STUDENT CONTRACT: WINTER TERM 2015

REGISTRATION AND COURSE CHANGE DEADLINES

- The Early Registration Deadline is 4:30 pm Friday, December 12, 2014
  All students are encouraged to register by this date in order to increase the likelihood of getting their desired courses. You should also register by this date for any Priority Enrollment Courses identified as such in the Important Timetable Information.
- The Registration and Payment Deadline is 4:30 pm Friday, January 9, 2015
  Registrations submitted after this date will incur a late registration/payment fee of $50.
- The Final Deadline to register, add, or increase credits in a course is 4:30 pm Friday, January 23, 2015
  Note the following exceptions:
  o Weekend and GENR courses must be added before the course begins (see syllabi for dates).
  o Guided Studies and Field Immersions may be added until 4:30 pm on Friday, January 30, 2015.
  o Final Projects have special registration deadlines (see current-students/academic-catalogue/final-projects for exact dates).

COURSE DROP AND REFUND POLICIES

A Course Change form (or online course drop) must be submitted to drop a course. See syllabi for weekend/GENR course refund deadlines.

- Course drops made any time up to 4:30 pm December 12 incur no drop fee; after December 12 a $10 drop fee is charged per Course Change form (or online course drop) submitted.
- Deadline to receive a 100% refund for dropping a course, reducing the number of credit hours in a course, or changing from credit to audit is 4:30 pm on Friday, January 23, 2015.
- Deadline to receive a 75% refund for dropping a course, reducing the number of credits in a course, or changing from credit to audit is 4:30 pm on Friday, February 13, 2015. No refunds are available after this date.
- Final deadline for dropping a course, reducing the number of credit hours, or changing from credit to audit is 4:30pm on Friday, February 27, 2015. No refunds will be granted for these changes.

FEES FOR WINTER 2015

Tuition & fees are due in full by 4:30 pm, Friday, January 9, 2015

- Students who register but do not pay in full by January will be assessed a late payment/registration fee of $50.
- If you register or add a course after January 9 you must pay all fees in full at the time of registration.
- Fees may be paid by cash, cheque, money order, credit or debit card (Visa, MC, Interac). Note: If the bank declines your payment, or you give us an incorrect or illegible number, you may be charged a late payment fee.

OTHER POLICIES

- ACADEMIC POLICIES: Please consult the Academic Catalogue online (current-students/academic-catalogue) for admissions policies, program requirements, program duration, appeals, rules of conduct and dismissal, academic policies and fees.
- BULLYING, HARASSMENT & DISCRIMINATION POLICY: Regent College strives to be an institution free of bullying, harassment and discrimination. By signing the registration form, you acknowledge that you have read and agree to abide by the Regent College Bullying, Harassment and Discrimination Policy found online (fine-print/harassment-policy), which may be amended from time to time.
**REGENCY COLLEGE STUDENT CONTRACT: WINTER 2015 (CONT’D)**

**FEES FOR WINTER 2015 (CONTINUED)**

### REGULAR ACADEMIC FEES

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Tuition</td>
<td>$460</td>
<td>per hour</td>
</tr>
<tr>
<td>Audit Tuition</td>
<td>$308</td>
<td>per hour</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$35</td>
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### STUDENT FEES (non-refundable after December 12, 2014)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regent College &amp; UBC student fees</td>
<td>$153.19</td>
<td></td>
</tr>
<tr>
<td>U-Pass Fee</td>
<td>$147.00</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Dental Plan: Extended health insurance from Jan. 1 – Aug. 31 (see below for opt-out and family opt-in options)</td>
<td>$146.21</td>
<td>per academic year</td>
</tr>
</tbody>
</table>

### SERVICE & ADMINISTRATIVE FEES (if applicable)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration/Payment Fee</td>
<td>$50</td>
<td>+ interest per month at a rate of 8.5% per annum</td>
</tr>
<tr>
<td>Course Drop Fee (course drops submitted after December 12)</td>
<td>$10</td>
<td>non-refundable</td>
</tr>
<tr>
<td>Failure to drop in writing a course not attended</td>
<td>$50</td>
<td>non-refundable</td>
</tr>
<tr>
<td>Dishonoured cheque fee</td>
<td>$20</td>
<td></td>
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</table>

### SPECIAL COURSE FEES (if applicable)

- Academic Writing Class fee (GENR 311): $35; Thesis orientation fee (GENR 301): $35
- IPIAT handling fee: $70

### STUDENT FEES NOTES

#### ELIGIBILITY:

- All students taking 3 or more credit hours must pay Student Fees. If you reach 3 or more credits by adding a course later in the term (e.g., Comprehensive Exam, Distance Education), you will be required to pay all Student Fees.
- If you take fewer than 3 credits but at least 3 audit hours (or at least 3 combined audit/credit hours), you may opt in to all Student Fees (partial opt-ins are not permitted).
- If you take fewer than 3 credit and/or audit hours, you are not eligible to pay Student Fees.

#### AMS HEALTH & DENTAL PLAN:

For full details of this Plan, please visit [www.ihaveaplan.ca](http://www.ihaveaplan.ca) (select UBC as your school).

- If you paid for (or opted out of) this Plan in Fall 2014, or have permanently opted out in the past, you will not be charged the Plan fee.
- The Change-of-Coverage Period for the AMS Health & Dental Plan is **January 5-26, 2015**. For information about opting out of the Plan (if you hold equivalent extended health and dental coverage), or opting in family members for an additional fee, see the Healthcare page of our website (current-students/living-in-vancouver/medical). **You must opt out in person at the Plan office at the UBC Student Union Building (SUB).**
- If you opt out of the Plan this Winter term you will be charged the Plan fee but will not be required to pay; however, if you select on your registration form to pay the balance of your student account by credit card, your card will be charged for the Plan fee. It will be credited back to your student account when the Plan office approves your opt-out later in the term.
- Failure to opt out or pay this fee by **January 26, 2015** will incur a late payment fee.

#### U-PASS FEE:

- For full details about the U-Pass BC, please visit the U-Pass & Transit page of our website (current-students/living-in-vancouver/transit). If you drop all your classes after December 12 and would like to request a pro-rated refund for remaining monthly passes, please email registration@regent-college.edu.