

# CHAPTER ONE: DEADLINES AND FEES

## IMPORTANT DATES & DEADLINES FOR 2012-2013

### KEY TO CODES

F refers to the fall term

W refers to the winter term

FW refers to the fall/winter term

SF refers to the spring session, first term

SS refers to the spring session, second term

SP refers to the spring session, both terms

### 2012

July 1	Canada Day – Algoma University is closed.
July 2	Canada Day – statutory holiday; Algoma University is closed.
July 6	Last day to withdraw from 2012SS courses without academic penalty. Students withdrawing from 2012SS courses after this date will receive an 'F' on their academic record. Last date for returning students to register for fall/winter 2012 courses without penalty; late fee applies after this date.
July 9	Late registration begins for returning students.
July 23 – Aug 8	Final examination period for 2012SP courses Algoma@brampton.
July 24	Last day of classes for 2012SP and 2012SS courses.
July 25 – 27	Final examination period for 2012SP and 2012SS courses (main campus).
Aug. 3	All final grades from the 2012 spring session must be submitted to the Office of the Registrar by this date.
Aug. 6	Civic Holiday; Algoma University is closed.
Aug. 15	All final grades from the 2012SP courses at Brampton must be submitted to the Office of the Registrar by this date.
Aug. 17	Applications for graduation at Fall Convocation 2012 must be submitted by this date.
Sept. 3	Labour Day; Algoma University is closed.
Sept. 3 – 7	Welcome Week
Sept. 5	Fall 2012 classes begin including 2012F and 2012FW courses.
Sept. 7	Algoma University Senate meeting
Sept. 13	Algoma University Board of Governors meeting
Sept. 14	No registrations or course changes permitted for 2012F and 2012FW courses after this date. Students withdrawing from first term courses and full term courses after this date will receive a 'W' on their academic record.
Oct. 5	Algoma University Senate meeting
Oct. 8	Thanksgiving Day; Algoma University is closed.
Oct. 9	Founders Day; Algoma University is open, however, classes are cancelled.
Oct. 26	Last day to withdraw from 2012F courses without academic penalty. Students withdrawing from 2012F courses after this date will receive an 'F' on their academic record.

Oct. 27	Algoma University Fall Convocation 2012 (in absentia)
Nov. 2	Algoma University Senate meeting
Nov. 8	Algoma University Board of Governors meeting
Nov. 16	Last day for current students to register for 2013W courses without penalty; late fee applies after this date.
Nov. 19	Late registration for 2013W courses begins.
Dec. 4	Last day of classes for 2012F courses; 2012FW courses recess
Dec. 5	Study Day
Dec. 6 – 19	Final examination period for 2012F courses and mid-term examinations for 2012FW courses
Dec. 7	Algoma University Senate meeting.
Dec. 28	All final grades from the fall 2012 term (2012F) must be submitted to the Office of the Registrar by this date.
<b>2013</b>	
Jan. 7	Winter 2013 courses begin (2013W); 2012FW courses resume.
Jan. 11	Algoma University Senate meeting
Jan. 18	No registrations or course changes permitted for 2013W courses after this date. Students withdrawing from second term courses after this date will receive a 'W' on their academic record.
Jan. 25	Last date to withdraw from full year courses (2012FW) without academic penalty. Students withdrawing from 2012FW courses after this date will receive an 'F' on their academic record. Application for Spring Convocation 2013 must be submitted by this date.
Feb. 1	Algoma University Senate meeting
Feb. 4	Academic Advising begins for returning students
Feb. 11	Registration begins for Spring 2013 terms and Fall/Winter 2013 terms
Feb. 14	Algoma University Board of Governors meeting
Feb. 18 – 22	Study Week
Feb. 18	Family Day; Algoma University is closed
Feb. 25	Last day to withdraw from 2013W courses without academic penalty. Students withdrawing from 2013W courses after this date will receive an 'F' on their academic record.
Mar. 1	Algoma University Senate meeting
Mar. 14	Algoma University Board of Governors meeting
Mar. 29	Good Friday; Algoma University is closed
Apr. 1	Easter Monday; Algoma University is closed
Apr. 5	Algoma University Senate meeting
Apr. 8	Last day of classes for 2012FW and 2013W courses
Apr. 9	Study Day
Apr. 10 – 23	Final examination period for 2012FW and 2013W courses
Apr. 11	Board of Governors meeting
Apr. 12	Last day for returning students to register for 2013 spring session courses without penalty; late fee applies after this date.

Apr. 15	Late registration begins for spring 2013 term courses	Aug. 5	All final grades from 2013 spring session must be submitted to the Office of the Registrar by this date. Civic Holiday; Algoma University is closed
Apr. 29	Spring session classes begin including 2013SF and 2013SP courses	Aug. 16	Applications for graduation at Fall Convocation 2013 must be submitted by this date.
Apr. 30	Students who have chosen to graduate from Laurentian University must complete their degree requirement by this date. All LU students who have not completed their degree requirements will be transferred to Algoma University.	Aug. 19	'Summer Study 2013' begins (two week activity-based orientation for international students).
May 1	All final grades from the 2012FW and 2013W terms must be submitted to the Office of the Registrar by this date.	Sept. 2	Labour Day; Algoma University is closed.
May 3	Algoma University Senate meeting	Sept 2 – 7	Welcome Week
May 7	No registrations or course changes permitted for 2013SF and 2013SP courses after this date. Students withdrawing from 2013SF and 2013SP courses after this date will receive a 'W' on their academic record.	Sept. 4	Fall 2013 classes begin including 2013FW and 2013F courses.
May 20	Victoria Day; Algoma University is closed	Sept. 6	Algoma University Senate meeting
May 21	Last day to withdraw from 2013SF courses without academic penalty. Students withdrawing from 2013SF courses after this date will receive an 'F' on their academic record.	Sept. 12	Algoma University Board of Governors meeting
June 7	Last day of classes for 2013SF term courses; 2013SP courses recess Algoma University Senate meeting	Sept. 13	No registrations or course changes permitted for 2013F and 2013FW courses after this date. Students withdrawing from first term and full term courses after this date will receive a 'W' on their academic record.
June 8	Algoma University Spring Convocation 2013		
June 10 – 11	Final examination period for 2013SF term courses		
June 12	Spring second term courses (2013SS) begin; 2013SP courses resume		
June 13	Algoma University Board of Governors meeting		
June 14	No registrations or course changes permitted for 2013SS courses after this date. Students withdrawing from 2013SS courses will receive a 'W' on their academic record. Last day to withdraw from 2013SP courses without academic penalty. Students withdrawing from 2013SP courses after this date will receive an 'F' on their academic record.		
June 19	All final grades from the 2013SF term must be submitted to the Office of the Registrar by this date		
July 1	Canada Day; Algoma University is closed.		
July 5	Last day to withdraw from 2013SS courses without academic penalty. Students withdrawing from 2013SS courses after this date will receive an 'F' on their academic record. Last day for returning students to register for fall/winter 2013 courses without penalty; late fee applies after this date.		
July 8	Late registration begins for returning students (Fall 2013 term)		
July 22 – 31	Final examination period for 2013SP courses at Brampton		
July 23	Last day of classes for 2013SP and 2013SS courses		
July 24 – 26	Final examination period for 2013SP and 2013SS courses		

### ALL STUDENTS:

Students who have chosen to graduate from Laurentian University and not from Algoma University, are able to continue their studies at Algoma University. Laurentian University degree requirements must be completed prior to May 2013 and courses required to meet degree requirements will be available at Algoma University. Students who have not completed the Laurentian degree requirements by May 2013, will be able to transfer to Algoma University at that time – all without having to change campuses.

Algoma University procedures and rules will continue to apply to all students registered on the Algoma University campus. Please refer to this Calendar for a full description of all policies and procedures. All students on the Algoma campus will be provided the same level and type of academic programming, student services, financial aid and access to facilities and resources.

# FEE SCHEDULE

## Student Accounts & Financial Aid Office

Student Accounts Officer:  
Cindy Jacobs, ext. 4723 or [accounts@algomau.ca](mailto:accounts@algomau.ca)

Financial Aid & Awards Officer  
Nicole Muskaluk, ext. 4219 or [fao@algomau.ca](mailto:fao@algomau.ca)

*The undergraduate fee schedule shown below is in effect for May 2012 - April 2013. The Board of Governors of Algoma University reserves the right to amend fees after the publication of this Academic Calendar and without further notice.*

### CANADIAN STUDENTS - per term

CREDITS	TUITION 2012/2013	AUSU	ATHLETICS	STUDENT CENTRE	STUDENT SERV/WUSC	GLC	VARSITY	ACADEMIC	TOTAL	INSURANCE	TOTAL
1	272.56	18.12	5.46	5.20	10.40	50.00	24.00	31.20	416.94	0.00	416.94
1.5	365.58	20.67	8.17	7.80	10.40	50.00	24.00	31.20	517.82	0.00	517.82
2	456.44	23.24	10.93	10.40	10.40	50.00	24.00	31.20	616.61	0.00	616.61
2.5	553.78	25.78	13.63	13.00	10.40	50.00	24.00	31.20	721.79	0.00	721.79
3	642.47	28.36	16.40	15.60	10.40	50.00	24.00	31.20	818.43	0.00	818.43
3.5	733.32	30.89	19.10	18.20	10.40	50.00	24.00	31.20	917.11	0.00	917.11
4	829.59	33.49	21.81	20.80	10.40	50.00	24.00	31.20	1021.29	0.00	1021.29
4.5	922.60	36.00	24.56	23.40	10.40	50.00	24.00	31.20	1122.16	0.00	1122.16
5	1013.46	38.61	27.28	26.00	10.40	50.00	24.00	31.20	1220.95	0.00	1220.95
5.5	1108.64	41.11	29.98	28.60	10.40	50.00	24.00	31.20	1323.93	0.00	1323.93
6	1202.74	43.73	32.74	31.20	10.40	50.00	24.00	31.20	1426.01	0.00	1426.01
6.5	1293.59	46.22	35.51	33.80	10.40	50.00	24.00	31.20	1524.72	0.00	1524.72
7	1388.77	48.85	38.20	36.40	10.40	50.00	24.00	31.20	1627.82	0.00	1627.82
7.5	1482.87	51.34	40.91	39.00	10.40	50.00	24.00	31.20	1729.72	0.00	1729.72
8	1572.65	53.97	43.68	41.60	10.40	50.00	24.00	31.20	1827.50	0.00	1827.50
8.5	1664.58	56.45	46.38	44.20	10.40	50.00	24.00	31.20	1927.21	0.00	1927.21
9	1758.68	59.09	49.09	46.80	10.40	50.00	24.00	31.20	2029.26	0.00	2029.26
9.5	1851.70	61.56	51.85	49.40	10.40	50.00	24.00	31.20	2130.11	0.00	2130.11
10	1941.47	64.21	54.55	52.00	10.40	50.00	24.00	31.20	2227.83	0.00	2227.83
10.5	2038.82	66.67	57.32	54.60	10.40	50.00	24.00	31.20	2333.01	0.00	2333.01
11	2270.28	69.33	60.02	57.20	10.40	50.00	24.00	52.00	2593.23	335.02	2928.25
11.5	2429.27	71.78	62.73	59.80	10.40	50.00	24.00	52.00	2759.98	335.02	3095.00
12	2590.43	74.46	65.48	62.40	10.40	50.00	24.00	52.00	2929.17	335.02	3264.19
12.5	2617.47	76.89	68.25	65.00	10.40	50.00	24.00	52.00	2964.01	335.02	3299.03
13	2636.94	79.58	70.95	67.60	10.40	50.00	24.00	52.00	2991.47	335.02	3326.49
13.5	2660.74	82.00	73.66	70.20	10.40	50.00	24.00	52.00	3023.00	335.02	3358.02
14	2684.53	84.70	76.43	72.80	10.40	50.00	24.00	52.00	3054.86	335.02	3389.88
14.5	2708.33	87.11	79.12	75.40	10.40	50.00	24.00	52.00	3086.36	335.02	3421.38
15	2728.88	89.82	81.83	78.00	10.40	50.00	24.00	52.00	3114.93	335.02	3449.95
15.5	2824.06	89.82	81.83	78.00	10.40	50.00	24.00	52.00	3210.11	335.02	3545.13
16	2917.08	89.82	81.83	78.00	10.40	50.00	24.00	52.00	3303.13	335.02	3638.15
16.5	3007.93	89.82	81.83	78.00	10.40	50.00	24.00	52.00	3393.98	335.02	3729.00
17	3102.03	89.82	81.83	78.00	10.40	50.00	24.00	52.00	3488.08	335.02	3823.10
17.5	3198.29	89.82	81.83	78.00	10.40	50.00	24.00	52.00	3584.34	335.02	3919.36
18	3286.98	89.82	81.83	78.00	10.40	50.00	24.00	52.00	3673.03	335.02	4008.05

*\*Fees are subject to change*

**CITIZENS OR PERMANENT RESIDENTS OF MICHIGAN**

Fees are identical to Canadian student fees, as stated on the previous page. Official proof of current residency in the State of Michigan is required to qualify for this tuition status. American citizens of any other state must pay international student fees as noted below.

**INTERNATIONAL STUDENTS****INTERNATIONAL STUDENT FEES PER TERM**

MAY 2012 - APRIL 2013

CREDITS	TUITION	STUDENT	STUDENT SERVICES	ACADEMIC	HEALTH	TOTAL
3	\$1,558.59	\$60.36	\$84.40	\$31.20	\$228.00	\$1,962.55
6	\$2,915.99	\$107.67	\$84.40	\$31.20	\$228.00	\$3,367.26
9	\$4,269.08	\$154.98	\$84.40	\$31.20	\$228.00	\$4,767.66
12	\$6,285.18	\$202.34	\$84.40	\$52.00	\$228.00	\$6,851.92
15	\$6,624.80	\$249.65	\$84.40	\$52.00	\$228.00	\$7,238.85
18	\$7,978.96	\$249.65	\$84.40	\$52.00	\$228.00	\$8,593.01

*\*International students and their dependents must enrol in the University Health Insurance Plan (UHIP), or a similar approved plan, for health coverage. Cost for a single student is \$684.00 for the period from September 1 to August 31. This fee is subject to change upon evaluation of the program. International students will not be permitted to register until and unless they have enrolled in UHIP or provided documented proof of membership in another similar plan. Please consult the Office of the Registrar for further information.*

**SENIOR CITIZENS**

Canadian citizens or landed immigrants who have reached the age of 60 years as of the first day of classes in any term are exempt from paying the tuition portion of fees (ancillary fees are payable). This exemption does not apply to the following:

- 1) performance-based classes (unless it is a core course for the degree program)
- 2) off-campus courses; and reading, thesis and other individually directed courses
- 3) subsequent registrations for a course if a grade 60% or higher has been earned;
- 4) the Accelerated Second-Degree programs in Computer Science & Information Technology.

Senior citizens are not eligible to join the George Leach Centre as students, but may join as community members.

**SECONDARY SCHOOL U/C STUDENTS**

Secondary students in their final year of U/C studies may apply to Algoma U for admission on probation, and (if admitted) register concurrently in one 3 credit course per term. Tuition is charged at one-half of the tuition and all ancillary fees applicable to the course taken and residence/immigration status. Such students are not eligible to join the George Leach Centre as students, but may join as community members.

**AUDITORS**

Those who wish to "listen in" on courses at Algoma U must apply for admission, but tuition fees are assessed at 50% of the fees quoted in this section of the Calendar. Auditor fees are non-refundable. Auditors are not eligible to join the George Leach Centre as students, but may join as community members.

**ADDITIONAL FEES:****CO-OPERATIVE EDUCATION**

Regular academic fees do not cover CO-OP courses, regardless of the number of academic credits carried. Therefore, CO-OP fees are always assessed in addition to regular academic fees.

Students registered in Co-operative education are assessed additional fees as follows:

Registration in COOP 0101 and in COOP work terms, the fee is equivalent to 1.0 credit tuition fee.

**SERVICE FEES**

Application Fee (non-OUAC)	\$ 50.00
Readmission Fee	\$ 25.00
Special examinations, each	\$ 50.00
Off-campus, additional	\$ 20.00
Graduation Application Fee	\$ 35.00
Letters of Permission, per course	\$ 25.00
Reading Course Application	\$ 25.00
Transcript of Academic Record, each	\$ 10.00
Courier service in Ontario	\$ 10.00
Outside Ontario	\$ 25.00
Outside Canada	variable
Replacement of lost ID card	\$ 10.00
Replacement Degree	\$ 50.00
Request Letter	\$ 5.00
Locker Rental, per term	\$ 8.00

*Note: All applicable taxes will be added to select service fees.*

Please note that in addition to student fees previously listed, selected courses in Biology, Chemistry, Film Studies, Physics and Visual Arts will be assessed a laboratory and/or studio fee. Laboratory courses will be charged an additional \$20.80 per 3 credit course, and studio courses will be charged an additional \$15.60 per 3 credit course.

**LATE REGISTRATION FEES**

Returning students must register before classes begin. From July 9th, late registration fees will apply and will increase incrementally as the start of class approaches. Please see the Registrarial dates and deadlines regarding late registration.

**Payment of Fees:** All fees at Algoma University are set by the Board of Governors and they reserve the right to change (modify) published fees and the regulations governing refunds without advance notice.

Registration is not complete until all fees owing the University are paid in full.

It is the University policy that payment of fees and other charges as outlined may be paid according to one of the two payment options listed below. The non-payment of fees can result in the student being de-registered from the University, ineligibility to register for future courses, the student's inability in obtaining statements of academic standing, transcript requests or other matters relating to academic progress until all outstanding fees have been paid in full.

Student's Responsibilities: It is the responsibility of the student to:

**A)** Notify the Office of the Registrar of change to Registration status using the Academic Change Form. This includes course additions or withdrawal from courses. All outstanding fees accrued to the date of notification will remain due and payable to the University on the student's account. Tuition refunds are established by the official date as recorded on the Academic Change Form.

**B)** Familiarize him/herself with both the academic and financial regulations of Algoma University. This includes payment of fees, schedule of fees, refund policies, and deadline dates.

**C)** If intending to use OSAP to help pay fees owing to the University, he/she must have applied and received assessment for financial assistance from OSAP or other provincial student aid programs prior to the end of July. Late applications will most likely not be processed in time to cover the first instalment of fees at time of registration. In this case, the student is responsible for covering the first instalment with his/her own resources. Those who have applied on time and have received his/her assessment are to provide proof of funding to indicate to the Financial Aid Office or the Student Accounts Officer the amount of the OSAP. At that time, the OSAP assessment amount will be deducted from the total amount of fees owing the University and the student will be responsible for payment of the remaining amount owing as per the guidelines of selected payment option (see below).

**Payment Obligation:** A student who completes, signs, and submits a Registration Form is considered to have registered and is liable for payment in full of all tuition and related fees associated with that registration.

**PAYMENT OPTIONS AND DEADLINE DATES FOR 2012-2013**

Invoices on Fees owing the University are not mailed on a regular basis; therefore, it is the responsibility of the student to ensure that all fees are paid on time. Payment options and deadline dates are outlined below.

Students are required to pay tuition and all other applicable fees by one of the following three payment options.

**A.** Instalment fee of \$50.00 will be applied for this payment option. Payment of fees in two instalments with a 70/30 split. The first instalment of 70% of total fees owing is due by 17 August 2012. The second instalment of all remaining fees owing is due by 7 December 2012.

**B.** Instalment fee of \$100 will be applied for this payment option. Payment of fees in two instalments with a 50/50 split. The first instalment of total fees owing is due by 17 August 2012. The second instalment is due by 7 December 2012.

Please note:

**Fall Semester** - If fees are not paid by 14 September 2012 (last day to register for fall classes) the student will be de-registered. All academic records will be frozen.

**Winter Semester** - If fees not paid by 18 January 2013 (last day to register for winter classes) the student will be de-registered. All academic records will be frozen.

**Spring/Summer Semester** – If fees are not paid by 30 April 2012 the student will be de-registered.

**RESIDENCE FEES**

All fees associated with on-campus Residence must be paid in full prior to the residence move in date.

Students must pay a \$500 deposit by June 1st.

Direct from high school, who want a guaranteed residence spot must pay \$500 by June 1st – the remainder of the fees must be paid prior to residence move in date.

Students who receive OSAP, upon confirmation from the Financial Aid Office will have their fees deferred until the OSAP is released.

All deposits are non refundable.

Please check with the Accounting department for Deferral payment options.

**Method of Payment Options**

Students can pay their fees by the following:

Cheque, Cash, Visa, American Express, Master Card, Interact, Money Order or Bank Draft drawn on a Canadian Bank made payable to Algoma University, and Internet Banking. There is a \$25.00 charge for NSF cheques.

**Unpaid fees**

The University reserves the right to cancel a student's registration if the required fees have not been paid according to the payment deadline dates. All outstanding fees and other charges accrued to the date of cancellation will remain owed to the University by the student.

**Delinquent Accounts**

Students with an unpaid balance from a previous semester will not be permitted to register in a subsequent semester until all fees owing the University have been paid in full. Students will have no access to final grades including official transcripts and degree or diploma certificates. Note that the University uses services provided by outside collection agencies and reserves the right to use any legal means available to them to collect monies owing.

Services that may be frozen: Registration and related services (diplomas, transcripts of record, letters of permission, grade reports, re-registration, etc.) are suspended for students with outstanding accounts.

**REFUND SCHEDULE**

Compulsory ancillary fees, auditor's fees, service fees, and tuition deposits are non-refundable.

The amount of any refund (or reduction in outstanding fees) will be calculated as of the date on which the withdrawal form is received in the Office of the Registrar. Students are cautioned that withdrawal deadlines and academic penalties are not necessarily the same as those for obtaining refunds.

**FEE REFUND POLICY**

Students wishing to withdraw from courses or programs must do so through the Office of the Registrar by completing the **Academic Change Form**. When this form has been (a) completed; (b) signed by the student and the Office of the Registrar; and (c) submitted to the Office of the Registrar, the student is withdrawn and thus eligible for any applicable refund of tuition fees (or reduction of indebtedness to the University). Failure to formally withdraw will result in the student being assigned failing grade(s) in the course(s). The amount of any refund (or reduction in outstanding fees) will be calculated as of the date on which the withdrawal is received in the Office of the Registrar.

*IMPORTANT NOTE: Withdrawal deadlines and academic penalty deadlines are not necessarily the same as those for obtaining refunds. The refund schedule is calculated on a weekly declining percentage.*

**Refund Calculations**

Refunds for all students are calculated on the basis of the difference between the number of credits currently registered and the number retained, as well as the length of time that the student has been registered in the term. No refunds are given for withdrawals after the last date to withdraw without a failing grade.

**Refund notes:**

- a) Tuition fee refunds are calculated on a weekly declining percentage (see table below);
- b) Mandatory AUSU- fees are refunded until Sept 14/12 (fall term) and Jan 18/13 (winter term);
- c) Mandatory Student Service fee is non-refundable;
- d) Contact the health plan administrator, Karen Bailey at 705-949-2301, ext. 4212 for more information.

**The \$200.00 per term deposit is non-refundable when a complete withdrawal of all courses is made prior to a term commencing.**

**Percentage of Tuition Fees to be refunded:**

Withdrawal on or before:

Fall/Winter 2012/13	12F	13W	
Sept.	14 21 28	100 80 60	
Oct.	5 12	40 20	
Jan.	18 25		100 80
Feb.	1 8 15		60 40 20