2006
2007

Fee Information

www.mcgill.ca/student-accounts
NOTE: The University issues its fee statements and tax receipts electronically through Minerva. In 2006-2007 students will be able to assign certain privileges to view and/or print fee and tax information to an authorized guest. Please see p.17 for details. E-mails are sent to you notifying you that your bill is ready to view in Minerva. Please see the section entitled "Fee Statements and the e-bill" within this booklet for further information. Failure of the student to check e-mail on a regular basis will in no way constitute grounds for the reversal of interest charges and/or late payment fees, should the bill not be paid.
The University reserves the right to make changes without notice in the published scale of fees.

The regulations, instructions and fee information outlined in this booklet represent official university policies and are accurate as of the date of publication. In some cases, the information may differ from faculty calendars, which were published at an earlier date. In the event of a discrepancy, the information in this booklet supersedes information from any other source. Students who do not abide by the regulations, and/or who owe the university outstanding...
amounts on their fee account from previous terms, will not be permit-
ted to register for the 2006-2007 session, and if pre-registered, may
risk being cancelled from the current (and any subsequent) term's
courses.

INTRODUCTION

We extend a warm welcome to new and returning students for the
2006-2007 academic session. This booklet is a summary of the
University regulations and instructions for payment of student fees.
While the annual fees for various programs can be found at
www.mcgill.ca/student-accounts/fees, the general categories of
fees are described in this booklet. Students should familiarize
themselves as much as possible with the policies and procedures
described here. We strongly encourage you to periodically visit our
website which has up-to-the-moment information on deadlines and
where any new services will be announced throughout the year.

MINERVA - Your Information System

Minerva is McGill's web-based information system serving students,
staff and faculty.

Besides the wide array of student records functionality on Minerva,
students, through the Student Accounts Menu, can access various
fees and tax receipt information. In particular, the following options
are available:

• View your citizenship and Quebec residency status affecting your
tuition and fees assessment;

• Account Summary by Term where you can view charges,
credits and payments for all terms;

• Account Summary where you can view an overall summary of
your account by type of charge or payment (not broken down by
term);

• Tax Forms Menu where you can view and print your various tax
receipts;

• e-Billing and e-Payment menu where you can view fee statements
and associated flyers and choose to pay your fees either via internet banking or via pre-authorized debit (e-cheque).

• Authorized Guest Access
  New in 2006-07, we will allow you to give access to another
individual to various privileges within Minerva (see p. 17 for details):
    Account Summary by Term
    Print and/or view Tax Receipt Information
    View the e-bill
myMcGill

Using myMcGill, you can get direct links to your most frequently used Minerva functions without having to sign on again. Some of these functions are listed below:

- Account Summary by Term
- View e-bill
- Pay your e-bill
- Tuition Tax Receipts
- Citizenship and Quebec Residency Status

myMcGill also gives you Single-Sign-On (SSO) access to Minerva, WebCT CE/Vista, Library, and e-mail (WebMail and Outlook Web clients). You will not have to remember multiple user names and passwords and will not be prompted to authenticate when switching applications. myMcGill gives you your important information in one screen. To get started, simply go to http://my.mcgill.ca. For first time instructions on accessing and using myMcGill please refer to the document found at http://portal.mcgill.ca/pdf/myMcGill_first_time_instructions.pdf.

E-mail

E-mail is one of the official means of communication between McGill University and its students. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable.

ACCESS TO FEE INFORMATION

Students have full access to their financial records. Appropriate officers or mandataries of the University will have access to those records if it is required in the carrying out of their duties. No other individuals or organizations will have access to fee information contained in a student's record unless the consent of the student is obtained. A form to provide the University with this authorization may be obtained at www.mcgill.ca/student-accounts/forms.

SCHEDULE OF FEES

Tuition

The University will charge the following tuition fees in 2006-2007 which vary according to the residence and citizenship status of the student.
Citizenship/Residency Status

The Ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) requires all students who are citizens or permanent residents of Canada to provide proof of their status in order not to be charged the international rate of tuition fees and those who wish to qualify for the Quebec rate of tuition fees, must ALSO provide proof of Quebec residency along with proof of citizenship. Required documents MUST be submitted within the timeframe indicated in the calendar or at www.mcgill.ca/student-records/documents. A list of the categories of Quebec residents who qualify for the Quebec rate as well as the required application form is available at www.mcgill.ca/student-records/documents.

Students must ALSO report any changes to their status, be it immigration or proof of residency/citizenship, with supporting documents, to the Admissions, Recruitment and Registrar's Office. Requests must be submitted by the last day of classes of the current term in which the change of status has occurred. Documentation received after this time will affect fee rates for subsequent terms only.

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period will not be waived.

Quebec Students

The 2006-2007 tuition fees for Quebec students who are Canadian citizens or permanent residents are $55.61 per credit or $1,668.30 for 30 credits.

Non-Quebec Canadian (Permanent Resident) Students

The 2006-2007 tuition fees for non-Quebec students who are Canadian citizens or permanent residents are $163.79 per credit or $4913.70 for 30 credits.
International Students

The 2006-2007 tuition fees for international Undergraduate students are as follows:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Per credit charges</th>
<th>Annual tuition based on 30 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Continuing Education Programs, Education, Law, Religious Studies</td>
<td>$431</td>
<td>$12,930</td>
</tr>
<tr>
<td>Arts &amp; Science</td>
<td>$454</td>
<td>$13,620</td>
</tr>
<tr>
<td>Management</td>
<td>$500</td>
<td>$15,000</td>
</tr>
<tr>
<td>Agricultural &amp; Environmental Sciences, Engineering (including Architecture) Music, Nursing, Physical &amp; Occupational Therapy, Science</td>
<td>$476</td>
<td>$14,280</td>
</tr>
</tbody>
</table>

Exemptions from Differential Fees

In accordance with the regulations prescribed by the Ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) there are eight categories of exemption from international tuition fees; these are outlined below. A complete list of the guidelines and regulations can be read in the "Politique Relative aux Droits de Scolarité Exigés des Étudiants Étrangers par les Universités du Québec" on the MELS website: www.mels.gouv.qc.ca/ens-sup/ens-univ/Politique_etud_etr.pdf.

Students wishing to qualify for one of these categories must complete an International Fee Exemption form which can be obtained from the Admissions, Recruitment and Registrar's Office website and provide all the relevant documents required for the category. Questions related to any of the above exemptions may be addressed to the Admissions, Recruitment and Registrar's Office.

For more information on the documents required for each exemption category and application procedures, please refer to the Admission, Recruitment and Registrar's Office website at www.mcgill.ca/student-records/fees/exemption.

i. Citizens of France

ii. Citizens of those countries which have signed an agreement with the Ministère de l'Éducation, Loisir et Sport du Québec (MELS)

iii. Students admitted to Canada under section 7(1)(a) of the immigration Act - diplomatic, consular and other representatives of foreign countries, the UN, and other international agencies, their dependents and entourage
iv. Students whose status as a convention refugee has been accepted by the Canadian Government

v. Students enrolled in an eligible French degree program

vi. Students whose spouse or unmarried students whose parent holds a Temporary Work Permit valid for a position in Quebec

vii. Students employed by, or dependents of those employed by a recognized non-Governmental International Organization

viii. Students participating in a Fonds de la Recherche en Santé du Québec program

Farm Management & Technology

Students in this program are exempt from tuition fees, but pay the society and other compulsory student fees pertaining to the Macdonald Campus.

Medicine & Dentistry

Students in these faculties pay tuition fees on a per credit basis according to their status.

Quebec students : $55.61 per credit.

Non Quebec Canadian (permanent resident): $163.79 per credit, see p. 5.

International students - Medicine*: $387.61 per credit.
*Except for students who are here on an agreement from Malaysia where the fees are set at $688.07 per credit.

International students - Dentistry: $595.35 per credit.

The normal number of credits per year is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Yr 1</th>
<th>Yr 2</th>
<th>Yr 3</th>
<th>Yr 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>64.10</td>
<td>53</td>
<td>48</td>
<td>37</td>
</tr>
<tr>
<td>Dentistry</td>
<td>64</td>
<td>66</td>
<td>51</td>
<td>34</td>
</tr>
</tbody>
</table>

Graduate Studies

In thesis programs, students are charged a flat rate based on 15 credits per term, if they are registered full-time.

In non-thesis programs, students are charged a flat rate (based on 15 credits per term) if they are registered full-time, or a per credit rate if they are registered for less than 12 credits. Exceptions: In the MBA, MLIS, STM, M.Ed., MA in Counseling Psychology (Education) programs, students are charged strictly per credit.
Part-time, Qualifying, Special, Diploma and Certificate students will be charged tuition fees at the per credit rate and will be subject to student society fees, student services fees, registration and transcripts charges, and information technology charges.

**Per Term Tuition Fees Master's and Ph.D.***

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Quebec Students</th>
<th>Non-Quebec Canadians</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master's or Ph.D.</td>
<td>Master's</td>
<td>Ph.D.</td>
</tr>
<tr>
<td><strong>Full-time</strong></td>
<td>834.15</td>
<td>2456.85</td>
<td>834.15</td>
</tr>
<tr>
<td><strong>Half-Time</strong></td>
<td>417.08</td>
<td>1128.43</td>
<td>417.08</td>
</tr>
<tr>
<td><strong>Additional Session</strong>/Non-thesis extension</td>
<td>834.15</td>
<td>834.15</td>
<td>834.15</td>
</tr>
<tr>
<td><strong>Non-resident</strong></td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

1 Additional session and Continuing (thesis programs): no tuition is charged for the summer term.

2 Non-thesis extension: students in non-thesis programs are charged per credit during summer terms. Non-thesis extension is not available as a status in the summer.

*Programs which charge different fees:*

MBA (international students) .................. $666.67 per credit

Master's in Manufacturing Management .... $446.43 per credit

International Master's Program for Practicing Managers ................ $50,000 US - all fees

International Master's Program for Practicing Managers - Health Sector $54,000 CDN - all fees

Please consult the calendar of the Graduate and Postdoctoral Studies Office for further information related to these programs.

**Post-Graduate Medical Education (Residency Programs)**

*Medical Residents*: Medical residents have a portion of their tuition funded by the Régie d’Assurance Maladie du Québec (RAMQ) as part of their agreement with the Ministère de la Santé et des Services Sociaux (MSSS). A resident registered for 52 weeks will be required to pay $700 (pro-rated according to the number of weeks enrolled). The following charges will be assessed, followed by the RAMQ’s pre-authorized payment.
Permanent residents, Canadian citizens or Quebec residents:
Tuition: $55.61 per week of residency in the program.

International residents:
Tuition: $347.61 per week of residency in the program.

Medical Residents must pay their annual tuition in full by October 30, 2006.

Clinical Fellows, Clinical Research Fellows and Research Fellows: Students are charged according to the same fee structure as Medical Residents, except that there is no pre-authorized payment from the RAMQ as these students are not paid by the MSSS. Students are permitted to pay their annual tuition in three installments:

1st Installment due . . . . . . . . . . . . . . . . . . . . . . . . . . . . 30 August 2006
(includes administrative fees)

2nd Installment due . . . . . . . . . . . . . . . . . . . . . . . . . . . . 29 November 2006

3rd Installment due . . . . . . . . . . . . . . . . . . . . . . . . . . . . 27 March 2007

Dental Residents: Students are charged annual tuition as follows:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quebec Students</td>
<td>$2,891.72</td>
</tr>
<tr>
<td>Out of Province Students</td>
<td>$8,517.08</td>
</tr>
<tr>
<td>International Students</td>
<td>$18,075.72</td>
</tr>
</tbody>
</table>

This tuition will be charged on a "per week" basis over three terms: 18 weeks in the Fall, 18 weeks in the Winter and 16 weeks in the Summer.

The annual compulsory fees are charged in the Fall term as per the table found on page 13. Students will be billed electronically at the beginning of each term following registration and payment will be due by the end of the month in which the billing takes place.

Non-Quebec Exchange Students

Incoming students on formal exchanges are exempt from regular tuition charges and compulsory per term charges. However, they are required to pay International Health Insurance at the single rate as well as additional course charges that are compulsory upon registration in a particular course. Such additional course charges may represent special activity charges or course materials.

McGill students going on exchange are required to pay all the regular fees associated with 15 credits (12 credits in the MBA program).

Quebec Exchange (Inter-University Agreements)

Students taking courses as part of the Inter-University Agreement are required to pay the fees at their home university. The Agreement, therefore, relates solely to the transfer of academic credits.
International students in undergraduate programs will not normally be permitted to take IUT courses. The University reserves the right to refuse course registrations in non government-funded activities.

**Senior Citizens**

Senior citizens aged 65 and over, registered in credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. Students at the graduate level registered as additional session or non-resident are not entitled to this benefit.

**Part-Time Students**

Part-time students will be charged tuition fees at the per credit rates and are also subject to student society fees, student services/athletics fees, registration, transcript and diploma charges, copyright and information technology charges.

**Double Program Assessments**

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs, eg. one at the undergraduate vs one program at the graduate level, students may incur both society and faculty fees and/or additional tuition fees.

<table>
<thead>
<tr>
<th>Nature of two programs</th>
<th>Society &amp; Faculty fees</th>
<th>Tuition for the second Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Programs at the Undergraduate level</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>1st program Undergraduate</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2nd program Graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st program Graduate (not Post-Graduate Medicine)</td>
<td>No</td>
<td>Yes if Graduate program is a flat-rate program</td>
</tr>
<tr>
<td>2nd program Graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st program Post-Graduate Medicine - registered 52 weeks</td>
<td>Yes</td>
<td>Yes if 2nd program is a non-thesis credit counting program</td>
</tr>
<tr>
<td>2nd program Graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st program Post-Graduate Medicine</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2nd program Graduate Additional Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st program non-credit (Continuing Education) 2nd program Post-Doctoral</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>1st program Undergraduate</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2nd program non-credit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Students in two programs may consult the Admissions, Recruitment and Registrar’s Office for information on tuition fees. Adjustments to bills will be made throughout the term when fees cannot be automatically calculated.

**Compulsory Fees** *(see table on p.13)*

**Student Services Fee**

The Student Services fee is overseen by the Senate Committee on the Coordination of Student Services, a committee composed equally of students and University staff. Through the Office of the Dean of Students, these services are available on the Downtown and Macdonald campuses to help students achieve greater academic, physical, and social well-being.

The fee, complemented by revenue from the Quebec government, the University, and the generosity of donors, supports Student Health (including Dental), Mental Health, Counselling and Tutorial, Chaplaincy, Career and Placement, Financial Aid and International Student Services, the Office for Students with Disabilities, First Year Students (including the Francophone Assistant), Off-Campus Housing, and the First Peoples’ House. The Office of the Dean of Students also administers the academic integrity process as described in the Handbook of Student Rights and Responsibilities *(see www.mcgill.ca/integrity/students).*

**Athletics Fee**

The Athletics fee covers athletics facilities, campus recreation (intramurals, fitness and recreation courses, drop-in recreation, etc.), and intercollegiate sports at both the Downtown and Macdonald campuses.

**Registration Charge**

All students in courses and programs will be assessed a registration charge.

**Information Technology Charge**

The purpose of the information technology charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology.

**Transcripts and Diploma Charge**

The University will charge a transcripts and diploma charge to all students. This will entitle students to order transcripts free of charge as well as cover the costs of graduation.
Copyright Fee

All students in courses and programs are charged the copyright fee which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright.

Student Society Fees

Student society fees are compulsory fees collected on behalf of student organizations. Fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

Changes to student society fees are voted upon by the students during the Spring and Fall referendum periods. Some fees are pro-rated for part-time students.

Annual fees at the undergraduate level range from $320 - $772. Fees at the graduate level range from $128 - $739, depending on the student’s classification and program.

For more detailed information see the major Student Society websites:

www.pgss.mcgill.ca
www.ssmu.mcgill.ca
www.macdonald.mcgill.ca/mcss

Other Charges

There are a variety of other charges that may be posted to your student fee account, for instance, DAS and Lab Charges, Residence long distance and equipment charges, additional meal plan charges, etc. This list is not meant to be comprehensive, but an indication that other charges may appear. The office responsible for the charges will be able to provide further details if required.

With regards to Long Distance charges, students are able to see the detailed backup for these charges at www.mcgill.ca/rezphone and log in as you would to Minerva.
# Table of Compulsory Fees (excluding society fees and other faculty-specific charges)

<table>
<thead>
<tr>
<th>Administrative Charges</th>
<th>Services and Athletics Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration Charge</strong></td>
<td><strong>Services and Athletics Fee</strong></td>
</tr>
<tr>
<td>per cr</td>
<td>maximum per term</td>
</tr>
<tr>
<td><strong>Information Technology Charge</strong></td>
<td></td>
</tr>
<tr>
<td>per cr</td>
<td>maximum per term</td>
</tr>
<tr>
<td><strong>Transcripts &amp; Diploma Charge</strong></td>
<td></td>
</tr>
<tr>
<td>per cr</td>
<td>maximum per term</td>
</tr>
<tr>
<td><strong>Copyright Fee</strong></td>
<td></td>
</tr>
<tr>
<td>per cr</td>
<td>maximum per term</td>
</tr>
</tbody>
</table>

- **Undergraduate Students and Graduate students whose fees are charged on a per credit basis**
  - $6.78 | $101.70 | $6.62 | $99.30 | $1.20 | $18.00 | $0.67 | $10.05 | $107.00 | $64.00 | $100.00 | $60.00

- **Graduate Students whose fees are charged on a flat rate basis**
  - Full time
    - n/a | $101.70 | n/a | $99.30 | n/a | $18.00 | n/a | $10.05 | n/a | $107.00 | n/a | $100.00 | n/a
  - Half time
    - n/a | $50.85 | n/a | $49.65 | n/a | $9.00 | n/a | $5.03 | n/a | $64.00 | n/a | $60.00 | n/a
  - Additional session/ non-thesis extension
    - n/a | $101.70 | n/a | $99.30 | n/a | $18.00 | n/a | $10.05 | n/a | $35.50 | n/a | $33.00 | n/a

- **Post Graduate Medicine/ Post Graduate Dentistry***
  - 40-52 weeks
    - n/a | $101.70 | n/a | $99.30 | n/a | $18.00 | n/a | $10.05 | n/a | $107.00 | n/a | $100.00 | n/a
  - 1-39 weeks
    - n/a | $50.85 | n/a | $49.65 | n/a | $9.00 | n/a | $5.03 | n/a | $64.00 | n/a | $60.00 | n/a

*Note that Graduate Dentistry students are charged these fees in the first term at the 40-52 week rate.
Student Health Insurance Plans

Canadian and Quebec Residents

All undergraduate students are automatically covered by their respective society’s Health and Dental Plan (MCSS or SSMU).

The cost of these plans is as follows:
- Macdonald Campus Students’ Society (MCSS) . . $144.60
- Students’ Society of McGill University (SSMU) . . $184.60

For details on what is covered by this plan as well as opt-out procedures, please refer to the information contained on the web at www.aseq.com. Graduate students classed as Canadian full-time or additional session/non-thesis extension as well as all Post-doctoral candidates are automatically covered by their society’s Health and Dental Plan (PGSS). Students without valid Canadian Medicare, please see the University administered health plan section on the Student Accounts website. In 2006-2007 this plan will cost $419. Students not charged during the fall term for insurance fees can choose to enroll directly at the PGSS office during the January adjustment period. For details on what is covered by this plan as well as opt-out procedures, please refer to the information contained at www.pgss.mcgill.ca.

International students are also members of the dental insurance plans of the student societies to which they belong and are required to pay these premiums as follows:

- Students' Society of McGill University . . . . . . . . . . . . $ 98.20
- Macdonald Campus Students' Society . . . . . . . . . . . . $ 76.92
- Post-graduate Students' Society (incl Post-Docs) . . . . . . $ 201

See p. 12 for the web site locations where further information as well as opt-out procedures may be found.

University Administered Health Plan (International and Canadian students)

Canadian students from outside the province of Quebec should check with their own provincial medicare office to ensure the validity of their health coverage while studying at McGill. Students without valid Medicare will not be able to use the PGSS Health plan, and will need to withdraw.

If you are a recent permanent resident of Canada or a Canadian citizen who has been living abroad, you may not be eligible for provincial health insurance coverage, or you may have to wait for three months after your arrival to qualify. To ensure adequate health insurance coverage, you may enroll in the group plan offered through International Student Services (ISS). For more information, visit www.mcgill.ca/internationalstudents/health.
By McGill Senate regulation, ALL students who do not have Canadian citizenship or Permanent Resident status, as well as their accompanying dependents, must participate in a compulsory health insurance plan administered by the University. This policy applies as well to students who may be exempt from international fees. The health insurance premium will be billed on September 1, 2006. The 2006/2007 rates are as follows:

- Single: $711.00
- Dependent: $1,959.00
- Family: $3,720.00

All International students must confirm their insurance status (enrolment or exemption) by coming in person to International Student Services no later than September 29, 2006. A Blue Cross certificate will only be issued when the student signs the insurance contract. Any later request for an exemption will only be applied for the following term(s). Students starting in January 2007 must confirm their status no later than January 30, 2007.

In general, the policy provides coverage similar to that of Quebec Hospitalization and Quebec Medicare. Students should note that maternity benefits are restricted.

**International students who will not reside in Quebec during the academic year and students with valid Quebec Medicare cards at the time of registration must request exemption status by September 29, 2006.** All inquiries concerning the International Student Health Insurance plan should be directed to:

International Student Services Office  
Tel: (514) 398-6012  
Fax: (514) 398-7352  
E-mail: International.health@mcgill.ca  
www.mcgill.ca/internationalstudents/health

**Student Housing Charges**

Student housing charges will appear on the Minerva e-bill on a monthly basis. For more detailed information please contact the:

Student Housing Accounts Office (Downtown Campus)  
Student Housing Office  
3641 University Ave.  
Montreal, Quebec H3A 2B3  
Telephone (514) 398-5539

**Administrative Fees**

Late Registration  
*After regular registration deadline:*
- All eligible returning students, except Special students and graduate part-time students $50  
- Special students and graduate part-time students $20
As of the second day of classes
- All students except Special students and graduate part-time students .................. $100
- Special students and graduate part-time students .............................................. $40

Minimum Charge upon withdrawal
(or for newly admitted students, the deposit) .................. $100
Returned cheques ................................................................. $20
Re-reading Exam Paper
(refundable in some faculties) .................................................. $35

Late Payment
-charged on balances > $100 as of the end of October
(end of February for the Winter term) ........................................ $25
Interest on outstanding balance ................................. 1.24% (14.9% annually)
Duplicate Student I.D. Card ....................................................... $20
Supplemental Examination ........................................................ $35
Thesis Examination Charge
(and resubmission fee, if applicable)
- Master’s thesis ............................................................... $75
- Ph.D. thesis ............................................................... $100

Late Course Change fee
(each change after deadline for course change) ........ $25

FEE STATEMENTS AND THE E-BILL

Fees are assessed on a term by term basis.

Electronic billing is the official means of delivering fee statements to all McGill University students. The University has replaced printed paper fee statements with a convenient electronic billing system for students to view their account statement on Minerva. E-bills are generally produced in the first few days of the month and an e-mail notification that the e-bill is ready to be viewed on Minerva is sent to the student’s official McGill e-mail address. Charges or payments that occur after the statement date will appear on the next month’s statement, but may be immediately viewed on the Account Summary by Term on Minerva (this is the on-line dynamic account balance view.)

Interest will not be cancelled due to non-receipt of fee invoices. Students should access the Student Accounts website for information on upcoming payment due dates.
3rd Party Notification: Students may request a notification of their balance to be sent via e-mail to other persons who may be responsible for payment of the fee invoices. Up to three additional recipients may be identified by adding an alternate Student Billing e-mail address, eg. their parent’s address via Minerva under the "e-Billing and e-Payment " menu.

Authorized Guest Access

Students may choose to give access to another individual for various privileges within Minerva. A new web page at www.mcgill.ca/student-accounts/guest will be available in July with a step by step guide to setting up this access. Students will be asked to provide certain information about the individual for whom they wish to provide access to their fee-related information. The individual (to be referred to as a guest) will be contacted by e-mail and provided with a link which they must use within a designated time period.

Once an individual has been designated as an authorized guest in Minerva, the same payment methods available to students are available to the guest as well. For example, the guest may wish to complete the forms to initiate pre-authorized debit from their bank

<table>
<thead>
<tr>
<th>Term</th>
<th>Fees visible on Account Summary by Term</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returning Students</td>
<td>Early August</td>
<td>August 30, 2006</td>
</tr>
<tr>
<td>Students new to the University in Fall</td>
<td>As soon as registration occurs</td>
<td>September 28, 2006</td>
</tr>
<tr>
<td><strong>Winter Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returning students</td>
<td>Early December</td>
<td>January 5, 2007</td>
</tr>
<tr>
<td>Students new to the University in Winter</td>
<td>As soon as registration occurs</td>
<td>January 31, 2007</td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returning Students</td>
<td>End of March</td>
<td>April 27, 2007</td>
</tr>
<tr>
<td>New Students</td>
<td>As soon as registration occurs</td>
<td>April 27, 2007</td>
</tr>
</tbody>
</table>
account (known as e-cheque) and be able to pay fees for the student(s) with whom they are associated.

Students may at any time revoke the rights they have granted. By granting privileges, students should know that Student Accounts staff may respond to questions from the authorized guest regarding the information they have rights to view or print.

Alternatively, students may wish to complete the Consent form which is available at www.mcgill.ca/student-accounts/forms and which, once completed, gives the University the authorization to release information regarding their account or McGill loan to the individuals listed, without granting the more extensive privileges listed above.

TUITION DEPOSITS

New undergraduate students as well as students in certain graduate departments are required to confirm their acceptance of the offer of admission on www.mcgill.ca/minerva-students/applicants and pay the required deposit by credit card (Visa or Mastercard) at that time.

All deposits will be applied to the Fall or Winter fees as long as the student enrolls. **Should a student not register the deposit is forfeited.**

Faculties and departments shown below require deposits as follows:

**Undergraduate Faculties (excl. Medicine & Dentistry)**
- Undergraduate Faculties (excl. Medicine & Dentistry) .................$200
- Medicine .................................................................$500
- Pre-Med Admissions ...............................................$300
- Dentistry ...............................................................$2000
- Pre-Dentistry Admissions .................................$1000

**Graduate & Postdoctoral Studies**
- Law Programs, Dip. Housing, Music Programs,
- Architecture Programs, M. Urban Planning, MLIS ....$200
- Dip. Public Accountancy ...............................$250
- MMM, MBA, MBA Exchange Program,
- Communication Sciences & Disorders Programs ....$500

PROCEDURE FOR PAYMENT OF FEES

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that the academic standing does not permit the student to continue, all fees paid in advance will be refunded on application to the Student Accounts Office.
The Student Accounts website is updated on a monthly basis with information on the payment due dates.

All payments remitted to the University will be applied to the oldest debt from the oldest term first. However, payments made as a result of a request for a deposit, e.g. Student Housing, will typically be applied to Student Housing charges, even if that charge is not the oldest.

**Methods of Payment**

- **telephone / internet banking**

  The most efficient means of paying student fees is through telephone or internet banking. McGill is registered with most of the major Canadian banks for this payment of bills service. Please allow two working days for your payment transaction to be reflected on your fee account. Links to the major banks are found on the Minerva e-Billing and e-Payment menu for your convenience.

- **pre-authorized debit (e-cheque)**

  Students can complete the pre-authorized debit (e-cheque) agreement (which may be downloaded from either Minerva or www.mcgill.ca/student-accounts/forms) to authorize the University to debit their bank account for an amount pre-determined by the student on the e-payment menu on Minerva.

  This payment method is available for all US and CDN financial institutions. For US students, this may represent a convenience, as you may indicate the amount to be paid in CDN $ and the amount will be converted at your bank in the US in US$.

- **by mail**

  Students may choose not to avail themselves of the on-line methods of fee payment described above. Please note, however, that the University is not responsible for mail service; therefore, if a payment is received past the fee deadline indicated on your statement, interest and/or a Late Payment Fee may be assessed.

  Mail your payment with a copy of your e-bill to:

  McGill University - Student Accounts Office
  James Administration Building, Room 301
  845 Sherbrooke St. W.
  Montreal, Quebec
  H3A 2T5
Cheques, money orders or bank drafts should be made payable to “MCGILL UNIVERSITY” in Canadian funds:

To ensure that your account is correctly credited, you must print your family name and McGill ID number on the front of the cheque or money order.

Students should be aware that a cheque not drawn on a Canadian bank must be presented by the University to the bank upon which it is drawn. This can take two to three months and fees are deemed not to have been paid until the funds have been received by the University from the bank. *Payments under $100 will be refused.* To avoid this situation, an international draft in Canadian funds drawn on a Canadian bank should be requested from the bank in your own country.

**wire transfers**

Wire transfers will only be accepted for the amount of tuition and ancillary fees. Amounts in excess of the annual fees as stated in the University calendars, and on the Student Accounts website, may be returned to the sender. Funds for living expenses MUST be directed to the student's own financial institution.

Students who need or want to pay the annual fees at the beginning of the academic year in order to prove to immigration that they have sufficient funds to cover their tuition expenses should know that the funds will be deposited to the student fee account in two installments. The first installment will be released to the fee account for the Fall term when the student registers and will be allocated to expenses for that term. The second installment will only be released when the assessment of fees for the second term has occurred, typically in early December.

Only in exceptional circumstances will wire transfers which exceed annual tuition be accepted.

If you wish to transfer funds by wire transfer to cover registration fees prior to leaving your country, such a transfer should be made in CDN $ to McGill account number: 000 3582, Transit number: 00001 003, Royal Bank of Canada, 1 Place Ville Marie, Montreal, Quebec H3C 3A9. Your name and student number should be used as the reference. Note that all incoming wire transfers greater than or equal to $1000 are subject to a $10 bank fee deducted by the University's bank on all payments received from institutions outside of Canada. Additional fees may be imposed by the customer's bank (the issuing bank). Any additional fees are the responsibility of the client requesting the wire transfer.
Student Banking Needs

There are a total of six Automatic Banking Machines (ABMs) on campus. The 6 below provide withdrawal and transfer services.

- Laird Hall entrance, Macdonald Campus
- Burnside Hall, basement
- McIntyre Medical Building (5th floor)
- McConnell Engineering Building (main floor)
- Bronfman Building (basement, Cafeteria)
- Bishop Mountain Hall Residence (main floor, north entrance)

There are many banks in the downtown area which are available to service the needs of the student population. It has been noted that at the beginning of the school year, banks in close proximity to the downtown campus experience long line-ups particularly in the case of out-of province students wanting to open accounts. Students who wish to meet with a banking officer are advised to make an appointment to avoid long delays.

Income Tax Receipts

Income Tax Receipts (T2202A, Relevé 8, and Quebec Tuition receipt) will be available on Minerva for the previous calendar year by the end of February. The amount deemed eligible is a deduction for provincial tax purposes and a tax credit according to federal tax regulations. Income Tax receipts will not be issued for unpaid balances due to the university.

Scholarship Tax Receipts (T4A's and Relevé 1) are expected to be mailed by the end of February. It is hoped that they will be available on Minerva in 2007, but check the Student Accounts website early in January for news on their availability. T4A's are issued for scholarships and awards and for exemptions from tuition related to staff dependent bursaries. Since these benefits are recorded in a student's fee account at the time of assessment, the Winter term amount will in all likelihood be paid in December and therefore be included on the 2006 tax receipt.

OVERDUE ACCOUNTS

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students’ accounts are considered delinquent if they are not paid in full within 60 days after the bill is issued. A financial hold will be placed on such accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24% (14.9% annually). The rate is evaluated each Spring, at which time it is set for the following academic year.
Late Payment Fee: Students who still have an outstanding balance greater than $100 on their account as of October 30th and February 28th will be charged a late payment charge of $25 in addition to interest.

Students are advised to regularly verify their account balance via Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student in the case of non-payment of tuition fees, library fees, residence fees or loans on their due date.

Information for Registered Students

Students who have registered in a given term and who have amounts owing from previous terms must either pay their accounts or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. Students in financial difficulty should first consult the Student Aid Office (Brown Student Services Building, Room 3200; 398-6013) to discuss the possibility of obtaining financial aid.

Failure to pay the previous term’s fees or to make arrangements to settle the debt prior to the add/drop deadline will lead to cancellation of registration in the current and subsequent terms.

Information for Students who are no Longer Registered

The delinquent accounts of students who fail to settle their debt or reach a suitable arrangement and of students who fail to provide the Student Accounts Office with up-to-date contact information, will be referred to a collection agency. Where neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.

Students should be aware that the University is entitled to use all legal means to obtain payment and that students will be responsible for all costs associated with such actions.

Canceling Registration for Non-Payment

In accordance with the fee policy as stated in the section "Overdue Accounts":

The Student Account Office will make all reasonable efforts to notify students with a delinquent student account and who have more than $100 outstanding from the previous term that their registration will be cancelled for non-payment. The cancellation will be made effective the last day of the drop/add period unless the account has been settled or payment arrangements have been made with the University by then.

After the add/drop deadline, students who pay or make payment arrangements with the Student Accounts Office and who want to
confirm that their registration for the current (or subsequent term(s) registration(s) should be re-instated must complete the Request for Reinstatement Form found on the Student Accounts website under forms, and submit it to the Student Accounts Office, which will forward it to the Registrar's Office for approval and processing.

REFUND POLICY

Overpayments will automatically be applied against the following term or may be refunded on request after the course withdrawal deadlines. Interest will not be paid on credit balances.

Students are encouraged to access Minerva to verify their balance. Note that students can now have their refunds deposited directly to their bank account. This is highly recommended as this will cut down the waiting time for a cheque to be produced. The Refund Request is available at www.mcgill.ca/student-accounts/refund/ along with the Direct Deposit Request (which need only be completed once, unless banking information changes).

Students who have accessed Minerva and who drop their last course from September 1st through the withdrawal period with full refund, will be deemed to have withdrawn from the University. They will be automatically charged a minimum charge of $100 (or their deposit fee if newly admitted, and whichever is higher) to cover administrative costs of registration. Students who discontinue their classes without taking steps to drop their courses will be liable for all resulting tuition and other fees. Students who have withdrawn from the University and who subsequently wish to re-enroll must follow the procedures for re-admission.

Fees for the term in which the student withdraws are refundable as indicated below:

**Fall Term (Winter Term) Refunds**

<table>
<thead>
<tr>
<th>Date</th>
<th>Returning students</th>
<th>New students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including September 24 (or January 21)</td>
<td>100%* (less minimum charge of $100)</td>
<td>100%* (less registration deposit or minimum charge, whichever is higher)</td>
</tr>
<tr>
<td>After September 24 (or January 21)</td>
<td>No refund</td>
<td></td>
</tr>
</tbody>
</table>

*includes tuition and compulsory student fees.

Note: The dates above also apply to individual course withdrawal. Any request to exceptionally withdraw after these dates must be submitted for consideration to the Student Affairs Office of a student's faculty. Students who are granted the permission to exceptionally
withdraw after these dates must request a refund of Health Insurance premiums directly from the office administering the particular health plan.

If students wish to discuss the refund policy applicable to a special case, they must contact Student Records in the Admissions, Recruitment and Registrar's Office.

Music students who, in special circumstances such as illness or injury, are given permission to withdraw from practical instruction after the end of the Course Change period will be charged $65 per week for 1-hour lessons ($97.50 for 1½ hours) up to a maximum equivalent to the total fees charged for the course. Full refunds for practical instruction will be given up to the last Friday of the Course Change period.

**SCHOLARSHIPS**

**Fall Term:** McGill scholarships or awards are normally credited to the recipient's fee account by mid-August. These awards have the effect of reducing the student's outstanding balance.

**Winter Term:** Students will be able to view upcoming Winter term scholarships or awards on Minerva once processed by the Student Aid Office. These awards are post-dated and will be released (if a registration exists) to the student's fee account in January prior to Winter fees being due.

Please note that overpayments on scholarships or bursaries are refundable only after the official course add/drop period for each term.

**Staff Dependent Scholarship**

Students who are dependents of McGill staff members may qualify for a staff dependent scholarship. Those who do not meet the academic requirements for a scholarship may convert the scholarship to a waiver. The waiver is then taxable to the parent (staff member). Such students should contact the McGill Benefits Office at 398-4900 for further information regarding eligibility criteria.

**English Courses for Francophones**

Students who have been admitted to a Bachelor's level program for the Fall term are eligible to take either ESLN 150 or ESLN 299 and be reimbursed for tuition at the Quebec rate upon completion of the course. Administrative fees applicable to the course are also reimbursed. Activity fees associated with languages courses are not reimbursed. The amount will be reimbursed to the student's fee account in mid-September and will be reported on a 2006 T4A (scholarship income) slip.
Students Sponsored by Third Parties

Students whose fees will be paid by an outside agency such as the Department of Veterans Affairs, C.I.D.A., or a foreign government must have written evidence to that effect. Students in any of the above categories should supply the Student Accounts Office with the appropriate documentation. When a sponsor has agreed to pay fees on behalf of a student, payment will be recorded on the fee account thereby reducing the balance the student must pay. If the sponsor does not pay the promised fees within 90 days of invoicing, the student will be ultimately responsible for paying the fees plus the late payment fee and accrued interest. Refer to www.mcgill.ca/student-accounts/third/ for further details.

Students receiving Government Aid

Students are encouraged to pay their tuition promptly upon receipt of their government assistance. Interest on outstanding tuition is charged monthly beginning in August for returning students and in September for new students. Students who have applied for government assistance for full-time studies by June 30th (June 1st for US students) will be entitled to an exemption of interest and/or late payment charges effective upon receipt of their student aid at either the:

Student Aid Office
3600 McTavish Street, Suite 3200
Montreal, Quebec H3A 1Y2
Telephone: (514) 398-6013/14/15
Email: student.aid@mcgill.ca

Macdonald Campus Student Services
Centennial Centre, Suite CC1-124
Ste. Anne de Bellevue, Quebec H9X 3V9
Telephone: (514)398-7992
www.mcgill.ca/macdonald-studentservices

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

Graduate Awards/Teaching Assistantships

Graduate students who are recipients of awards where funds are paid directly to them (e.g. MRC, NSERC, etc.) are normally required to pay their fees by the payment due dates.

Students who are dependent on the income received from either Teaching Assistantships, stipends and/or fellowships in order to pay their tuition should consult with the office responsible for their pay (either with their graduate department or on the Graduate and Postdoctoral Studies Office web site www.mcgill.ca/gps/) to see if they qualify for a deferral of their fees. Arrangements can then be
made with the department to request a deferral through the Student Accounts Office. The department will normally recommend that the student arrange for regular deductions at source to pay tuition. This may be accomplished by completing the form "Student Fee Payroll Deduction Authorization" found at www.mcgill.ca/hr/forms/#PAYROLL. Generally, the deferral is only in effect until April by which time all fees must be paid.

STUDENT ACCOUNTS OFFICE INFORMATION

Who are we?

Accountant: Ms. Mary Jo McCullogh (398-2315)

Supervisor: Ms. Pat Champagne (398-2490)

Data Administration Officer: Mr. Kevin Clément (398-2377)

Supervisor, Reports & Collections: Ms. Nila Kolomiichenko (398-2890)

Loans Officer: Ms. Carol Pisimisis (398-3902)

Collections Officer: Ms. Blanka Fortin (398-3901)

Collection Assistant: Ms. Luisa Di Dio (398-6982)

Customer Service:

Ms. Cheryl McKnight; refunds, prepayments

Ms. Lori Baylis (398-3189); sponsored students, US government loans

Ms. Lisa Vawer: funding through McGill Departments; staff dependent scholarship/waivers

Ms. Seema Anandialal; bank payments, telebank/internet payments; pre-authorized debit agreements; wire transfers; External Scholarships

Counter Services:

Ms. Gina Porter, Ms. Micheline Abou-Khalil; Ms. Katherine Walker

Where are we?

Student Accounts Office
James Administration Building, Room 301
845 Sherbrooke Street West
Montreal, Quebec H3A 2T5

Telephone: (514) 398-3900
Fax: (514) 398-2656
E-mail: student.accounts@mcgill.ca
Web site: www.mcgill.ca/student-accounts
We appreciate the importance of customer service to McGill students. Please feel free to contact us, either directly at the office, or by e-mail should you have any comments or questions concerning your fee account.

**Business Hours**

9:00 to 17:00 Monday to Thursday
10:00 to 17:00 Friday except for statutory holidays, Christmas closing, Thursday June 22nd and Thursday June 29th and summer Fridays between June 23rd and August 18th (inclusive)

**Here are some ways in which you could help us to improve our service:**

- During peak periods when trying to reach us by telephone be sure you have exhausted all other possible information sources. Be sure to check our website (see above) or Minerva for the latest information.
- When you have questions regarding courses or registration they should be directed to your faculty. This includes questions regarding late course changes, withdrawal, late registration, etc.
- Finally, check your student newspapers for fee announcements throughout the year.