



## Important Tuition Payment Information for International Students

Effective for full-time programs beginning on or after May 1, 2016

### Payment Deadlines

<i>Program Start Date</i>	<i>Payment Deadline First Tuition Installment</i>	<i>Payment Deadline Second Tuition Installment</i>
Spring Term (April/May start date)	February 15 <sup>th</sup> , 2016	April 15 <sup>th</sup> , 2016
Fall Term (September/October start date)	June 15 <sup>th</sup> , 2016	August 15 <sup>th</sup> , 2016
Winter Term (January/February start date)	October 15 <sup>th</sup> , 2015	December 15 <sup>th</sup> , 2015

### Tuition Fee Information

<i>Programs:</i>	<i>1<sup>st</sup> Payment</i>	<i>2<sup>nd</sup> Payment</i>	<i>Total Tuition Fees CND</i>
Managerial, Finance and Leadership	\$9500	\$9000	<b>\$18,500</b>
Marketing Management	\$8500	\$8000	<b>\$16,500</b>
Human Resource Management	\$9000	\$8000	<b>\$17,000</b>
Web Development	\$10,500	\$9500	<b>\$20,000</b>
Network Security	\$10,500	\$9500	<b>\$20,000</b>
Project Management	\$9000	\$8000	<b>\$17,000</b>
Public Relations, Marketing & Strategic Communications	\$9500	\$8500	<b>\$18,000</b>

### The University of Winnipeg Students' Association (UWSA) Membership Fee

All full time students enrolled in a program that is over 6 months in duration are required to pay a non-refundable UWSA student fee of \$100 which is due and payable with the first tuition payment.

### Health Insurance Fee

The University of Winnipeg charges a mandatory Health Insurance fee. This fee must be paid at the time of the 2<sup>nd</sup> payment deadline.

See reverse side for detailed wire transfer instructions. Please allow one week of processing time and retain a copy of the transaction record for tracking purposes.

A Confirmation of Registration and receipt of payment, which should be presented to Citizenship and Immigration Canada at the time of entry to Canada, can be accessed and printed by logging into your WebAdvisor account.

## **Instructions for Wire Transfers**

The University of Winnipeg has partnered with peerTransfer to offer an innovative and streamlined way to transfer international student payments. peerTransfer's mission is to save international students and their families' money that would otherwise be lost on bank fees and unfavorable foreign exchange rates. With peerTransfer, you are allowed to pay from any country and any bank. It is fast, simple and cost effective from any country – any time. To get started, click or go to: [uwinnipeg.peertransfer.com](http://uwinnipeg.peertransfer.com) or find more information below.

By making your payment with peerTransfer you can:

- Track your payments from start to finish using the peerTransfer student dashboard
- Save on bank fees and exchange rates as compared to traditional banks
- No matter your time zone, you will have a dedicated multilingual customer support team available to you – reachable 24/7 via live chat, Skype, email and phone
- Payments are posted to your student account more quickly than they would be if you were using a regular bank to pay. And, you can be assured that you will never have a short-payment due to unexpected transfer fees or bank charges

## **Wire process questions?**

Contact peerTransfer

Toll-free from Canada: 1(800) 346-9252

Email: [support@peertransfer.com](mailto:support@peertransfer.com)

Web: [www.peertransfer.com](http://www.peertransfer.com)

Video Tutorial: [www.peertransfer.com/help](http://www.peertransfer.com/help) Additional Contact Numbers:

[www.peertransfer.com/contact](http://www.peertransfer.com/contact)



## **Withdrawals and Refunds**

### **Full-time Students - International**

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 based 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.

See following schedule for International Student tuition refunds:

- **Prior to Program start date – credit to your account of any fees paid less \$1500 (\$1000 Non-refundable deposit + \$500 Admin fee)**
- **Days 1-15 – 75% of tuition will be credited to your account**
- **Days 16-30 -50% of tuition will be credited to your account**
- **Days 31 + - No refunds**

### **Study Visa not approved**

If your application for Study Permit is denied by the Government of Canada, you may receive a refund of any fees paid less a \$500 Administrative fee. **A copy of documentation of visa denial from the Canadian Government must be provided and attached to the form: REQUEST FOR VOLUNTARY WITHDRAWAL FROM A FULL-TIME PROGRAM.**

**Important:** *The UWPACE may be required to provide the federal and provincial governments, information related to attendance and/or proof of progress in a program for all international students. Such information sharing shall comply with applicable privacy legislation requirements. Any change in study status (e.g., you are no longer studying at the university due to financial arrears) may be updated with Citizenship and Immigration Canada (CIC) as per the requirements of the International Student Program.*

### **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.

### **Health Insurance Policy**

All International UWPACE students are required to apply for their Manitoba Health card upon arrival in Manitoba. All International UWPACE students are required to purchase additional, supplementary insurance from UWPACE preferred Insurer before they may attend the first class of their program or reside in UW Housing.

### **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. In the event of full-time program enrolment cancellation, the UWPACE will notify Citizenship and Immigration Canada of the change in enrollment status.

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.

### **Study Permits**

Students must present their study VISA (permits) to the UWPACE upon arrival to Canada. Study VISA (permit) information will be recorded in UWPACE student information system for immigration purposes.

### **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