



Undergraduate Studies Academic Calendar 2022-2023

Fees

Waterloo

Fees

Fee Arrangements

Fees must be arranged by the [term due date](#). A Fees Arranged Extension fee will be charged to a student's account for the convenience of completing the Promissory Note process after the due date and for payments received after the due date.

The current schedule of due dates and complete information on arranging payment of fees is available on the [Student Financial Services website](#).

Fee Assessment

Student Fees

Student fees are assessed one [term](#) at a time. Student [fees](#) include tuition, incidentals, and fees for [residence and meal plan](#), as applicable. Exception: Students living in residence at United College or Conrad Grebel University College will be billed directly by that institution for the residence fee.

Fees for textbooks, class notes, mandatory supplies, or other costs associated with field trips, and/or other miscellaneous expenses, are not charged to student accounts.

Undergraduate fee schedules are posted on the [Student Financial Services website](#).

Tuition Fees

Fees are assessed per 0.5-unit course (and pro-rated for other course weights), either on campus or online, whether for credit or being audited. For the latest undergraduate course fees, refer to the [Student Financial Services website](#).

Co-operative Programs

Engineering/Software Engineering/Architecture

Students taking more than two 0.5-unit courses are assessed on a per-term basis for the basic term fee. Students taking two or fewer 0.5-unit courses in a term are assessed by course at the unit course fee.

All Other Co-operative Academic Plans

Students are assessed by course at the unit course fee to a maximum of the basic term fee.

Regular Programs

Optometry

Students are assessed on a per-term basis for the basic term fee.

Other Regular Academic Plans

Students are assessed by course at the unit course fee to a maximum of the basic term fee.

Incidental Fees

[Incidental fees](#) are non-tuition fees charged to students each term based on their faculty, program, course load, campus, and citizenship status.

Access to some student services may be restricted when the student is not charged full-time incidental fees.

Students can opt out of some incidental fees charged each term by making their selections in Quest by the term due date.

Students can request a refund for the charges associated with the supplementary health, dental and legal service plans annually, during the change of coverage period each fall term, on the [Studentcare website](#). Successful opt outs will be reflected on student accounts during the term.

Co-op Fee

The co-op fee is an additional fee assessed to all co-op students enrolled in more than two 0.5-unit courses per term, for a prescribed number of academic terms based on their program of record during that term. This fee reflects the additional administrative cost associated with offering a co-op program. Students who have completed the normally scheduled number of academic terms, but are required to remain enrolled for additional terms in order to complete their academic degree requirements are exempt from the co-op and work report marking fees in excess of the number required by their program.

Work Report Marking Fee

The work report marking fee for co-op students recovers the academic-related costs of marking work reports, work term reflections, the Pharmacy Inventory of Skills report, and other work term assessment tools. It is calculated in accordance with guidelines approved by the Ministry of Colleges and Universities. Students in Architecture are not charged the work report marking fee.

Payment

Due dates for terms in the coming year are posted on the [Student Financial Services website](#).

Student Tuition Bills

The student account can be viewed in [Quest](#). An initial fee assessment is posted based on the program, academic plan, academic level, and courses enrolled at the time of assessment. Students are responsible to pay in full or make [fee arrangements](#) for the balance on their student account by the due date to avoid being charged a [Fees Arranged Extension fee](#) for the convenience of doing so after the due date.

The University of Waterloo does not issue paper invoices, receipts, or statements for student accounts. Students may use the email function at the bottom of their Quest account summary page to produce a statement of their account which can serve as an invoice or as a receipt for fees paid.

Outstanding Fees and Implications

Changes made to the student's program, enrolment status, course load, housing, or meal plan after the beginning of term will be reflected in the student account. Balances which remain outstanding on student accounts 60 days after the term due date and any overdue library fines, parking fines, health services fees, or overdue emergency loans will result in one or more [holds](#) being applied to the student account. The

holds will prevent the student from viewing grades; from accessing refunds, transcripts, and diplomas; and from enrolling in courses for another term. Payment in full of the overdue balance must be received by the university for the hold to be removed.

Students who have not made fee arrangements by the course add deadline each term will have a [Not Fees Arranged](#) hold applied to their student account. The hold will prevent the student from viewing grades; from accessing refunds, transcripts, diplomas, financial aid, the bus pass, health insurance; and from course registration processes. The student's registered status on Quest must be Fees Arranged for the hold to be removed.

Withdrawals and Refunds

There are financial and academic consequences related to voluntary withdrawal. Individual faculty sections of this Calendar may be consulted for deadlines and policies associated with voluntary withdrawal, with or without academic penalty. Students are encouraged to speak to their academic advisor(s) before withdrawing.

A student who finds it necessary to withdraw from attendance is normally required to complete a [Notice of Withdrawal Form](#). Specific withdrawal refund dates are indicated on the schedule of [due dates](#). Withdrawal may entitle the student to a refund of tuition fees calculated as follows:

1. Students withdrawing up to the end of the third calendar week from the start of lectures each term will receive a full refund of all fees.
2. Students withdrawing in calendar weeks four to seven from the start of lectures each term will receive a 50% refund of each of the following fees: tuition, co-op fee, work report marking fee, and student services fees.
3. Refunds are not provided to students who withdraw after calendar week seven from the start of lectures each term.
4. The benefits associated with the supplementary health, dental, and legal insurance plans will be cancelled for those students who withdraw during the first three weeks from the start of lectures.
5. The Waterloo Undergraduate Student Association fees are refundable only to students who withdraw during the first three weeks after the start of lectures each term.
6. Certain scholarships and bursaries are given on the condition of completion of the term involved. Any withdrawal refunds will be credited to the agency as required.

Dropping a course may or may not result in a refund depending on when the course is dropped and the final course load before and after the drop; contact [Student Financial Services](#) for clarification before dropping a course.

Refunds for credit balances remaining on a student's account are issued in the third month of term, provided Canadian banking information has been added on Quest. Otherwise, credits are held on account to be applied to future charges.

Course Drop/Add Activity

For students assessed on a per course basis, the net effect of dropping and adding courses may change the overall fee assessment for the term. In general, adding a course will increase the fee assessment by the unit course fee to a maximum tuition charge equal to the basic term fee. Dropping a course may generate a refund, calculated on the same basis as a withdrawal at either 100%, 50%, or zero, depending on when the course is dropped and the resulting final course load. Contact [Student Financial Services](#) for clarification of the financial impact before dropping a course.

Students who change their course load within the first three weeks of the start of lectures each term may see a change in charges for incidental fees.

Fees for International Students

Undergraduate fee schedules for international students are posted on the [Student Financial Services website](#).

Legend

¹ As defined in the Indian Act (R.S., 1985, c.I-6, s.1.) "Indian" means a person who pursuant to this Act is registered as an Indian or is entitled to be registered as an Indian.

² A "dependant" of a person includes the person's spouse (the party to whom that person is joined in

marriage), common-law partner, unmarried dependent child, or spouse's or common-law partner's unmarried dependent child. Common-law status can be established if the couple has lived in a conjugal relationship for not less than three years, or they are in a conjugal relationship and raising children of whom both are natural or adoptive parents. Dependent status must be fully documented for the student to be classified as eligible.

International Tuition Rate Exemptions

The Ontario government has established a policy of higher tuition fees for international students studying in Ontario on study permits. The policy came into effect as of January 1, 1977 and was revised in June 1996. Beginning with the 1996/97 academic year, the higher fees apply to all students, except for those who qualify for exemption under one of the following categories:

1. A citizen of Canada within the meaning of the Citizenship Act, or a person registered as an Indian¹ within the meaning of the Indian Act:
 - a person who is the dependant² of a Canadian citizen.
2. A permanent resident within the meaning of the Immigration and Refugee Protection Act:
 - a person who has been granted "permanent resident" status and has not had that status revoked; or
 - a person who is the dependant² of a permanent resident of Canada; or
 - a person who has met all the preliminary requirements for permanent residency status and presents a copy of the person's immigration letter, which confirms that Citizenship and Immigration Canada has accepted the person's application for permanent residency status in Canada, or has met the eligibility requirements to apply for permanent resident status in Canada. Such letters must be dated prior to the enrolment count date and presented prior to the enrolment report due date (winter - February 1, spring - June 30, fall - November 1).
3. A temporary resident who has been admitted to and remains in Canada with official accreditation from the Canadian Department of Foreign Affairs, Trade and Development, who has entered Canada, or is in Canada:
 - to carry out the person's official duties as a diplomatic or consular officer; or
 - as a Canadian government-accredited representative or official of a country other than Canada, of the United Nations or any of its agencies, of any intergovernmental organizations of which Canada is a member; or
 - as a dependant² or a member of the staff of any such diplomat, consular officer, representative, or official accredited to Canada by the Canadian government; or
 - as a member of a foreign military force or of a civilian component thereof admitted to Canada under the Visiting Forces Act, or any dependants² of such personnel.
4. Temporary residents and their dependants² who are authorized to work in Canada having been issued a work permit. The following are excluded from this category:
 - a temporary resident who is a graduate teaching or research assistant;
 - an international student holding a work permit to complete their co-op or internship employment;
 - an international student holding a work permit for post-graduation work (for up to three years of work opportunities upon graduation);
 - an international student whose spouse or common-law partner has received a work permit as a result of the international student holding a valid study permit;
 - an international student holding an "Off-Campus Work Permit."
5. A person and their dependants² admitted and remaining in Canada who:
 - has been determined to be a protected person, including a Convention refugee or a person in need of protection, within the meaning of subsection 95(2) of the Immigration and Refugee Protection Act by the Immigration and Refugee Board (IRB) or the Minister of Immigration, Refugees and Citizenship Canada. A protected person document issued under section 31(1) of the Immigration and Refugee Protection Act or a "notice of decision" issued by the Minister of Immigration, Refugees and Citizenship Canada or by the IRB must be presented;
 - is a refugee claimant who applied to the federal government for Convention refugee status prior to January 1, 1989, and can provide documentation from Immigration, Refugees and Citizenship Canada to that effect.
6. A person who is a participant in an Ontario government sponsored exchange agreement.

The foregoing is a condensed version of sections 1.1.7, 1.1.8, 4.1.1 to 4.1.4 of the 2009-10 Ontario Operating Funds Distribution Manual. For further details, contact the Office of the Registrar.

Income Tax Documents

Tax documents are not mailed to students. Students may view and print an official T2202 Tuition and Enrolment Certificate, a T4A Statement of Pension, Retirement, Annuity and Other Income, and a charitable donation receipt (as applicable) by visiting the Finances section on [Quest](#).