

2011 SUMMER TUITION FEE PAYMENT

Your tuition fees payment information for the 2011 Summer academic year is available on-line. On the first business day after you register, you can refer to your on-line fees account to view the fees due. Go to www.ocad.ca, Students, log on to the Student Information System (SIS) via the "My Records" button and select "Fees Account" from the menu.

Please read the following information carefully.

Deadline **Friday, May 6, 2011** is the deadline to pay tuition fees. Students who have not paid their fees in full, submitted a Student Loan Deferment Form* to the Financial Aid & Awards Office, OR provided proof of sponsorship to the Student Accounts Clerk by this deadline will incur a \$50 late payment fee.

* Please note that students must apply for financial aid (OSAP or other funding) through the Financial Aid & Awards office by **Friday, April 29, 2011** in order to request a Student Loan Deferment.

Students who register for courses after May 5, 2011 must pay their fees **in full by the next business day**. Students who have not paid their fees in full by the next business day of registering will incur a \$50 late payment fee.

Invoices **OCADU DOES NOT MAIL PAPER INVOICES.** Students are expected to monitor their 'Fees Account' through the Student Information System. The 'Fees Account' page reflects the current tuition and fees as per course selection, the accumulated balance owing as the student makes changes, and any payments received and applied to the account.

The amount owing is updated on the first business day following registration and is listed as 'balance'. Late payment fees will be added after the payment deadline.

Payment Fees are payable to OCAD University in cash or by Interac, cheque, or money order. There is a charge of \$30 for each NSF (Non-Sufficient Funds) cheque.

OCAD does NOT accept credit cards for tuition payment.

- **Online or telephone banking:** Sign up with your bank for online or telephone banking. Add Ontario College of Art & Design as a payee and use your 7 digit student ID number as your account number. Payments made through banking will take up to 5 business days to show up on your fees account.
**** Please double check your student number (should start with 1 or 2) when making payment to ensure that the funds are properly applied to your account ****
- **Cheques (by Mail):** Cheques should be mailed to OCAD University to the attention of the Student Accounts Clerk, 100 McCaul Street, Toronto, ON M5T 1W1. Please include your student ID with all correspondence.
Post-dated cheques are not accepted.
- **In-Person Payments:** Payment can also be made in-person to the Cashier by cash, Interac, cheque, or money order Monday to Friday from 8:30 am to 4:00 pm. The Cashier is located in the Rosalie Sharp Pavilion, 115 McCaul Street, Level 1.
- **Sponsored Students:** Sponsored students must contact the Student Accounts Clerk at 416-977-6000, ext 317.

- **Student Loan Deferments (OSAP and out-of-province students).** Students who have applied for OSAP, any government-funded student loans through another province or any other assistance for the 2011 Summer Session may use one of the above payment methods to pay their fees OR may request a fee deferment against their incoming financial assistance provided they submitted their funding applications AND requested a fee deferment by **Friday, April 29, 2011, 4pm**. Contact the Financial Aid & Awards Office at 416-977-6000 at ext 231, 257 or 391.

Course Withdrawals/Refunds

A student may withdraw from a course without academic penalty and receive a credit to their account as outlined on the Refund Withdrawal Schedule SU 2011 available on-line under Students, Financial Matters, Tuition & Fees, Refunding on Withdrawal. Students must drop their courses on-line during the on-line registration period in order to receive 100% refund. After the on-line registration period closes, students withdraw from courses by submitting a written request to the Office of the Registrar before the published deadline. Course withdrawal forms are available from the Office of the Registrar. There is no refund of late payment or late registration fees.

Non-attendance does not constitute a notice of withdrawal, nor does notification to the instructor.

Non-payment of fees does not constitute a notice of withdrawal.

All credits will be applied to a student's account, and refunds will be issued only if the student's account has been paid in full. Ancillary fees are non-refundable after the applicable course change deadlines. Refunds will not be issued during the course change period. **Refunds are not issued automatically and must be requested through the Finance Office and will take two to three weeks to process.** All refunds will be issued by cheque. Please ensure that all course changes have been completed before requesting a refund.

To request a refund, submit the Tuition Refund Request Form, available from the Finance Office or on-line under Students, Financial Matters, Tuition & Fees, Refunding on Withdrawal. Submit the Refund Request Form to the Student Accounts Clerk.

Please note: All tuition fee refunds are subject to the approval of the Financial Aid & Awards Office. In cases where students have current overpayments on their OSAP files (where they have received more money than they were entitled to due to any type of change), tuition fee refunds may be remitted to the National Student Loan Service Centre (NSLSC) to pay down the OSAP overpayment rather than being issued to the student directly. Students will receive copies of any documentation sent to the NSLSC. In some cases, students who have received scholarships or bursaries through any of the OCAD-administered programs (internal and external programs, including the Queen Elizabeth II Aiming for the Top Scholarship program), may have part or all of the bursary or scholarship recovered through the tuition fee refund and the tuition fee refund payable to the student may be reduced. Contact the Financial Aid & Awards office for more information on Summer Financial Assistance: 416-977-6000, Ext. 231, 257 or 391.

For More Information

Finance Office – Student Accounts Clerk
 Financial Aid & Awards Office
 Dental Plan / Health Plan
 UHIP

416-977-6000, ext. 317
 416-977-6000, ext. 231, 391 or 257
 416-977-6000, ext. 257
 416-977-6000, ext. 293