

Student Life and Student Services

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Section 18

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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 that provides support and advice on Student Services programs, policies and budgets, studies the range of student life on both campuses. The Council also disburses funds for student-led initiatives. The voting membership 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. Finally, CCSL oversees awards for extraordinary contribution to the Concordia 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 student life on campus. Student associations and groups 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 to take responsibility for their own collective affairs and provide opportunities for their members to participate in student life. The Dean of Students also works with students seeking to start new groups on campus. In addition to supporting student groups directly, the Dean of Students has programming that supports student engagement. This includes the LIVE Volunteer Centre, Alternative Spring Break, the co-curricular record and capacity building. In short, the Dean of Students Office seeks to develop and deepen a sense of agency amongst students thereby adding to the success of their post-secondary experience.

concordia.ca/offices/dean-students

18.2.1 Social, Political and Cultural Activities

There is a wide variety of social, political, and cultural events presented regularly by various student organizations and departments. There are student cafeterias, cafés and lounge facilities on each campus, and there is a student pub on the Sir George Williams Campus. There are art spaces run by both the University and students and numerous festivals that partner with the University. The best way to get acquainted with these activities is to search the University's website as well as those of the various department and student associations.

18.2.2 Multi-faith Chaplaincy

Multi-faith Chaplaincy offers a community for students who are asking questions about their role in society and seeking opportunities for reflection, resources for faith and spiritual practice, and spaces to study or relax. Programs include meals, drumming, meditation, visits to sacred sites, mass and many others. Multi-faith Chaplaincy staff are also available to meet one-on-one with students and offer a welcoming ear.

Loyola Campus

Administration Building, Room: AD 103.8 and 103.10
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

The Loyola Chapel

Located on the Loyola Campus, the Loyola Chapel is an inclusive and vibrant community space, run by the office of the Multi-faith Chaplaincy, that promotes spiritual growth, diversity, presence and social engagement. Students are welcome to visit and inquire about the space for art events, wellness activities, community events, religious ceremonies and self-reflection.

Loyola Campus

F.C. Smith Building, Room: FC 110
514-848-2424, ext. 3588

concordia.ca/offices/chaplaincy

18.2.3 LIVE Centre — Volunteer Resource Centre

Concordia's Volunteer Resource Centre, the LIVE Centre, seeks to connect Concordia students with volunteer opportunities on campus, in Montreal and abroad. The Centre helps students to discover the opportunities that best match their interests and career goals.

At the LIVE Centre, students can:

- Meet with Volunteer Ambassadors to explore the volunteer opportunities available to them
- Get answers to their questions about community engagement and strategic volunteering
- Participate in special events such as workshops and fairs

Sir George Williams Campus

Hall Building, Room: H 608
514-848-2424, ext. 5578

concordia.ca/volunteer

18.2.4 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 participate in cultural activities, social gatherings, information sessions, 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 and a Mentor/ Writing Assistant. Aboriginal students have access to the Centre's resources and services, including a comfortable lounge, a computer lab and the opportunity to participate in community-building events.

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

concordia.ca/offices/asrc

18.2.5 Concordia University Student Parents Centre

The Concordia University Student Parents Centre (CUSP) is dedicated to assisting students who are raising a family reach their educational goals by providing support services and resources; planning and implementing programs and workshops; and organizing numerous social events throughout the year. The Centre offers a safe and accessible space to congregate, study, voice concerns, share interests, and develop a support network. Student parents and their families are welcome to use the Centre's resource rooms to work, relax, or consult with CUSP staff. CUSP has its own computer lab, a breastfeeding room, a large well-equipped kitchen, a lounge and kids play area.

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

concordia.ca/offices/cusp

18.2.6 Sexual Assault Resource Centre

The Sexual Assault Resource Centre provides confidential and non-judgmental support to Concordia University students of all genders and orientations who have been affected by sexual violence and/or harassment. Through education and awareness-raising initiatives, the Sexual Assault Resource Centre is committed to working towards the prevention of sexual violence and harassment. The Centre's approach to service delivery, outreach and prevention is survivor-centred, feminist and intersectional. The Centre's support services include crisis intervention, accompaniment, advocacy, referrals and a drop-in space.

Sir George Williams Campus
GM Building, Room: 300.27
514-848-2424, ext. 3461

concordia.ca/offices/sarc

18.3 STUDENT SUCCESS CENTRE

The mission of the Student Success Centre is to engage and empower students to achieve individual, academic and career success. A team of professional staff and trained student employees support students with individual appointments, workshops, groups and mentoring to build their skills and find the resources and opportunities to enhance their program of study and realize and achieve their goals. Services are offered on both campuses.

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. 3921

Online resources at concordia.ca/students/success

18.3.1 Student Success Mentoring Program

The Student Success Mentoring Office (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 Student Success Centre and Student Services 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/success/mentoring

18.3.2 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 both the Student Success Centre and Counselling and Psychological Services, 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/students/success/career-planning-services/career-resources

18.3.3 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 Map to Success 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.

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

18.3.4 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.
- Exam Prep Sessions: Free review sessions for basic math, accounting and economics courses are organized during fall and winter final exam periods.
- 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.
- Beginner and intermediate 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/success/learning-support

18.3.5 Career and Planning Services (CAPS)

Career and Planning Services (CAPS) helps students to:

- Connect with employers through job postings in their field of study, on-campus recruiting, and career and graduate school fairs.
- Explore career options in their field of study at career panel discussions.
- Plan for and make career, educational and life decisions through career counselling.
- Improve their job-hunting techniques:
 - meet with career advisors to devise personalized job search strategies, 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 to research job-hunting resources and career options through the Career Resource Centre (CRC)

Sir George Williams Campus

Annex EN, Room: 109

514-848-2424, ext. 7345

Online resources at concordia.ca/students/success/career-planning-services

18.4 CAMPUS WELLNESS AND SUPPORT SERVICES

Campus Wellness and Support Services offers a wide range of services and programs that support the health and well-being of students from the time they enter university through graduation. Services, including a full-service medical clinic, personal counselling, mental health support, and services for students with disabilities, are provided by a team of medical and professional staff who seek to enhance the students' experience by actively promoting awareness and education, and encouraging healthy choices.

18.4.1 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 an interdisciplinary team made up of male and female physicians, nurses, consulting psychiatrists 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.

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

- Health promotion specialists can meet with students to help them set and achieve individualized health goals such as 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 a list 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.

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 Concordia's International Student Insurance

Plan 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.

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.

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.

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.

Loyola Campus

7141 Sherbrooke St. W., Room: AD 131

Tel.: 514-848-2424, ext. 3575

Fax: 514-848-4533

Closed for lunch between 11:30 a.m. and 1 p.m.

Sir George Williams Campus

1550 De Maisonneuve Blvd. W. (GM Building), Room: GM 200

Tel.: 514-848-2424, ext. 3565

Fax: 514-848-2834

concordia.ca/students/health

18.4.2 Counselling and Psychological Services

Counselling and Psychological Services is staffed by licensed psychologists and psychotherapists who provide support to students. Learn to manage and work through a variety of personal and emotional challenges including:

Personal Counselling

Manage symptoms related to anxiety, depression and stress

- Develop necessary self and life skills (self-care, stress management, effective communication)
- Work through challenges related to relationships, loss, sexuality and identity development

Crisis Walk-in

- Feeling overwhelmed, unable to cope? Counsellors are available Monday to Friday, 9 a.m. to 4 p.m.

Psychological Testing and Assessment

- Students can learn more about themselves through psychological testing

Other Counselling Services

- Consultation (to students, staff, faculty)
- Psycho-educational and self-development workshops (Wellness Series, Wellness Bites [lunch-hour series])
- Outreach and various mental health-related events throughout the year

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

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

18.4.3 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 assistive/adaptive 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/PRVPA-14.pdf.

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

concordia.ca/offices/acsd

18.5 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 601 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, Aramark. Information about the meal plan can be obtained directly from Aramark at 514-848-2424, ext. 5247, or through the website concordia.ca/food.

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, email: residenceinfo@concordia.ca, or by writing to:

Concordia University – Residence Life
1455 De Maisonneuve Blvd. W., GN E-102
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'Éducation, de l'Enseignement supérieur et de la Recherche apply for Quebec Loans and Bursaries online at the Aide financière aux études website: 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 that 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. 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 pursuing studies in an eligible program.*

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

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.

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.

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 — Odyssey

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.

18.6.3 Concordia University Financial Aid

I. 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'Éducation, de l'Enseignement supérieur et de la Recherche, and La Direction des affaires étudiantes et de la coopération internationale du Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche. It is designed to assist full-time Concordia University students (with the exception of the summer session), 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.

II. 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 or she will be able to enter his or 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.

III. 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.

IV. 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

I. 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, an application is required, 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.

II. 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.

III. 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 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 based on the assessment GPA as calculated each year by the Office of the Registrar. For a complete list, consult the FAAO website.

IV. 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.

V. In-Course Bursaries

In-course bursaries are awarded on the basis of financial need and satisfactory academic standing. An application is required. 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 Students from the United States — Federal Student Aid

Citizens of the United States and certain eligible non-citizens studying at Concordia may be eligible for financial aid through the U.S. Department of Education in the form of a Federal Direct Loan. Financing may also be available through alternative non-governmental sources such as Sallie Mae. 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 at Concordia.

Effective July 1, 2010, the U.S. Department of Education requires all schools disbursing U.S. Government loans to do so through the U.S. Government's William D. Ford Federal Direct Loan Program. This means that the U.S. Government will be electronically disbursing student loan funding directly to schools without the participation of any third parties (i.e. banks or financial institutions). Under the Direct Loan program, the lender is the United States Department of Education.

I. Concordia University Requirements for Beginning the Application Process for Federal Student Aid

The loan application process at Concordia University is "borrower initiated." This means that for 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'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. For the FAFSA form, Concordia's school code is 00836500.

II. Maintaining Eligibility

Course Load

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.

Program Eligibility

All programs offered to Direct Loan recipients must meet the U.S. Department of Education's program eligibility requirements, as outlined in the Code of Federal Regulations. In the case of foreign institutions, for recipients of Direct Loan funding, this means that the version of the program into which the student is accepted will not include the following:

1. Any use of a telecommunications course, correspondence course or direct assessment (CFR 600.51 [d]).
2. Any course, research, internship or externship or special studies that takes place in the United States (CFR 600.52).
3. Any arrangement where a Title IV ineligible entity provides any portion of the eligible institution's programs (CFR 600.54).

As such, students receiving Title IV aid must register for on-campus courses only throughout their academic career at Concordia in order to be considered enrolled in an eligible program. Should students register in any ineligible course as outlined above, they are automatically considered to be in an ineligible program and will immediately become ineligible for Title IV funds. There is no appeal process for this requirement. Students are encouraged to discuss their study plans with a Financial Aid advisor **before** registering.

Satisfactory Academic Progress Policy

Students are required to make satisfactory academic progress towards the completion of their degree. For the purposes of Title IV funding, satisfactory academic progress is determined by qualitative measure (grade point average) and quantitative measure (completion rate). Federal regulations require that the University tracks the academic progress of all student loan recipients from the first date of enrolment at Concordia University, whether or not loans were received at that time. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards, but these courses do not affect the calculation of a student's GPA.

To achieve satisfactory academic progress as per the U.S. Department of Education, students must:

- Maintain a minimum assessment GPA of 2.00 and
- Maintain a minimum cumulative completion rate of two-thirds of credits attempted (67%) and
- Complete their educational program within a time frame no longer than 150% of its published length.
(For example, completing the program after attempting a maximum of 180 credits for a 120-credit program).

Concordia University requirements for satisfactory academic progress:

In order to be eligible for U.S. loans, students must meet Concordia University's institutional requirements for minimum satisfactory performance. These are defined in the Undergraduate and the Graduate Calendars under each Faculty's section. Note that students must maintain a minimum assessment GPA of 2.00 in all undergraduate Faculties and 3.00 for graduate Faculties.

DISC, INC, MED, DEF, AU, F/FNS/R/NR and S grades, and repeated course work will be treated as follows:

- Course withdrawals (DISC) after the drop/add period are not included in the GPA calculation but are considered as non-completion of attempted course work.
- Incomplete (INC) indicates that a student has not completed required course work and that the instructor has agreed to accept the work after the due date. The notation is always used in combination with a letter grade such as B/INC and the grade is used in the calculation of the various GPAs.
- Medical (MED) indicates that a student has been unable to write a final examination or complete other assignments due to a long-term medical situation. A MED notation carries no grade point value.
- Deferred (DEF) indicates that a student has been unable to write a final examination. A DEF notation carries no grade point value.
- An audit (AU) grade is not considered attempted course work. It is not included in the GPA calculation or completion rate determinations.
- F/FNS/R/NR grades are treated as attempted credits that were not earned, and so are included in both the calculation of the GPA and minimum completion rate.
- A satisfactory grade (S) is treated as attempted credits that are earned, but is not included in the calculation of the GPA.
- In the case of repeated courses, only the grade corresponding to the latest attempt of the course will be used in the calculation of the various GPAs, but every repeated attempt will be included in the completion rate determinations. No loans can be disbursed for a repeated attempt if a student has already achieved a passing grade for that course. The University's policy means that students receive aid for only one repeat of a course.

Student Loan Denied Status

Students who fail to meet the minimum 2.00 assessment grade point average standard, or fail to complete at least two-thirds of cumulative credits attempted, will immediately lose eligibility for U.S. Government funding. No government financial aid will be disbursed unless the student is removed from Student Loan Denied status.

Students who fail to satisfy the 150% requirement will also be placed on Student Loan Denied status. No aid will be disbursed unless an appeal is made and the appeal is granted. There are no exceptions to this requirement. If a student is in a 120-credit bachelor's degree program and has attempted in excess of 180 credits including transfer credits, the student is no longer eligible for financial aid.

Reinstatement of Aid After Student Loan Denied Status

Students may be reinstated for financial aid purposes after having been placed on Student Loan Denied status in one of the following ways:

- The students attend Concordia University, pay for tuition and fees without the help of government financial aid, and achieve Satisfactory Academic Progress standards. Under this scenario, students regain aid eligibility on a probationary status.
- The students must submit a written appeal in accordance with the appeal process. If the Financial Aid and Awards Office grants the appeal, the students will then be placed on Student Loan Probation for one payment period. Students must attain a minimum 2.00 GPA in that payment period to qualify for the second disbursement.

Appeal Process

Students may appeal their Student Loan Denied status if it can be determined that an unusual or extraordinary situation affected their academic progress. An example of an unusual or extraordinary situation would be a death in the family or a serious illness.

Appeals must be:

- Submitted in writing to the Financial Aid and Awards Office's manager of client services or financial aid advisor by the date specified in the Student Loan Denied notification letter.
- Submitted with documentation that supports the unusual or extraordinary situation (i.e. death of a family member is supported by a death certificate). In addition, statements must include a specific plan for academic recovery.

III. Return of Title IV Funds (R2T4) Policy

This policy applies only to eligible U.S. and eligible non-U.S. citizens receiving Title IV funds, specifically the Federal Direct loans. Title IV funds are awarded to students under the assumption that they will attend school for the entire period for which the assistance is awarded. When students withdraw from all their courses, for any reason including medical withdrawals, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. If students withdraw from all their courses prior to completing more than 60% of a term, they may be required to repay a portion of the federal financial aid that they received for that term. In addition, students may also owe the University any loan funds returned on their behalf. A pro rata schedule is used to determine the amount of federal student aid funds they will have earned at the time of the withdrawal. Federal aid includes Federal Direct Loans (subsidized and unsubsidized), Parent Plus Loans and Graduate Plus Loans.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, students who withdraw in the second week of classes have earned less of their financial aid than students who withdraw in the seventh week. Once 60% of the term is completed, students are considered to have earned all of their financial aid and will not be required to return any funds.

The students' withdrawal date is either:

- the date they officially withdrew during the official withdrawal period (see §16.1.5 for details)
- the date they submitted their petition to withdraw to their Faculty or School's Student Request Committee if the withdrawal period has ended and the student successfully petitioned to withdraw or

- the start date of their leave of absence, in the case of graduate students. The notion of “leave of absence” applies only to graduate students as per the Graduate Calendar or
- the date they were expelled/dismissed from the University or
- the date they died, if they passed away during the term.

If a student ceases attendance (drops or withdraws) from all his or her Title IV eligible courses in a payment period, or period of enrolment, the student must be considered a withdrawal for Title IV purposes.

Students must immediately inform the Financial Aid and Awards Office of their withdrawal by email to help@faao.concordia.ca.

The Financial Aid and Awards Office (FAAO) then determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid “earned” by students and to return the unearned portion to the appropriate aid program. Regulations require schools to perform calculations within 30 days from the date the school determines the students’ complete withdrawal. The school must return the funds within 45 days of the calculation.

The return of Title IV funds policy follows these steps:

Step 1: Student’s Title IV Information

The FAAO will determine:

- a) The total amount of Title IV aid disbursed (not aid that could have been disbursed) for the term in which the students withdrew. The student’s Title IV aid is counted as aid disbursed in the calculation if it has been applied to the students’ account on or before the date the students withdrew.
- b) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the term in which the students withdrew.

Step 2: Percentage of Title IV Aid Earned

The FAAO will calculate the percentage of Title IV aid earned as follows:

The number of calendar days completed by the students divided by the total number of calendar days in the term in which the students withdrew. The total number of calendar days in a term shall exclude any scheduled breaks of more than five days.

$\text{Days Attended} \div \text{Days in Enrolment Period} = \text{Percentage Completed}$

If the calculated percentage exceeds 60%, then students have “earned” all the Title IV aid for the enrolment period.

Step 3: Amount of Title IV Earned by the Student

The FAAO will calculate the amount of Title IV earned as follows:

The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the students withdrew (Step 1-B).

$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$

Step 4: Amount of Title IV Aid to be Disbursed or Returned

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$

If the aid already disbursed is less than the earned aid, the FAAO will calculate a Post-Withdrawal Disbursement.

Return of the Title IV Aid, based on the type of aid disbursed, in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Parent Plus Loan or Graduate Plus Loan

Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower’s promissory note. The students’ grace period for loan repayments for Federal Unsubsidized and Subsidized Direct Loans will begin on the day of the withdrawal from the University. Students should contact the lender if they have questions regarding their grace period or repayment status.

Institutional and student responsibility in regard to the Federal Return of Title IV Funds policy

The FAAO’s responsibilities in regard to the Return of Title IV Funds policy include:

- Providing each student with the information given in this policy.
- Identifying students affected by this policy and completing the Return of Title IV Funds calculation.
- Informing students of the result of the Return of Title IV Funds calculation and any balance owed to the University as a result of a required return of funds.
- Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrowers’ holder of federal loan funds of the students’ withdrawal date.
- Notifying students and/or Plus borrowers of eligibility for a Post-Withdrawal Disbursement, if applicable.

The students’ responsibilities in regard to the Return of Title IV Funds policy include:

- Becoming aware of their responsibilities under the Return of Title IV Funds policy.
- Understanding how withdrawing from all their courses affects eligibility for Title IV aid.
- Resolving any outstanding balance owed to Concordia University resulting from a required return of unearned Title IV aid.

The procedures and policies listed above are subject to change without advance notice.

18.6.7 International Students from Other Countries

International students may be eligible for financial assistance in the form of scholarships, bursaries and part-time employment on campus via the Work-Study program. Further information on undergraduate scholarships and bursaries, and the Work-Study program, can be found at faao.concordia.ca and concordia.ca/students/financial-support/work-study/about-work-studyprograms.

International students from countries other than the United States who may require government student financial aid should contact their home country's Department of Education for possible educational financing support opportunities.

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.

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 and 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 downtown 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 PERFORM, a state-of-the-art research facility dedicated to improving health through prevention, that also includes a conditioning floor. PERFORM and its facilities 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 3,000 seat stadium; the Ed Meagher Arena and a gymnasium. The Stinger Dome, an indoor playing field, is open November through April for intramural programming such as flag football, soccer, rugby, Ultimate and golf practice.

Campus Recreation offers more than 50 activities to choose from, namely through the intramural programming, 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. The varsity programs give more than 330 elite student athletes the opportunity to represent Concordia University at provincial, national and international level 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 Stinger club teams competing on various regional and national stages outside of the varsity framework, including baseball, golf, cross-country and skiing.

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

For additional information, see stingers.ca or concordia.ca/campus-life/athletics-recreation

18.8 INTERNATIONAL STUDENTS OFFICE

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

Services include:

- 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
- Social programming to improve the quality of experience on campus and while living in Montreal

- Orientations, information sessions and workshops supporting the academic, personal growth and development of International students (topics include housing, immigration, cultural adaptation, and health and wellness)
- The ISO Information Bulletin

The Office also oversees the Health Insurance Plan for International Students

Immigration documents and/or passport are required by the Quebec and Canadian governments for each International student studying at Concordia. As such, it is imperative that International students submit these documents as soon as possible upon their arrival (see §19.2 for further details). Documents can be submitted either to the International Students Office or the Birks Student Service Centre or uploaded directly through the Concordia Portal by the student. Visit the International Students Office directly for information regarding the immigration document requirements as well as the application or renewal process.

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

18.9 STUDENT ADVOCACY OFFICE

The Student Advocacy Office 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 Student Advocacy Office also assists students with other administrative processes including various student requests and appeals. The services offered in the Student Advocacy Office are free and confidential for all Concordia students. In addition to direct support for students, the Student Advocacy Office 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
