or whether the student is registered for one or two terms. Students ceasing their studies without completing withdrawal forms automatically incur academic course drop penalties and are not eligible for adjustments to their fees.

Academic Fees

Students withdrawing from university during the academic year (September to April) are charged for academic and student organization fees of 5% per week for each week or partial week of attendance, based upon information contained in the Academic Withdrawal Form. Students registered only in either the fall or winter term are charged 10% per week. No academic fee adjustment is made after the tenth week in either fall or winter term.

Residence Fees (2004-2005)

New student canceling room reservation (deposit not returned)..... \$100
 Returning student canceling room reservation (processing fee charged)..... 60

In addition to the above charges, the following will be assessed as applicable:

- Penalty for Late Cancellation of Room Reservation
 - Returning student (1 May – 31 July) \$250
 - Returning student (1 August – first day of classes) 400
 - New student (16 August – day prior to class start) 400
- Early Withdrawal from Residence After Classes Begin:

A student withdrawing from residence will pay a percentage of the full fall-winter residence fee in accordance with the information contained in the student's completed Residence Withdrawal Form and the following table. The percentage charge in the table is applicable to the week or any part thereof, commencing with the day that classes begin.

Week	%	Week	%
1	25	18	70
2	37	19	80
3	43	20	80
4	50	21	87
5	53	22	91
6	56	23	95
7	58	24	97
8	60	25	98
9	61	26	99
10	62	27	100
11	63	28	100
12	64	29	100
13	67	30	100
14	70	31	100
15	70	32	100
16	70	33	100
17	70	34	100

A fall term student or a winter term student will not receive any refund after occupying the assigned room continuously up to any part of the fourth week of the academic term.

Scholarships

Scholarship holders who withdraw from Acadia will have scholarship funds credited to their accounts on a prorated basis from the first week of classes in the first term and calculated on the basis of a 30-week academic year.

Meal Plans

Refunds will be given for the portion of the meal plan remaining from the end of the week during which a student withdraws from residence or university. Refunds will not be given for meals not used by the student prior to withdrawing from residence or university.

Part-time students

Students withdrawing from courses must inform the Registrar's Office of this in writing. Withdrawal is effective the day the Registrar's Office receives this written information. Refunds and course withdrawal penalties are calculated as of this day. Non-attendance, or merely informing the instructor of intention to withdraw, is not accepted as equivalent to withdrawal.

Students are charged 5% of the course fee per lecture day for full courses and 10% of the course fee per lecture day for half courses. For these purposes a lecture day is three scheduled hours of class.

Distance Education

Students withdrawing from a course must inform the Division of Continuing and Distance Education in writing.

1. If a period of three months has elapsed since starting a course, no refund is made, regardless of the number of assignments submitted.
2. If a withdrawal request is received and no coursework has been submitted, a \$100 administrative charge is made
3. If a withdrawal request is received and less than 50% of the coursework has been submitted, a 50% refund is made
4. If a withdrawal notice is received and 50% or more of the lessons have been submitted, no refund is made

Students must have their exams written and official transcripts sent to the Registrar's office one month prior to Spring or Fall graduation.

Time extensions

Six month time extensions to distance education course completion dates may be obtained.

Extension fees are as follows:

- \$60 for the first extension
- \$120 for the second extension
- \$180 for the third extension

Extension requests must be submitted 30 days prior to the completion date of the course in writing. The extension fee must accompany the request. Extension requests are subject to the approval of the instructor and, if necessary, the appropriate dean.

Regulations regarding dismissal

Where a student is dismissed by the university from either, or both, residence or the university, the withdrawal regulations regarding academic fees, residence fees, scholarships and meal cards shall be applied in the same manner as for a withdrawal initiated by the student. The date upon which such dismissal takes effect will be the date used by the university for the purpose of determining the amount of these fees payable to the university by the student.

Income tax exemption

The Tuition and Education Credit Certificate, Income Tax T-2202A form, is provided by the Student Accounts Office and is mailed to the students' permanent address in February.