



THE UNIVERSITY OF WINNIPEG

PROFESSIONAL, APPLIED AND CONTINUING EDUCATION

Full-time Program Financial Agreement Form (Domestic)

STUDENT NAME: _____ UW STUDENT ID NUMBER: _____

PROGRAM: _____ TUITION FEE: \$ _____ (_____)
Initial

Students are responsible for the total tuition fee owed to The University of Winnipeg, Professional, Applied and Continuing Education ("UWPACE"), regardless of sponsorship, student loans or other methods of funding. Tuition payments are allocated into three payments due:

Regular Full Time Programs			Condensed Programs (Educational Assistant)	
Spring Start	Fall Start	Winter Start	Spring Start	Fall Start
<input type="checkbox"/> May 1	<input type="checkbox"/> September 1	<input type="checkbox"/> January 1	<input type="checkbox"/> May 15	<input type="checkbox"/> September 1
<input type="checkbox"/> August 1	<input type="checkbox"/> December 1	<input type="checkbox"/> April 1	<input type="checkbox"/> June 15	<input type="checkbox"/> October 1
<input type="checkbox"/> October 1	<input type="checkbox"/> February 1	<input type="checkbox"/> June 1	<input type="checkbox"/> July 15	<input type="checkbox"/> November 1

Domestic Students may apply for an alternative payment plan, please contact the Registration Office for an appointment.

Please initial beside each point below:

I understand and accept:

- ___ The student understands and accepts the conditions of the UWPACE Withdrawal and Refund Policy for full-time programs.
- ___ The student understands that there will be no tuition refund or credit if the student withdraws from any individual course within a full-time program.
- ___ The student understands that The UWPACE may place a financial hold on the student's tuition account and apply late fees for failure to meet tuition payment obligations. This will prevent the accessing of grades, transcripts or additional course registrations until the account is cleared.
- ___ The student understands that he/she may be asked to leave class in the event of financial arrears, extending a period of 30 days or longer, and will not be permitted to attend class until these financial arrears are cleared in full.
- ___ The student understands that The UWPACE will apply a \$45 non-sufficient funds (NSF) fee to the student tuition account in the event that a cheque payment is declined. Further, the student understands and accepts that this fee, along with the original payment, is due immediately on NSF notification.
- ___ The student understands they he/she is responsible for providing the Manager of Registration Services with copies of all government (i.e., Manitoba Employment Training, Manitoba Student Aid, etc), First Nations, insurance-related, and/or Canadian Trust Fund educational funding notifications. Further, he/she agrees to provide funding agents with all required documentation by the prescribed deadline and report any changes in funding entitlement to the Manager of Registration Services where applicable.
- ___ The student agrees to consult with the Manager of Registration Services should necessity dictate that the student payment schedule requires alteration in any way, and to report any payment delays to this office which may result in late fees or other penalties.

Student Declaration

I declare that I have read, understand, and accept all the conditions listed in the above agreement.

Student Signature

Date

Withdrawals and Refunds

Full Time Program Students - Domestic

Students who are admitted to the UWPACE are expected to register in the program to which they were admitted and to complete the same for which they have paid tuition. The UWPACE recognizes, however, that there are some unforeseen circumstances in which a student may be required to withdraw (leave UWPACE).

Ceasing to attend class, advising the instructor that you wish to withdraw from a course, or placing a stop payment on a cheque does not constitute official voluntary withdrawal from either a course or a program.

Students are responsible for notifying the UWPACE registration desk in writing by submitting a completed REQUEST FOR VOLUNTARY WITHDRAWAL FROM A FULL-TIME PROGRAM form when withdrawing from their program of study. Withdrawals are assessed according to the program start and the withdrawal dates.

Please note that the UWPACE determines eligibility for refund based on the date that the UWPACE Registration Office receives a completed REQUEST FOR VOLUNTARY WITHDRAWAL FROM A FULL-TIME PROGRAM form from the student. Refund percentages are based on the total tuition assessment for a full-time program and reflect the credit that would be applied against your current account. Depending on your payment status this could result in either a final tuition balance owing or a refundable tuition credit on your account.

If you miss the deadline for withdrawal, you are not eligible to receive a refund. However, if your withdrawal request is due to a serious medical or family emergency outside of your control, you should indicate the nature of the special circumstance on your request for VOLUNTARY WITHDRAWAL FROM A FULL-TIME PROGRAM form to be taken into consideration by the UWPACE. Official documentation, such as a doctor's certificate, is required to substantiate all claims of this nature and must be attached at the time of **REQUEST FOR VOLUNTARY WITHDRAWAL FROM A FULL-TIME PROGRAM form** submission. **There are no refunds for individual course withdrawals within a full-time program.**

See following schedule for Student tuition refunds:

- **Prior to Program start date - full tuition will be credited to your account less \$500 Non-refundable deposit**
- **Day 01-30 - 75% of tuition will be credited to your account**
- **Day 30-60 - 50% of tuition will be credited to your account**
- **Day 61-90 - 25% of tuition will be credited to your account**
- **Day 91+ - No refunds**

All students who withdraw must return their Student Identity Card to the Registration Desk before the refund credit will be applied to their account.

Transferring paid tuition to another Canadian Institution

The University of Winnipeg: Professional, Applied and Continuing Education will charge a separate administrative fee of \$500 to transfer student refunds to another Canadian Institution in addition to any other refund related administrative charges.

Sponsorship Agreements

Students are responsible for any outstanding tuition in the event that a sponsor terminates funding for any reason even in the case of a voluntary withdrawal.

Non-refundable Transfer Policy For Individual Course Withdrawal within a Full-time Program

A non-refundable transfer letter may be requested when circumstances such as a serious medical or family emergency outside of your control results in an individual course withdrawal. The **REQUEST FOR VOLUNTARY WITHDRAWAL FROM INDIVIDUAL COURSE WITHIN A FULL-TIME PROGRAM form** must be submitted to the UWPACE Registration Office no more than five (5) working days after such an event. Official documentation, such as a doctor's certificate, is required to substantiate all claims of this nature.

Non-refundable transfer letters are subject to some registration conditions. Textbook purchases for subsequent courses are the student's responsibility.

Transfer Credit Policy

Individual transfer credit, for previously completed course work, is granted during the admissions process. Students acknowledge that the transfer credit process must be completed within one month of the program start date. No transfer credit will be granted after the Transfer Credit Agreement document is signed. Program tuition fees are adjusted to reflect transfer credits and are limited to tuition, and some software, as predetermined by UWPACE.

NSF Cheques and Declined Credit Card Payments

Students must pay an administrative fee of \$45 for a NSF cheque or declined credit card payment due to insufficient funds, and must make immediate payment arrangements with the UWPACE Financial and Registration Services.

Late Payments and Applicable Fees

Students are responsible to ensure that wire payments are accepted in full and on time. Failure to do so may result in Late Payment Fees in the amount of \$25 for each month in arrears (applied on the first day past due).

Account Arrears

UWPACE expects students to meet their financial obligations in order to maintain secured registration status in the program. Failure to do so will result in a late fee charge, and/or discontinuance of their studies.

UWPACE Financial and Registration Services will place a financial hold against a student's file when accounts are in arrears. A financial hold restricts the release of all academic correspondence, including transcripts, until the financial arrears are cleared and the hold is removed from the student file. Further, the UWPACE will not order or release any student memberships (with professional associations), software or course materials until the hold or financial arrears are cleared. Please note that the ordering of software and course material may take up to 30 days to finalize shipment arrangements once the hold is cleared.

Students with financial holds may elect to purchase software, course material or memberships independently of UWPACE; however; UWPACE will not reimburse these expenses nor credit the tuition accounts once the account is cleared. Late fees of \$25 will be applied to the account for each month in arrears (applied on the first day past due). Account delinquencies in excess of 30 days will result in a student being prevented from continuing to attend class and full-time program enrolment cancellation.

Students, receiving notice of full-time program enrollment cancellation, must submit a written request for voluntary withdrawal from all courses for which they are currently registered in order to protect their academic record from any failed course attempts.

Manitoba Student Aid and Canada Student Loan Applicants:

All applications for educational funding must be finalized and documentation submitted to The UWPACE to maintain a secured seat in the program. Please provide a copy of the MSA Notice of Assistance. The UWPACE reserves the right to deduct tuition arrears from a Canada Student Loan disbursement at the time the loan document is authorized.

In the event of a reassessment by Manitoba Student Aid that diminishes an award entitlement, students are responsible for the balance of tuition.

Student Declaration:

I declare that I have read and understood this Financial Agreement form. I accept the conditions of the UWPACE Refund Policy and Transfer Credit Agreement and agree to comply with the above payment schedule. I understand that I may be prevented from attending classes and still liable for outstanding tuition arrears if I fail to keep my account in good standing.

STUDENT SIGNATURE _____ DATE: _____

STUDENT NAME (Please Print) _____

UW STUDENT IDENTIFICATION NUMBER: _____

Student Emergency Contact Information:

All students are encouraged to leave emergency contact information with The UWPACE while they are attending studies. This information is kept confidential as per FIPPA guidelines and is not used for any purpose other than to contact family or friends in the event of an emergency occurring on school property or to alert staff to allergies or provide information to EMTs.

- Yes I wish to leave emergency contact information
- No, I decline the option to leave emergency contact information