



THE UNIVERSITY OF WINNIPEG

PROFESSIONAL, APPLIED AND CONTINUING EDUCATION

Full-time Program Financial Agreement Form (International)

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”). Tuition and deposit payments are allocated into two payments due:

Spring Start	Fall Start	Winter Start
<input type="checkbox"/> February 15	<input type="checkbox"/> June 15	<input type="checkbox"/> October 15
<input type="checkbox"/> April 15	<input type="checkbox"/> August 15	<input type="checkbox"/> December 15

Please initial beside each point below:

- ___ The student understands and accepts the conditions of the UWPACE International 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 that he/she is responsible for providing the Registration Officers at UWPACE Registration Services with a copy of their study VISA (permit).
- ___ The student understands that he/she is responsible for paying the non-refundable UWSA fee and mandatory supplemental International Health Insurance as secured by the UWPACE Registration Services Office in full before attending classes. Students without this insurance, may not attend The University of Winnipeg campus (including University of Winnipeg housing).
- ___ 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

Effective for full time programs beginning on or after January 2017

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:

- **Up to 7 days before the Program start date – credit to your account of any fees paid less \$1500 (\$1000 Non-refundable deposit + \$500 Administrative fee)**
- **7 days, or less, before the Program start date - 50% of tuition will be credited to your account**
- **On or after Program Start Date – 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.**

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.

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

Student Declaration

I declare that I have read and understood this Financial Agreement Form. I accept the conditions of the UWPACE International Refund Policy and agree to comply with the above payment schedule. I understand that I may be prevented from attending classes and remain 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

Emergency Contact Information

Name: _____

Relationship: _____

Address: _____

Phone 1: _____ Phone 2: _____

Alternative Contact: _____

Optional Health Information (not mandatory to fill out)

Known allergies to: _____

Known medical conditions: _____

Know medication allergies: _____

Family Physician: _____

Clinic: _____