

Student Life and Student Services

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Section 18

Deputy Provost
LISA OSTIGUY

Associate Vice-President, Registrarial Services and University Registrar
BRADLEY TUCKER

Director of Counselling and Development
HOWARD MAGONET

Interim Director of Health Services
HOWARD MAGONET

Director of Residence Life
D'ARCY RYAN

Director of Financial Aid and Awards
STEPHANIE SARIK

Director of Advocacy and Support Services
T.B.A.

Dean of Students
ANDREW WOODALL

Director of Recreation and Athletics
PATRICK BOIVIN

18.1 STUDENT LIFE AND STUDENT SERVICES

18.1.1 Student Services' Mission Statement

The mission of Concordia University's Student Services is to provide a network of expertise, resources, and programs to facilitate and enhance students' academic success and their personal development. We advocate for students, support diversity, assist in the development of agency, and encourage a strong sense of community. We are committed to adapting our practices to meet current and evolving needs of the University community, in partnership with students, faculty, and staff."

Approved by Concordia Council on Student Life • November 2001

18.1.2 Concordia Council on Student Life (CCSL)

The Council is the highest non-academic advisory committee in the University making recommendations regarding the quality of student life. The Council derives its authority from the University Board of Governors, and reports to the Board through the President. The Council, a parity body responsible for Student Services programs, policies and budgets, studies the range of student life on both campuses. It is composed of 10 students, two faculty members, and eight members of the Student Services staff. The Dean of Students chairs the Council. Its meetings are open to all members of the University community.

18.2 DEAN OF STUDENTS

Loyola Campus
Administration Building, Room: AD 121
514-848-2424, ext. 4239

Sir George Williams Campus
Hall Building, Room: H 637
514-848-2424, ext. 3517

The Dean of Students Office exists to support and promote all aspects of para-academic life on campus. It is the principal resource at the University for the interpretation and regulation of policies and procedures as these apply to the non-academic aspects of student life. Student associations and groups, of whatever nature, are one of the primary means by which students can engage

meaningfully in the life of the institution and the greater community. By providing liaison with and support to student groups and their governing bodies, the Dean of Students encourages students in the conduct of their own collective affairs, and facilitates the growth of student associations and the active involvement in them by students. The Dean of Students supports student engagement in various ways, including the LIVE Centre, Alternative Spring Break, leadership development, the co-curricular record, and access to special funding for projects. It also oversees awards for extraordinary contribution to the Concordia community.

concordia.ca/offices/dean-students

18.2.1 Social, Political and Cultural Activities

A wide variety of social, political, and cultural events is presented regularly by various student organizations and departments. There are student cafeterias and lounge facilities on each campus, and there is a student pub on the Sir George Williams Campus.

18.2.2 Multi-Faith Chaplaincy

Multi-Faith Chaplaincy is a service department that nurtures faith, spirituality, and social responsibility. It is respectful of all faiths and spiritual paths, and offers workshops, discussion groups, meditations, religious services, retreats, volunteer and outreach opportunities and social activities. Students can meet with chaplains of various religious traditions for personal conversations on a variety of issues or in times of crisis and transition.

Multi-Faith Chaplaincy also seeks to foster understanding between faiths and hosts events throughout the year to engage the Concordia community in inter-faith encounters, such as fairs or the annual Graduation Celebration. There is a lounge in its downtown offices which is a welcoming place to study, meet others, and have stimulating conversations.

Loyola Campus

Administration Building, Room: AD 103
514-848-2424, ext. 3588

Sir George Williams Campus

Annex Z, First floor and basement level
514-848-2424, ext. 3593

concordia.ca/offices/chaplaincy

18.2.3 Leadership, Initiative and Volunteer Engagement (LIVE) Centre

The LIVE Centre (SGW-H 608) seeks to connect Concordia students with volunteer opportunities on campus and in Montreal. The Centre offers workshops on a variety of volunteer-related topics, coaches students to discover their volunteering interests, and works with students to develop leadership opportunities through strategic volunteering.

At the LIVE Centre students are encouraged to:

- Meet with community organizations recruiting volunteers on campus
- Participate in group volunteering events
- Connect with other students and organize their own volunteer initiative

Find out more at: volunteer.concordia.ca

18.3 ADVOCACY AND SUPPORT SERVICES

Advocacy and Support Services offers a wide range of services to assist students in making the most of their opportunities at Concordia. Experienced staff from the Aboriginal Student Resource Centre, International Students Office, Access Centre for Students with Disabilities, Student Advocate Program and Concordia University Student Parents Centre is available to help students achieve their highest potential.

Sir George Williams Campus

Hall Building, Room: H 645
514-848-2424, ext. 3536

concordia.ca/offices/advocacy

18.3.1 Access Centre for Students with Disabilities

Students with vision, hearing, mobility, hand or coordination impairments, chronic medical conditions, learning disabilities, attention deficit disorder, mental health conditions, autism spectrum disorder and other neurodevelopmental disorders may require special services while studying at Concordia. Services include orientation sessions, individual academic support and advising, alternative media transcription, classroom relocation for mobility-impaired students, assistance with applications for governmental funding and disability-specific learning strategy support. A computer lab equipped with assistive/adaptive technology is available for student use.

All students with disabilities are advised to contact the Access Centre for Students with Disabilities (ACSD) as early as possible for assistance in meeting their special needs. In particular, students using interpreter services, attendant care, or requiring identification letters to be sent to their professors from the ACSD must contact the office prior to the beginning of classes. The ACSD can also provide services and accommodations to students with temporary disability conditions that are generally the result of an illness or injury.

Special Accommodations for Examinations

Students requiring special accommodation for examinations must contact the ACSD at the beginning of each term. All arrangements are contingent upon submission of appropriate documentation. It is the responsibility of the student to submit recent documentation, request exam accommodations, and verify specific exam arrangements with the Access Centre for Students with Disabilities. All accommodations must be exam specific as well as disability specific.

The Policy on Accessibility for Students with Disabilities is available at concordia.ca/content/dam/common/docs/policies/official-policies/PRVPAA-14.pdf.

Sir George Williams Campus
Hall Building, Room: H 580
514-848-2424, ext. 3525

concordia.ca/offices/acsd

18.3.2 International Students Office

The International Students Office is responsible for providing special programs and services to International students.

Services include:

- The Health Insurance Plan for International Students
- Information on employment regulations: on campus; off campus; post-graduation; and co-op employment
- Advising and support in the area of cultural adaptation and integration
- Orientations, information sessions, workshops, and access to a housing support group
- The ISO Information Bulletin
- Short-term emergency loans

It is essential that International students bring their immigration documents and/or passport (see §19.2 for further details) to the International Students Office as soon as possible.

For details on documentation requirements, health insurance, and other important information, see §19.

Sir George Williams Campus
Hall Building, Room: H 653
514-848-2424, ext. 3515

concordia.ca/offices/iso

18.3.3 Aboriginal Student Resource Centre

The Aboriginal Student Resource Centre (ASRC) offers support services and resources to First Nations, Métis, and Inuit students at Concordia. The Centre is a welcoming space where Aboriginal students can meet to plan social activities, relax between classes, or study. Staff is available to address individual needs and provide support and encouragement for Aboriginal students to continue with their program and achieve their highest potential. The ASRC also seeks to increase awareness of Aboriginal cultures among the Concordia community. The Centre has an Elder-in-Residence, a writing assistant, and a documentation centre that all Concordia students, faculty, and staff can consult. Aboriginal students have access to the Centre's resources and services, including a comfortable lounge and a computer lab.

Sir George Williams Campus
Hall Building, Room: H 641
514-848-2424, ext. 7327

concordia.ca/offices/asrc

18.3.4 Student Advocate Program

The Student Advocate Program (SAP) offers support services to students who need assistance with issues relating to the *Academic Code of Conduct* and the *Code of Rights and Responsibilities*, such as cases, interviews, hearings and appeals. The SAP also assists students with other administrative processes including various student requests and appeals. The SAP is a free, confidential service for all Concordia students.

In addition to direct support for students, the SAP offers workshops on the topic of academic integrity.

Sir George Williams Campus
Hall Building, Room: H 645
514-848-2424, ext. 3992/3536

concordia.ca/offices/advocate-program

18.3.5 Concordia University Student Parents Centre

The Concordia University Student Parents Centre (CUSP) is dedicated to assisting student parents reach their educational goals through support services, programs, workshops, and events. The Centre offers a safe and accessible space to study, voice concerns, share interests, and develop a support network. The Centre provides a resource room with computers and a lounge in which student parents can work, relax, or consult with CUSP staff.

Sir George Williams Campus
TD Building, Room: 24
514-848-2424, ext. 2431

concordia.ca/offices/cusp

18.4 COUNSELLING AND DEVELOPMENT

The mission of Counselling and Development is to empower students to achieve their personal, academic, and career potential. Counselling and Development's team of professionals provides services to undergraduate students through individual appointments, groups, and workshops. Students benefit from Counselling and Psychological Services, Student Learning Services, Career Services (CAPS), Services for New Students, the Student Success Centre, and the Concordia Sexual Assault Resource Centre. All services are provided by professional staff and are available on both campuses. Confidentiality is assured.

Loyola Campus
Administration Building, Room: AD 103
514-848-2424, ext. 3555

Sir George Williams Campus
Hall Building, Room: H 440
514-848-2424, ext. 3545

Annex EN, Room: 109
514-848-2424, ext. 7345

concordia.ca/offices/cdev

18.4.1 Student Success Centre

The Student Success Centre (SGW-H 481 and LOY-AD 101) offers a wide range of programs and services designed to support student success. No appointment is necessary.

- Student success mentors (upper-year Concordia students) offer personalized support, guidance, and information about university life and services, and strategies for success.
- Referral service connects students to all Concordia services, according to each student's individual needs.
- Resource service provides information about, and access to, many Counselling and Development programs, including workshops, peer assistance programs, and special events.
- Outreach activities provide students in many areas of the University with information and resources to promote success.

Online resources at concordia.ca/students/new/success/mentoring

18.4.2 Student Success Resource Centre and Career Resource Centre

The Student Success Resource Centre on the Loyola Campus (AD 103-5)) and the Career Resource Centre on the Sir George Williams Campus (H 440-1) provide a relaxed and comfortable setting where students can access both online and print resources that support the services available at Counselling and Development, including materials and information on:

- Career exploration and job search preparation
- Study skills and learning strategies
- Personal development and life management skills
- Dictionaries, grammar references, writing style manuals, science and math guides
- Graduate school guides and the application process
- Practice guides for GRE, TOEFL, MELAB, GMAT, LMAT, and MCAT

Online resources at concordia.ca/offices/cdev/drop-in

18.4.3 Services for New Students

Services for New Students helps new students make a successful transition to university by providing a welcoming environment and support throughout the first academic year.

- Orientation programs such as Discover Concordia and the Graduate Student Orientation provide new students with the opportunity to meet members of the university community and learn about the vast network of support services and university resources aimed at enhancing student success.
- Start Right provides an orientation to university learning, including practical tips, strategies, and techniques to help students meet the demands of university-level study.
- The Student Success Check-Up Orientation helps students identify their own strengths and possible weaknesses and create a personal action plan for university success.
- First-year experience seminars, student experience seminars, and graduate experience seminars help students develop a solid foundation of skills and knowledge needed to achieve their goals.
- The Program for Leadership and University Success (PLUS) provides new students with positive role models and the ongoing support of a student success mentor. PLUS also encourages all students to become actively involved in the university community and develop leadership skills.
- The Bridge Magazine is a publication specifically for new students. It contains information and advice to help new students get the most out of their first year at Concordia.

Online resources at concordia.ca/newstudent

18.4.4 Counselling and Psychological Services

Counselling and Psychological Services is staffed by licensed psychologists and counsellors who provide support for students by helping them develop coping strategies to manage and overcome a variety of personal and emotional issues. Counselling and Psychological Services offers assistance to students in crisis. These confidential services include:

- Personal Counselling:
 - increase self-esteem and self-awareness
 - develop necessary life skills (such as stress management, effective communication, conflict resolution)
 - work on relationships, loss, sexuality, body image
- Career Counselling:
 - make an informed career decision by engaging in the necessary steps of the career-planning process
 - use career testing to clarify career and educational goals
- Psychological Testing and Assessment:
 - learn more about oneself through psychological testing
 - screen for ADD/ADHD and learning disabilities
- Educational Counselling
- Other Counselling Services:
 - Consultation
 - Psycho-educational workshops
 - Outreach and information sharing

Confidentiality is assured.

Online resources at concordia.ca/students/counselling-life-skills

18.4.5 Student Learning Services

Student Learning Services offers help to students making the transition to university learning, and to all students who want to improve their learning efficiency.

- Learning assistance is offered by learning and study skills specialists who help students on an individual basis to access and develop academic skills appropriate to their course and discipline.
- Writing assistance on both campuses is offered by peer writing assistants who help individual students of all abilities and at any stage of the writing process to improve their writing, in either English or French, including generating and organizing ideas, overcoming writer's block, and revising and editing.
- Math-based tutoring is offered by peer math assistants who help individual students succeed in basic math and accounting courses and deal with math anxiety.
- EXAMCRAM, free review sessions for basic math courses, are organized during fall and winter final exam periods.
- Drop-in help for basic science courses is offered at the Loyola Campus.
- Study skills workshops are offered free of charge to help students improve their academic skills in reading, writing research papers, making oral presentations, developing problem-solving skills, note-taking, preparing for and taking different types of exams, improving memory and concentration, and managing time.
- Conversation groups and TalkTimes (one-hour small group conversation sessions) are led by peer assistants who help students practise their English speaking skills.

- French conversation groups (Jazz-ons), led by peer assistants fluent in French, help students improve their French conversation skills.
 - Strategic Learning (SL) sessions, facilitated by trained student leaders, are offered for certain difficult courses. Study groups, led by students with a strong background in the material, are organized for students in basic Economics and Physics courses.
- Online resources at concordia.ca/students/learning-support

18.4.6 Career and Placement Services (CAPS)

Career and Placement Services helps students to:

- Connect with employers through job postings, on-campus recruiting, and career fairs
- Explore career options in their field of study at career panel discussions
- Improve their job-hunting techniques:
 - meet with career advisors to improve their resumé and cover letter, prepare for job interviews, and develop a networking strategy
 - attend job-search, interview skills and resumé writing workshops
 - research employers and labour-market trends
 - access the CAPS Job Bank
- Access print and electronic sources through the Career Resource Centre (CRC)

Online resources at concordia.ca/caps

18.5 HEALTH SERVICES

Access to health services and resources for promoting wellness is essential to student success. Concordia Health Services is a one-stop clinic and health promotion centre with a cross-functional team made up of male and female physicians, nurses, consulting psychiatrists and psychologists, and health promotion specialists. They collaborate closely with the clinic service assistants and administrators to offer friendly, helpful service to Concordia students.

All services are strictly confidential. Information can only be released with the student's written authorization. This policy applies regardless of whether the information is requested by family members, community physicians, therapists or University officials.

18.5.1 Services

Health Services offers a wide variety of services including:

Clinical Services

- Booked appointments with physicians and nurses for check-ups, non-urgent or chronic issues
- Urgent care for unexpected illness and injury
- Sexual health: STI assessment and treatment, contraception
- Preventive medical care, including immunizations and annual physicals

Health Promotion

- Individualized health behaviour change counselling for smoking cessation, healthy eating, physical activity, body image education, stress management and sleep habits

Mental Health

- Psychiatry assessment and consultation
- Short-term psychotherapy

For those services that are not offered, such as dental and eye care, Health Services can provide the names of resources that are located in the vicinity.

How to Use Health Services: Using Health Services is easy. Students may call ahead to make an appointment for predictable issues or concerns such as a physical examination, prescription renewal or health education. For unpredictable and more urgent health-care needs, students may come to the urgent-care clinic where patients are seen on a first-come, first-served basis.

18.5.2 Health Insurance

Most of the services offered at Health Services are free of charge, provided students are currently registered and have valid health insurance. For visits with a nurse or health educator, students will be asked to show their Concordia ID card. For physician visits, proof of Quebec Health Insurance plan coverage, coverage from another province, or International Student Insurance is required. If a client of Health Services does not have valid health insurance, he or she will be required to pay for a physician visit. Both Health Services locations can provide students with information pamphlets on how to obtain a valid health card or how to maintain coverage while studying outside their province of origin.

Out-of-Province Students: To retain health coverage while studying at Concordia, out-of-province students must notify their provincial health authority of their status as a student in Quebec. This must be done at the beginning of each academic year. Information on how to do this can be obtained through Health Services or on their website. Unlike clinics in the community, International and out-of-province students are not charged additional fees for their medical care. Students are therefore encouraged to use Health Services for their health-care needs.

18.5.3 Health Promotion

Health Services offers programs and activities in health education, health promotion and informed health-care consumerism. The health promotion specialists, along with other Health Services staff, bring health promotion information to students through outreach events on campus; monthly brown bag lunch-time lectures; classroom presentations; and presentations for student organizations. A calendar of events can be found on the Health Services website.

18.5.4 Loyola Health Services

Loyola Health Services ensures access to health care and health information on the Loyola Campus. Booked appointments with physicians and a psychologist are available, and a nurse is on site daily.

18.5.5 Medical Conditions and Academic Responsibilities

If medical problems or concerns are interfering with a student's ability to attend class, complete assignments, or write exams, Health Services staff can work with the student to assess the problem and review ways in which Health Services can be of assistance.

18.5.6 Location and Hours of Operation

Loyola Campus

7141 Sherbrooke St. W., Room: AD 131
Tel.: 514-848-2424, ext. 3575
Fax: 514-848-4533

Office Hours:

Monday to Friday: 9 AM to 5 PM
Closed for lunch between 11:30 AM and 1 PM

Sir George Williams Campus

1550 De Maisonneuve Blvd. W. (GM Building), Room: GM 200
Tel.: 514-848-2424, ext. 3565
Fax: 514-848-2834

Office Hours:

Monday to Friday: 9 AM to 5 PM

**Both offices are wheelchair accessible.*

Website: concordia.ca/students/health

18.5.7 Residence and Off-Campus Housing

RESIDENCE

Loyola Campus (West End)

There are two residences located on the Loyola Campus — Hingston Hall and the Jesuit Residence.

Hingston Hall is comprised of two four-storey dormitory-style co-ed residences that house 249 first-year full-time undergraduate students. Single and double rooms are available with communal washrooms and kitchenette/lounges on each floor.

Jesuit Residence is a seven-storey dormitory-style, co-ed residence that houses both full-time undergraduate students and graduate students. This residence has 52 single rooms with private bathrooms. There are centrally located kitchenette/lounges.

Sir George Williams Campus (Downtown)

Grey Nuns Residence is a four-storey dormitory-style, co-ed residence that houses 597 full-time first-year undergraduate students. The residence offers single and double rooms. Centrally located on each floor are communal washrooms and kitchenette/lounges.

Students in residence are required to enrol in a meal plan offered by Concordia's food services provider, Chartwells. Information about the meal plan can be obtained directly from Chartwells at 514-848-2424, ext. 7360 or 3641, or through their website at dineoncampus.ca/concordia.

By law, students are required to sign a *Lease in an Educational Institution* as issued by the Régie du logement – Gouvernement du Québec. The lease is for an eight-and-a-half-month period from the third week of August to the first week of May. Exact dates may vary based on the academic calendar.

A first-come, first-served process is used to make housing assignments for the fall/winter terms. Acceptance to the University does not guarantee admission to residence. A separate application for on-campus housing can be accessed through the student portal once an acceptance is issued by the University.

More information on Residence Life can be obtained by contacting the office at tel.: 514-848-2424, ext. 4755, fax 514-848-3937, or by writing to:

Concordia University – Residence Life
1455 De Maisonneuve Blvd. W., GN I-103
Montreal, Quebec H3G 1M8

OFF-CAMPUS HOUSING

A computerized housing list is made available through the Concordia Student Union (CSU) at hojo.csu.qc.ca.

18.6 FINANCIAL AID AND AWARDS

General Information

The Financial Aid and Awards Office assists students and prospective students in seeking and securing financial assistance to enable them to pursue their scholastic objectives. Student financial assistance is available in various forms, such as government student loans and/or bursaries; University and privately funded scholarship and bursary programs; and on-campus work opportunities through the Work-Study Program.

18.6.1 Gouvernement du Québec Student Loans and Bursaries

Application forms for Quebec Loans and Bursaries are available from the Financial Aid and Awards Office. It is highly recommended that students with permanent codes issued by the Ministère de l'Enseignement supérieur, de la Recherche et de la Science apply for Quebec Loans and Bursaries online at www.afe.gouv.qc.ca. All students should apply a minimum of eight weeks prior to their studies. Each student is responsible for completing his or her application form and forwarding it directly to the government. Once a student's aid is calculated, he or she will receive a formal calculation sheet indicating the amount of aid he or she will be entitled to receive.

It is important to note that the Loans and Bursaries Program is based on the principle that the student and, in some cases, his or her parents, sponsor or spouse, must contribute toward the cost of the student's education according to their respective means. In addition, the Government Loan and Bursary programs serve as a supplement to a student's own resources. Therefore, a student should not expect that all of his/her expenses will be covered through government aid.

Financial assistance is initially granted in the form of a loan which a student must pay back at the end of his or her full-time studies. If a student is entitled to more than the maximum loan, he or she may receive additional assistance in the form of a bursary, which does not have to be paid back.

Eligibility

Students are eligible to be considered for government assistance if they meet the following conditions:

1. are a Canadian citizen or have legal status in Canada;
2. are a Quebec resident or are deemed to reside in Quebec;
3. have been admitted to a recognized educational institution and be pursuing or be deemed to be pursuing full-time studies in a recognized program*;
4. have not exceeded the number of months of eligibility for which financial assistance may be awarded;
5. have not reached the debt limit for their level of education, type of degree or program;
6. do not have sufficient financial resources to pursue their studies.

*For further information, contact the Financial Aid and Awards Office.

The Government of Quebec sets the maximums for cumulative debt loads and period of eligibility. Please be advised that the maximum cumulative debt load is unrelated to students' eligibility periods; in other words, students might not be eligible for any assistance if they have accumulated a maximum debt load even if they have not used all their eligibility periods.

<i>Level of study</i>	<i>Maximum limit of loans</i>
Secondary vocational school	\$ 22,000
College: general	\$ 16,000
technical	\$ 23,000
non-subsidized	\$ 27,000
University: undergraduate programs requiring less than eight terms (BA)	\$ 30,000
undergraduate programs requiring more than eight terms (co-op, engineering)	\$ 36,000
graduate: master's level	\$ 42,000
master's level with thesis	\$ 48,000
doctorate level	\$ 55,000

The maximum period of eligibility is dependent on the students' program, level of study as well as other factors affecting their file. In general, the maximum period of eligibility set for university students is as follows:

BASIC PERIOD OF ELIGIBILITY

<i>Level of education</i>	<i>Maximum periods of eligibility</i>
University (undergraduate)	39 months
University (master's degree)	31 months
University (doctoral degree)	47 months

Note: The maximum number of months for which financial assistance can be awarded to students enrolled in university or equivalent programs is 88 (all levels combined).

Financial Assistance for Part-Time Students

Consult the Aide financière aux études website at www.afe.gouv.qc.ca for funding available to part-time students.

Students with Disabilities

Students in any Faculty, who are Canadian citizens or have legal status in Canada and who are Quebec residents, may be eligible for additional aid. Applications are available from the Financial Aid and Awards Office. Further information is also available at the Office for Students with Disabilities.

Explore (Second-Language Summer Program)

Students across Canada may apply for bursaries to enrol in a five-week immersion course in French or English at accredited institutions. The aim of this program is to provide post-secondary students with the opportunity to learn one of Canada's official languages as their second official language and to improve their knowledge of the culture represented by that language. Candidates whose mother tongue is neither French nor English may not receive bursaries to study English or French as their first official language. These bursaries will defray the cost of tuition, instructional materials, and room and board, but will not cover transportation costs or pocket money. Inquiries regarding the awarding of bursaries (e.g. eligibility) should be made to the students' provincial coordinator or territorial official, the names and addresses of which are available at the Financial Aid and Awards Office.

Eligibility:

Students are eligible if they meet the following conditions:

- are Canadian citizens or permanent residents at the time of application. Students studying in Canada on visas are not eligible;
- have general post-secondary standing or can prove that they will have obtained such a status by the time they become involved in the program;
- were enrolled as full-time students during the previous academic year.

Language Assistant Programs — Odysee

Language assistants are students who help students with the spoken language by conveying to them the real-life aspect of the language. They carry out their duties under the supervision of second-language teachers. Full-time language assistants work for nine months (September to May 31) for an average of 25 hours per week and may earn up to \$18,500. Part-time language assistants are employed for eight months for an average of eight hours per week (September to April). The program also provides reimbursement for certain expenses.

18.6.2 Federal and Provincial Student Loans and Bursaries

Students applying for Federal and Provincial Loans (other than Quebec) must be a Canadian citizen or have legal status in Canada and be a resident or be deemed to reside in the province to which they are applying. For further information, contact the Financial Aid and Awards Office.

18.6.3 Concordia University Financial Aid

Work-Study Program

Work-Study is a financial aid program funded by Concordia University, the Department of Aide financière aux études du Ministère de l'Enseignement supérieur, de la Recherche et de la Science, and La Direction des affaires étudiantes et de la coopération internationale du Ministère de l'Enseignement supérieur, de la Recherche et de la Science. It is designed to assist full-time Concordia University students (with the exception of the summer term), who are in financial need, to pursue their academic goals by providing part-time employment on campus. (Up to 20 hours per week for a maximum of 200 hours per term.)

Eligibility: Students are eligible to participate in the Work-Study Program if they meet the following criteria:

- are a Canadian citizen, a permanent resident, or an International student;
- maintain a full-time course load (with the exception of the summer session) at Concordia University for the academic session(s) in which the Work-Study position is performed;
- demonstrate financial need as evidenced by a needs test done by the Financial Aid and Awards Office.

Further information can be found at concordia.ca/students/financial-support/work-study/about-work-studyprograms.

Tuition Deferrals

Students who are blocked from registering for an upcoming term because of an overdue student account balance may apply for a tuition deferral which would provide them the ability to register for courses.

Eligibility for a tuition deferral is based upon the following conditions:

- The student has received confirmation of funding from a government student aid program that is disbursed by the University's Financial Aid and Awards Office.
- The amount of upcoming government student aid must be greater than the overdue amount in the student's account balance (i.e. fall student aid disbursement is \$3,000 and the outstanding student account balance is \$2,500).
- The student must plan to register as a full-time student, according to his/her government's definition of full-time.
- The student must have a plan on how he/she will be able to enter his/her next term of study without requiring an additional tuition deferral.
- There may be further requirements or conditions if a student has received a tuition deferral in a previous term.

If students receive approval for a tuition deferral, they will still be responsible for late fees and interest on their outstanding loan balance. The purpose of applying for a tuition deferral is to allow students participating in a government loan/bursary program the opportunity to register for the upcoming term.

Students must meet with a financial aid advisor to apply for a tuition deferral.

Short-Term Advances

Funds are available at the Financial Aid and Awards Office for students experiencing financial difficulties. Such advances are issued to undergraduate and graduate, full-time and part-time students at Concordia University whose funding is from a government student aid program that is disbursed by the University's Financial Aid. Students must see a financial aid advisor for further information on eligibility requirements and conditions.

Emergency Financial Assistance

Students experiencing circumstances which are creating considerable financial hardship for them and which require an urgent financial response should visit the Financial Aid and Awards Office to discuss emergency financial assistance.

18.6.4 Concordia University Scholarships and Bursaries

Concordia University Awards

Two types of awards are available to undergraduate students through the Financial Aid and Awards Offices: scholarships and bursaries.

Entrance scholarships and entrance bursaries are available to newly admitted students entering university programs for the first time. In-course scholarships and in-course bursaries are available to returning students who have completed at least one year of studies at Concordia University. In all cases, scholarships are awarded on the basis of scholastic achievement and, in some cases, consideration is given to the involvement in university life or other non-academic criteria.

Bursaries are awarded based on financial need and acceptable academic standing, and sometimes additional criteria may apply. Unless otherwise stated, all awards are granted to full-time students who are Canadian citizens or permanent residents. Unless expressly authorized by the University Undergraduate Scholarships and Awards Committee, award recipients may hold only one of the following types of awards in a given academic year: Concordia entrance scholarships, Concordia in-course scholarships, or Concordia in-course bursaries.

For additional information on all undergraduate awards, consult the Financial Aid and Awards Office (FAAO) website at fao.concordia.ca.

Entrance Scholarships

A number of scholarships are available to students entering their first year of full-time study. These are awarded by the University Scholarship and Awards Committee on the basis of academic achievement during the first three semesters of Cegep or equivalent. For a complete list, consult the FAAO website.

In-Course Scholarships

In-course scholarships are awarded to full-time students (unless otherwise indicated) who have completed at least 24 credits at Concordia. Recipients are selected in the summer on the basis of the previous year's academic achievement. The scholarships are paid in the following fall and winter terms. Recipients must maintain their full-time status throughout the year the award is tenable. Unless otherwise indicated, no application is required. Academic performance is reviewed with the Office of the Registrar. For a complete list, consult the FAAO website.

Entrance Bursaries

Entrance bursaries are available to students entering university studies for the first time. They require completion of an entrance bursary application form, which must be submitted along with various supporting documents directly to the Financial Aid and Awards Office. Eligibility is determined following a financial needs test, a review of the candidate's academic ranking as assigned during admission application processing, and an appreciation of the applicant's personal statements on the entrance bursary application form. For a complete list of available entrance bursaries, consult the FAAO website.

In-Course Bursaries

In-course bursaries are awarded on the basis of financial need and satisfactory academic standing. Unless stated differently, bursaries are available to full-time students who are Canadian citizens or permanent residents. For a complete list, consult the FAAO website.

18.6.5 Awards Offered by External Organizations

Awards sponsored and administered by external associations, companies, foundations, societies, and clubs, are listed from time to time on the FAAO website and bulletin boards. In general, applications must be submitted to the organization administering the award, unless otherwise indicated.

18.6.6 International Students

International Student Tuition (IST) Bursary Program:

The IST Bursary Program is a means of financial assistance specifically for full-time undergraduate International students paying International tuition fees. Bursaries are awarded on the basis of both scholastic merit and financial need. For further information on this program, consult the FAAO website.

American Students:

American students studying at Concordia are eligible for financial aid through the U.S. Department of Education (full-time: 12 credits or more or half-time: 6 credits or more) in the form of a Federal Stafford Loan or Parent Plus Loans. In order to be eligible, undergraduate students must be enrolled in a minimum of 6 (on-campus) credits per term.

Upon acceptance to Concordia, students requesting U.S. government aid must complete a Free Application for Federal Student Aid form (FAFSA) online at fafsa.ed.gov. For the FAFSA form, Concordia's school code is 00836500.

The result of the FAFSA is the Student Aid Report (SAR), which is the result of a financial needs test, and it must be submitted (along with the loan application[s] and Master Promissory Note) to the Financial Aid and Awards Office for approval. Upon receipt of the above-mentioned documents, a financial aid advisor will assess a student's need and determine the loan amounts that may be borrowed from the U.S. Department of Education. This assessment is called the Cost of Attendance and is based on the current-year tuition fees, books, and living expenses.

For further information about requesting student loan aid from the U.S. Department of Education, please consult the FAAO website.

Students must be enrolled on a full-time (12 credits or more) or half-time (6 credits or more) basis in order to qualify for aid through the U.S. Department of Education. Students must register for on-campus courses only as the U.S. Department of Education will not fund students who take any online or distance education courses while pursuing studies outside of the United States.

As well, only students enrolled in degree programs are eligible to receive U.S. Government student loan funding. Undergraduate and graduate students enrolled in diploma and certificate programs are not eligible for U.S. Government funding.

The loan application process at Concordia University is "borrower initiated." This means that each academic year, students must begin the loan process by completing a Free Application for Federal Student Aid (FAFSA) application, a Master Promissory Note and a Concordia University U.S. Direct Loan Application form. The Concordia University U.S. Direct Loan Application form is available on Concordia University's Financial Aid and Awards website. Students must forward all application documents to the Financial Aid and Awards Office as they are not received through electronic means.

Upon receipt of the above-mentioned documents, a financial aid advisor will assess the students' need and determine the loan amounts that may be borrowed from the U.S. Department of Education. The FAAO calculates students' cost of attendance (COA) in order to determine their financial need. The COA is based on tuition fees, books and living expenses for one academic year, and on the number of credits registered.

Students from Other Countries:

Students from abroad may apply for the International Student Tuition Bursary Program, which is a means of financial assistance for full-time undergraduate International students who are paying International tuition fees. These bursaries are awarded on the basis of both scholastic merit and financial need. For further information about this program, consult the FAAO website.

Apart from the International Student Tuition Bursary Program, the majority of merit-based scholarships and need-based bursaries offered through Concordia University are restricted to Canadian citizens and permanent residents only. However, a growing number are open to, but not restricted to, International students.

With the exception of U.S. Student Loans, other governmental student loan programs administered by Concordia University are not available to International students. Students studying on a student visa who require financial aid should therefore contact their home country's Department of Education.

The Canadian International Development Agency offers training assistance to most developing countries with which Canada has a co-operative agreement; however, students must be nominated by their own government. For further information, contact the Scholarship Committee, Human Resources Directorate, Canadian International Development Agency, 200 Promenade du Portage, Hull, Quebec, K1A 0G4.

Students should try to obtain adequate finances before coming to Canada. If students do not plan to return home during the summer, four additional months of living expenses should also be provided for.

18.7 RECREATION AND ATHLETICS

The Department of Recreation and Athletics believes physical fitness, interuniversity athletics and recreation opportunities are an integral part of a Concordia University education. Its goals are to provide services and programming that enrich the educational experience of students and to offer opportunities for staff, faculty and the local community to be physically active in a safe, healthy environment.

Le Gym fitness centre on the Sir George Williams Campus, in the EV pavilion, is a very modern and comprehensive fitness and workout facility that serves as a focal point for instructional programs. It's easy to get to, located at the metro level of the EV pavilion and linked underground to the John Molson School of Business and the Hall and Library buildings.

The Loyola Campus is home to the fitness facility Le Centre, as well as PERFORM, a state-of-the-art research facility dedicated to improving health through prevention. Working together, Le Centre and PERFORM offer students the chance to get fit while benefiting from the latest teaching methods and research findings. Loyola Campus also has two full-length artificial playing surfaces with lighting, including a 4,000 seat stadium; the newly renovated Ed Meagher Arena; a gymnasium; and a weight room. The Stinger Dome, an indoor playing field, is open in November through April for flag football, soccer, rugby, Ultimate and golf practice.

Campus Recreation offers more than 50 activities to choose from, including basketball, hockey and ball hockey, lacrosse, volleyball, aerobics, dance, and martial arts, among others.

The Loyola Campus facility is the hub of Stingers varsity sports and intramural leagues. The varsity program gives more than 350 elite student-athletes the opportunity to represent Concordia University at provincial, national and international competitions. The Stingers compete in football, basketball, hockey, rugby, soccer and wrestling. Student-athletes benefit from excellent support services, including academic advising and a dedicated study space in the Recreation and Athletics complex on the Loyola Campus. Concordia offers financial awards to student-athletes.

Concordia also supports four club teams competing on various regional and national stages outside of the varsity framework, including baseball, golf, cross-country and skiing.

For additional information, see stingers.ca.

Loyola Campus

7200 Sherbrooke St. W., Room: PA 104
514-848-2424, ext. 3858
Fax: 514-848-8637

Stinger Dome

7200 Sherbrooke St. W.
514-848-2424, ext. 8860
stingerdome@concordia.ca

Sir George Williams Campus

1515 St. Catherine St. W., Room: EV S2.202
514-848-2424, ext. 3860
Fax: 514-848-3441
