

GRADUATE FEES BILLING STRUCTURE
for Master's and PhD Programs
(effective 2010/2 Fall semester)

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Master's & PhD Fees Billing
(beginning with 2010/2 Fall term enrolment/registration)

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A. TUITION AND OTHER FEES BILLING STRUCTURE

1. Tuition Fee Rates

Base tuition rates and *forfaitaires* are determined by the *Ministère de l'Éducation, Loisir et Sport du Québec* (MELS).

Canadian, Québec Residents are charged the base rate of tuition (e.g. \$68.93/cr.).

Canadian, non-Québec Residents, Cycle II (Graduate) are charged the

- base rate of tuition (e.g. \$68.93/cr.), plus
- non-Québec resident *forfaitaire* or premium (e.g. \$119.99/cr.)

for a total of \$188.92 per credit.

Students in a Cycle III (PhD) programs are exempt and are not charged the non-Québec *forfaitaire*.

International Engineering & Computer Science (ENCS), Cycle I (Undergraduate) programs are charged

- base rate of tuition (e.g. \$68.93/cr.), plus
- International student *forfaitaire* (e.g. \$427.02/cr.), plus
- additional 10% *forfaitaire* (e.g. \$42.70/cr.), plus
- ENCS premium (e.g. \$55.35/cr.)

for a total of \$594.00 per credit.

International John Molson School of Business, Cycle I (Undergraduate) programs are charged

- base rate of tuition (e.g. \$68.93/cr.), plus
- International student *forfaitaire* (e.g. \$427.02/cr.), plus
- additional 10% *forfaitaire* (e.g. \$42.70/cr.), plus
- JMSB premium (e.g. \$109.35/cr.)

for a total of \$648.00 per credit.

International John Molson School of Business, Cycle II (Graduate) programs are charged

- base rate of tuition (e.g. \$68.93/cr.), plus
- International student *forfaitaire* (e.g. \$375.57/cr.), plus
- additional 10% *forfaitaire* (e.g. \$37.56/cr.), plus
- JMSB premium (e.g. \$165.92/cr.)

for a total of \$648.00 per credit.

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All other International students are charged

	base tuition	Int'l student <i>forfaitaire</i>	additional 10%	total per cr.
Cycle I Hi*	\$ 68.93	\$ 427.02	\$ 42.70	\$ 538.65
Cycle I Lo	\$ 68.93	\$ 375.57	\$ 37.56	\$ 482.06
Cycle II	\$ 68.93	\$ 375.57	\$ 37.56	\$ 482.06
Cycle III	\$ 68.93	\$ 330.54	\$ 33.05	\$ 432.52

* Courses designated by MELS as

Sciences pures, Mathématiques, Génie, Informatique, Spécialités non médicaux et santé, Architecture et design de l'environnement, Agriculture foresterie et géodésie, Cinéma et photo, Musique et Médecine are charged the High *forfaitaire* rate.

Administration, Droit, Science humaines sociales, Géographie, Éducation, Éducation physique et lettre are charged the Low *forfaitaire* rate.

2. Fee Billing Structure

2.1 The "Start" of the billing of fees

The first registration in a student's Master's or PhD program, in either a credit course or a Continuing in Program (CIP) course notation, will trigger the start of the fee billing process.

Registration in a CIP during the student's first term of registration in a Graduate program must be recommended by the Graduate Program Director and submitted to the School of Graduate studies for approval via the Student Request System.

2.2 Tuition and other fees

Each Master's or PhD program requires the student to successfully complete a **nominal** number of academic credits, e.g. 45, 57, 60 or 90 credits, and apply to graduate within a specific number of academic terms (**Academic Time Limit**).

Master's and PhD program students are billed tuition and other fees based on the total number of **nominal** credits in their degree program. Fees are charged at a rate of 11.25 credits per term for full-time students (for 4 consecutive terms) and 7.5 credits per term for part-time students (for 6 consecutive terms). Once all **nominal** credits in the degree program have been billed, **Continuation** and other fees are charged in each subsequent term until the student completes all degree requirements, reaches the Academic Time Limit or withdraws from the program.

2.3 Basis on which tuition and other fees are billed

Tuition and other fees are billed when a Master's or PhD student is registered for a credit course or a course notation, e.g. CIP, STOQ, etc.

2.4 Full-time and part-time enrolment status

The number of credits billed in an academic term is determined by the students' initial admission, or enrolment status (*i.e.* **full or part-time**).

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Academically, students changing from

- a. full-time to part-time status will be granted additional terms in which to complete their academic requirements and,
- b. part-time to full-time status will be required to complete their degree requirements in fewer terms.

In other words, the Academic Time Limit may be extended or reduced.

Financially however, students who change their status

- a. **after completion** of more than one half of their tuition billing cycle will not have the number of credits billed each term, adjusted. In other words, students who change from
 - i. **full-time to part-time** status (**after completion** of more than one half of their tuition billing cycle) will continue to be billed fees at the full-time student rate; and,
 - ii. **part-time to full-time** status (**after completion** of more than one half of their tuition billing cycle) will continue to be billed fees at the part-time student rate.
- b. **before completion** of one half of their tuition billing cycle will have their fee schedule adjusted to reflect the new enrolment status. In other words, students who change from
 - i. **full-time to part-time** status (**before completion** of more than one half of their tuition billing cycle) will be billed fees at the part-time student rate; and,
 - ii. **part-time to full-time** status (**before completion** of more than one half of their tuition billing cycle) will be billed fees at the full-time student rate.

2.5 Miscellaneous fees

Miscellaneous fees are charged on a "per credit", "per-term" or on an annual basis. Miscellaneous fees include the Registration fee (per term), the Graduate Student Association Fee (annual fee), Health Insurance, etc.

2.6 Code Permanent surcharge

The *Ministère de l'Éducation, Loisir et Sport du Québec* (MELS) requires that all students who are registered at a Québec University have a "permanent code", a unique identifying number which is assigned by the ministry. Students who do not provide a valid code with their application must apply for one. Students who do not submit or apply for a permanent code will be charged an additional tuition premium of \$469.72 per credit (in 2010/2011).

Information on how to apply for a permanent code and a link to the on-line "Permanent Code Data" form can be found at <http://permanentcode.concordia.ca>. The on-line Permanent

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Code Data form must be completed and submitted to the Birks Student Service Centre. All students who have attended elementary or high school, or CEGEP in Québec have been assigned a permanent code. The permanent code appears on all Québec High School Leaving and CEGEP transcripts.

2.7 Continuation and other fees

Once all **nominal** credits in the degree program have been billed, a **Continuation** and other fees are charged in each subsequent term until the student completes all degree requirements or the Academic Time Limit has been reached or the student officially withdraws from their program.

2.8 Time Limit Extension (TLE) and Other Fees

Each program of study has an **Academic Time Limit** (a specified number of academic terms) in which a student must complete all degree requirements and apply to graduate. Once the student has completed the total number of terms within the Academic Time Limit and has not yet met the degree requirements in order to graduate, the student may apply to their Graduate Program Director for an **Academic Time Limit Extension (TLE)**. If a TLE is granted, a **TLE** fee, miscellaneous "per term" and annual fees will be charged during each TLE term.

2.9 Balance of program fees

Students who complete their Master's or PhD program degree requirements before all tuition and other fees for the nominal credits in their program of study have been billed will be charged the balance of their program's tuition and other fees once they apply for graduation.

2.10 Prerequisite or deficiency¹ course credits

In order to obtain MELS funding and charge tuition & other fees for these courses, the courses must be registered under (linked to) a Qualifying or Undergraduate Independent program.

Since returning students have likely been charged deficiency credits under their Master's program, this procedure will only apply to newly admitted students.

2.10.1 Course credits taken in addition to nominal program credits; and courses that are not applied to the degree requirements

2.11.1 General

Beginning with 2010/1 admissions to a Master's or PhD program.

All "course credits registered" in addition to the number of nominal credits in a student's Master's or PhD program are charged tuition and other fees on a "per credit" basis and in addition to, and concurrently with, the Tuition & other fees charged on nominal program credits, Continuation & other fees or Time Limit Extension fee.

¹ A deficiency course is a course which must be taken in addition to the nominal credits in a student's program or not applied towards the degree program. Deficiency credits may include graduate or undergraduate courses.

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Courses with grades and other notations outlined in the Graduate Calendar, § Academic Regulations {*insert link to item titled Grading Systems in Calendar*}, as well as imposed sanctions requiring extra course credits, are counted as "course credits registered".

Each Master's and PhD student will be permitted to register for a maximum of 3 course credits in addition to the nominal credits in their degree program without charge.

2.11.2 Calculation of additional course credits in thesis option programs

The Office of the Registrar registers each student in the thesis or research paper component of their program when the student nears completion of all program requirements.

Before the thesis or research paper is registered for, course credits taken in addition to program requirements are determined by taking the number of nominal credits in the student's program and subtracting the number of thesis or research paper credits not yet registered. At that point, all additional registered course credits will be billed on a "per credit" basis during the term in which the student may be concurrently billed tuition, continuation or TLE and other fees.

For example, in a 90 credit PhD program the formula would work as follows

- 90 nominal credits less 75 thesis or research paper credits = 15 course credits
- A full-time student is billed 11.25 credits of tuition & other fees for their Master's or PhD program.
- Once the student has registered for the 15 course credits, any additional registered course credits will be charged tuition & other fees on a "per credit" basis.

Therefore, a full-time student might be charged 11.25 credits of tuition, continuation or TLE plus other fees for their program plus all additional course credits registered in the same term.

2.11.3 Calculation of additional course credits in course-based Master's programs

Once the number of registered course credits exceeds the number of nominal credits in a student's program, the "additional" course credits are billed on a "per credit" basis during the term in which they are registered.

Therefore, a full-time student might be charged 11.25 credits of tuition, continuation or TLE plus other fees for their program plus all additional course credits registered in the same term.

2.11.4 "Elective" and 'Hors programme' courses²

Courses that cannot be applied to the student's degree program are considered to be "elective" or '*cours hors programme*' and are charged tuition & other fees on a "per credit" basis, and in addition to, and concurrently with, the Tuition & other fees charged on nominal program credits, Continuation & other fees or Time Limit Extension fee.

² *Hors programme* courses are courses taken in addition to nominal credits or not applied towards the approved curriculum.

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This funding shortfall cannot be resolved until these courses can easily be identified by a degree audit system.

2.11.5 Audit Courses

Courses not taken for credit are registered under a student's Master's or PhD program and an Audit grade is recorded to the student's record. Audited courses are charged tuition and other fees on a "per credit" rate based on the number of credits normally attached to the audited course.

B. ENROLMENT AND REGISTRATION ISSUES THAT AFFECT BILLING

3. Enrolment Requirements

3.1 Requirements

According to the University Graduate Calendar § Graduate Registration {*link to Graduate Calendar entry*}, once a student has registered in his/her Master's or PhD program, students must maintain continuous enrolment (in consecutive terms) in their program of study until all degree requirements are completed or the student withdraws from their program. Students will be withdrawn from their program if a course registration or academic course notation cannot be processed due to an Accounts or other Registration Restriction that has been applied to the student's account or program of study.

3.2 Accounts Restrictions

Students must pay fees when they become due in order to continue registering in future terms. An Accounts Restriction is applied to any Student's account with an outstanding (overdue) balance owing to the University. Students with an Accounts Restriction are not permitted to register, re-register or add courses to an existing registration in a current or future academic term.

Students are permitted to drop a course(s) or withdraw from their program of study even if an Accounts Restriction has been applied to the student's account.

Special provision for 1st year of implementation of the 2010/2 fee billing structure:

Students will be permitted to register for the 2010/4 Winter and 2011/1 Summer terms if fees from the 2010/2 Fall and/or 2010/4 Winter terms remain outstanding at the time of registration.

However, all outstanding balances from the 2010/2 Fall, 2010/4 Winter and 2011/1 Summer terms must be paid in full in order to register for the 2011/2 Fall term.

4. Continuing in Program (CIP) course notations

Students who are still within their Academic Time Limit and are not otherwise registered for course credits are automatically registered in a Continuing in Program (CIP 001/1 Summer, CIP 001/2 Fall or CIP 001/4 Winter) course notation. This registration is an academic course notation, no academic credits are attached to the notation, and the notation in and of itself will not generate the assessment of any fee.

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5. **Time Limit Extension (TLE) course notations**

Each program of study has an **Academic Time Limit** (a specified number of academic terms) in which a student must complete all degree requirements and apply to graduate. Once the student has completed the total number of terms within the Academic Time Limit and has not yet met the degree requirements in order to graduate, the student may apply to their Graduate Program Director for an **Academic Time Limit Extension (TLE)**. If a TLE is granted, a **TLE** fee, miscellaneous "per term" and annual fees will be charged during each TLE term.

6. **Option Changes**

When students are granted an option change, their program time limit and the number of nominal credits billed are not adjusted. The academic time limit is not extended and continues to be counted from term of admission to the original program of study. All tuition and other fees paid in the original option are transferred to the new program of study and are not forfeited.

This rule also applies to students changing between the following programs if registration is continuous and in consecutive terms:

- the Master's of Engineering (MENG) and the Master's of Applied Science (MASc) programs in the same concentration in the Faculty of Engineering and Computer Science;
- the Master's of Engineering and the Master's of Applied Science programs in Building and Civil Engineering; and,
- the Master's of Computer Science and the Master's in Applied Computer Science programs in the Faculty of Engineering and Computer Science.

Program transfers between the Master's in Business Administration (MBA programs), the Diploma in Chartered Accountancy and the Certificate in Management Accounting are exceptions, provided the student has completed the Diploma program requirements and has not graduated (that is, the degree/diploma has not been conferred.)

Upon official withdrawal from the Diploma in Chartered Accountancy programs, up to a maximum of 30 credits are transferred to the MBA program and are not forfeited. The transfer of program must be processed within 2 years (6 academic terms) from the last registration in the original program of study.

7. **Special Degree Transfers (New Admission)**

When a graduate student transfers to a Concordia Master's thesis or PhD program to continue graduate work started at another institution, financial credit equal to the number of academic transfer credits will be granted to the new admission.

When a Concordia graduate degree program student transfers to a different Master's or PhD within Concordia, financial credits equal to the number of transfer credits approved for the new admission but not exceeding the tuition paid in the original program will be granted. This does not apply to transfers to or from graduate privatized programs.

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8. Accelerated admission to PhD programs (fast tracking)

Accelerated admission (fast tracking) describes a process whereby exceptional students are admitted to PhD programs without a Master's degree in the same discipline. Students who follow this process must show high academic performance or potential evidenced by an outstanding GPA, appropriate research publications in a field of study, a research topic at the Master's level which is advanced enough for a doctoral thesis proposal, or other similar demonstrations of achievement. Students who are

- accepted for accelerated admission, and
 - currently registered in a Master's degree program
- OR**
- accepted for accelerated admission, and
 - are admitted directly from a Bachelor's degree

are expected to complete the course component of a Master's (Thesis option) program in the same discipline in addition to the standard academic requirements for the doctoral program.

Since this is a new admission, the PhD program Academic Time Limit and nominal fees billed begin anew. All nominal fees billed in the Master's program are non-transferable and will not be applied to the PhD.

Students who have not completed a Master's degree and are admitted directly to a Concordia PhD program may be required to take a course(s) in addition to their PhD program requirements. All pre-requisite and deficiency course credits are registered under a Qualifying Program and are charged tuition & other fees on a "per credit" basis.

9. Leaves of Absence from Program

9.1 General

Please read the information pertaining to Leaves of Absence from Program which is published in the University Graduate Calendar, § Graduate Admissions, Leaves of Absence from Program.

9.2 Eligibility for loans & bursaries, health insurance coverage

A leave from a program of study may have financial implications for students receiving loans or bursaries. Students should check the regulations associated with their funding. Both Canadian and International students are permitted to apply for a leave of absence from their program of study.

Please contact the Financial Aid & Awards Office or refer to their website at <http://financialaid.concordia.ca> for additional information.

9.3 Student health & dental plans and health insurance for International students

Canadian, Landed Residents and International students on an approved leave of absence **do not pay** the Student health & dental plan or health insurance (for International students) fees and **they are not covered by (insured under) any Concordia University health insurance plans.**

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9.4 Leaves of absence from program

9.4.1 *Leave without access to university services*

The student does not have access to university or student services; or health &/or dental plan coverage.

It is important to note that the student will not have access to any health insurance or health & dental plan coverage. No health insurance premiums, health & dental plan fees or other fees are charged.

9.4.2 *Leave with access to university services*

The student has access to limited university and student services (*e.g. library privileges*). A flat Service Fee of \$150 per term is charged for a Leave with Access to University Services.

It is important to note that the student will not have access to any health insurance or health & dental plan coverage. No health insurance premiums or health & dental plan fees are charged.

9.4.3 Parental leave

The student has access to limited university and student services (*e.g. library privileges*).

It is important to note that the student will not have access to any health insurance or health & dental plan coverage. No health insurance premiums, health & dental plan fees or other fees are charged.

10. Graduation

10.1 General

All Graduate students are required to apply to graduate (before the published deadlines) once they expect that they will be completing their degree requirements. Master's and Ph.D. students will continue to be billed fees each term until the term before Convocation. For example, the Summer term preceding the Fall Convocation (November) and the Winter term preceding the Spring Convocation (June). The Application to Graduate form is available on-line at <http://registrar.concordia.ca/convo/gradapp.html>.

Students should be encouraged to apply to graduate as soon as they have completed, or expect to complete, their degree requirements so as to avoid incurring additional term or annual fees.

Once the Application to Graduate form has been processed by the Office of the Registrar [i.e. the "potential graduate" (Pot-Grad) flag is set], the balance of tuition and other fees (not yet billed) and Graduation fees for the covering program of study will be charged to the Student's account.

10.2 Spring convocation

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Potential graduates (POTGRADS) are automatically registered as Continuing in Program (CIP notations) during their final Fall and Winter terms of study. The balance of Tuition and Other fees not yet billed to the student's Master's or PhD program will be charged as soon as the POTGRAD flags are loaded to SIMS by the Graduation Office in January or February. These fees automatically become due on January 31st or February 28th, depending on when the POTGRAD flags are loaded to SIMS.

The dynamically assessed "balance of program" fees are no longer dynamic once the A/R April month-end closing has been completed. After that date, and until Convocation, the Graduation Office must notify SAO (via e-mail) of any deletions to the Master's or PhD graduation list so that applicable adjustments can be processed.

Should the student complete all degree requirements including their thesis defence before December 31st, the Winter CIP notation and any Continuation & Other fees can be removed from the student's record and Student's account. In such cases, it is the responsibility of the Graduate Program Director or Assistant to notify the GSST in writing (by e-mail) of the date on which the student completed their degree requirements including their thesis defence. This notification must be submitted by the January DNE deadline. The GSST will then make the necessary adjustments to the student's record and notify the SAO if a retroactive adjustment was made.

10.3 Fall convocation

Students are automatically registered in a CIP notation for the Fall term. Once the POTGRAD flag is set by the Graduation Office, the CIP notation is automatically removed and the balance of unbilled nominal credits are charged. This occurs in August or September each year. The balance of program fees will automatically become due on September 30th or October 31st, depending on when the POTGRAD flags are loaded to SIMS.

10.4 Exceptions to the final term of CIP registration rules

In some cases, students complete all their degree requirements, including their thesis defence, one term earlier than the convocation date. In these cases, it may be possible to submit a request to the Graduate Program Director (GPD) to have one term of CIP notation cancelled and Continuation fees reversed.

The GPD must submit an official Student Request to the School of Graduate Studies for verification and approval. The GPD must include the date on which the student completed their degree requirements and defended their thesis. SGS will verify the student's record and if

- a. all MEQ funding has been received for that student's program; and
- b. all tuition & fees have been charged to the Student's account.

If the Student Request is approved, the balance of Tuition and Other Fees (not yet billed) for the covering program of study will be charged; all fees related to a CIP registration will be reversed/cancelled.

C. FINANCIAL ISSUES

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11. Financial Aid eligibility

Master's (thesis option and course-based programs) and Ph.D. students' current enrolment status (full-time/part-time) determines their eligibility for financial aid funding.

12. Tuition (income tax) receipts – enrolment status

Students' enrolment status is determined by the enrolment status in their graduate program of study. Students' enrolment status is indicated on the Student Record and Transcript.

13. Employment (staff) tuition waivers

13.1 General

Eligible Concordia University employees must go to the Human Resources Department to obtain a tuition waiver. If a tuition waiver is granted, the Human Resources Department (the Payroll Office) will process the waiver to the Student's account.

The Tuition Waiver Benefit rules are applied in accordance with the governing collective agreement(s).

13.2 Fees that are waived

Tuition Waivers cover only the Canadian, Québec Resident base tuition rate (*e.g. in 2010/2011 the base tuition rate is \$68.93 per credit*).

The Non-Québec Resident and International student tuition premiums are **not waived** and must be paid by the employee, the employee's spouse, or the employee's dependent. The student is also financially responsible for the payment of all "other" and miscellaneous fees (*e.g. non-tuition, continuation, time limit extension, leave of absence, etc.*).

Executive graduate programs are not covered by Staff Tuition Waivers.

13.3 Taxable benefits

Tuition waivers for an employee's spouse or dependent are a "taxable benefit" for the student, not the employee. These taxable benefits are reported on a T4A which is issued to the student at the end of the taxation year.

Tuition waivers for employees who are also the graduate student are considered "staff training" and are not a "taxable benefit". These waivers are not reported on the employee's employment tax slips at the end of the taxation year.

D. FINANCIAL REGULATIONS

14. Late Payment and Interest Fees (September 2010 to August 2011 inclusive)

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When monies owed to the University become overdue, a Late Payment fee will be charged to the student's account.

During the 1st year of implementation of the new fee billing structure, that is, from September 2010 to August 2011 inclusive, the University will not charge Master's and PhD students a Late Payment fee or Interest.

15. Account Restrictions

Normally, a student's account must be paid in full by the end of each term in order for the student to register for or make a course change for a registration in a future academic term. SIMS automatically sets an Accounts Restriction and blocks a student from registering when there is an outstanding (overdue) balance on a student's account at the end of the academic term.

Special provision for 1st year of implementation of the 2010/2 fee billing structure:

Students will be permitted to register for the 2010/4 Winter and 2011/1 Summer terms if fees from the 2010/2 Fall and/or 2010/4 Winter terms remain outstanding at the time of registration.

However, all outstanding balances from the 2010/2 Fall, 2010/4 Winter and 2011/1 Summer terms must be paid in full in order to register for the 2011/2 Fall term.

16. Tuition & Fees and Financial Regulations

For complete information regarding the Financial Obligations of the student and Financial Regulations of the University, please refer to the Tuition & Fees Website at <http://tuitionandfees.concordia.ca/>, Tuition & Fees and Financial Regulations, select an academic year, and select the Graduate booklet.

For additional information, please contact the Student Accounts Office by telephone at 514-848-2424 ext. 4900 or by e-mail at studacc@alcor.concordia.ca.