

2011/2012 TUITION FEES & PAYMENT

Your tuition fees payment information for the 2011/2012 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 The deadline to pay tuition fees is **Friday, August 26, 2011, 4:00 pm**. You will be charged a late payment fee of \$50 if you do not pay your fees, complete a Student Loan Deferment Form OR provide proof of sponsorship to the Student Accounts Clerk by this deadline (see Payment Methods below).

Invoices **OCAD DOES NOT MAIL PAPER INVOICES.** Payment notices will be emailed to your OCAD student email throughout the year however 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. Partial payments will not be accepted.

Non-receipt of an OCAD email notice does not exempt you from meeting your financial obligations.

Instructions Print your fees account and submit with your payment **OR** complete a Student Loan Deferment Form by **Friday, August 26, 2011, 4:00 pm** (see Payment Methods for detailed information).

Payment You must make the required payment by the deadline date. Partial payments will not be accepted.

- **Newly Admitted Students:** If you have paid the \$500 non-refundable confirmation fee, remember to deduct this amount from the total listed on the fees schedule and add any laptop or production material fees (these amounts are included in the "balance" owing on your fees account so there is no need to adjust). See the 2011/2012 fee schedules posted on-line on the OCAD website www.ocad.ca, Students, Financial Matters, Tuition & Fees, Domestic Tuition or International Tuition.

- **Installment payments:** Only students registered in 3.0 or more credits can pay by installment. A \$50 fee is charged if you pay by installment. The second installment is due by **Friday, January 13, 2012, 4:00 pm**. See the 2011/2012 fee schedules posted on-line on the OCAD web site www.ocad.ca, Students, Financial Matters, Tuition & Fees, Domestic Tuition or International Tuition.

- **Adding course(s) after your initial payment:** If you add course(s) after you pay, it is your responsibility to pay for the additional course(s) on the next business day.

- **Registering for courses after August 26, 2011:** If you register for your first course(s) on August 26, 2011 or later, you must pay your fees, including the \$70 late registration fee, on the next business day. Non-payment will result in a late payment fee of \$50 being applied to your account balance.

- **Outstanding Balances:** If your second installment is not paid in full by **Friday, January 13, 2012, 4:00 pm**, you will be charged a \$50 late payment fee.

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

Method of 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) or returned cheque.

OCAD does not accept credit cards for tuition payments.

- **Online or telephone banking:** Sign up with your bank for online or telephone banking. Add “Ontario College Art & Design” as a payee and use your 7 digit student ID number as your account number.

- **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, Monday to Friday 8:30 am to 4:00 pm. The Cashier is located in the Rosalie Sharp Pavilion, 115 McCaul Street, Level 1.

- **Sponsored Students:** If you are a sponsored student, and your fees are being paid in full by your sponsor, you can use one of the above payment methods to pay your fees **OR** you can request a deferment until your sponsorship payment is received by submitting a letter of sponsorship to the Student Accounts Clerk in the Finance office by **Friday, August 26, 2011, 4:00 pm.**

- **Student Loan Deferments (OSAP and out-of-province students):** If you have applied for OSAP (or any government-funded student loans through another province) for the 2011/2012 year for your full-time studies at OCAD, you can use one of the above payment methods to pay your fees **OR** you can request a deferment until you pick up your student loan by returning the **Student Loan Deferment Form**. This form is available on the OCAD web site www.ocad.ca, Students, Financial Matters, Tuition & Fees, Domestic Tuition, or from the Financial Aid & Awards office. A Student Loan Deferment & Service Fee of \$60 will be charged for students electing to use this payment method. The form must be submitted to the Financial Aid & Awards office by **Friday, August 26, 2011, 4:00 pm.**

Student Health & Dental Plan Fees

All full-time students (registered in 4.0 credits or more during the fall-winter session) are automatically enrolled in the OCAD Student Health and Dental Plans. Insurance is available to part-time students on request. Family coverage is also available. Any full-time student who has alternate coverage through another provider may opt-out of **either or both** of the OCAD Student Health and Dental Plans. In order to be removed from the plan(s) and have the fees reassessed, students must submit an online waiver request by **Friday, September 30, 2011, 4:00 pm.** Information on the plans is available on the OCAD web site www.ocad.ca, Students, Financial Matters, Student Insurance Plans, Health & Dental.

UHIP

All international students studying in Ontario are required to purchase the University Health Insurance Plan (UHIP) at the time of fee payment. Participation is compulsory. Family coverage is available. The plan provides basic health care benefits including hospital and doctor services. Information on the University Health Insurance Plan, is available on the OCAD web site www.ocad.ca, Students, Financial Matters, Student Insurance Plans, UHIP.

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Laptop Program Fees

Students in the Laptop Program are expected to pay the Mobile Computing Fee, Software Fee & Print Fee on an annual basis. Once registered for a course, the fees are triggered automatically on an annual basis until he graduates or withdraws from the program area in question. The Font Fee and CAD Fee are one-time fees, linked to the first semester core studio in second year only. These fees are due in full by **Friday, August 26, 2011, 4:00 pm**. For more information about the Laptop Program please visit www.ocad.ca/laptopprogram. For more information on the Laptop Program Fees please visit www.ocad.ca, Students, Financial Matters, Tuition & Fees, Laptop Program Fees.

Illustration Opt-In Laptop Fees

OCAD is offering an opt-in Laptop Program for Illustration Major and Minor students. This program is intended to provide the same benefits to Illustration students enjoyed by the mandatory programs, except that students *choose* to participate. By choosing to opt-in, students are purchasing a subscription to the software and support that lasts for the duration of their studies at OCAD. Once a student joins, he is charged annual Mobile Computing, Software and Print fees until he graduates. These fees are due in full by **Friday, August 26, 2011, 4:00 pm or the next business day after opting into the program**. For more information please visit www.ocad.ca/laptopprogram.

Production Materials Fee

Production materials fees cover the costs of materials consumed and/or incorporated in the making of student work in the shops and studios at OCAD. These fees are automatically added to a student's online fees account at the time of registration, and are due in full by **Friday, August 26, 2011, 4:00 pm**. Production materials fees are non-refundable after the last day to drop courses with a 100% refund, as outlined in the Calendar. Please visit www.ocad.ca, Students, Financial Matters, Tuition & Fees, Production Materials Fees for more information about the Production Materials Fees.

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