

the cost of return.

Send all application materials to:

MFA Admissions
Office of Student and Academic Services
NSCAD University
5163 Duke Street
Halifax, Nova Scotia Canada B3J 3J6

FEES AND TUITION

The Office of Financial Services at NSCAD determines, charges, and collects all student-related fees and expenses.

4th Floor
5163 Duke Street
NSCAD University
Halifax, NS B3J 3J6

Phone: (902) 494-8222

Fax: (902) 429-4925

E-Mail: studentaccounts@nscad.ca

All NSCAD students pay their tuition and other academic and miscellaneous fees through the Office of Financial Services.

NSCAD students applying for Canada Student Loans and provincial student loans must have the loans made out to NSCAD University as the official Institution of Record.

NOTE: Students are responsible for keeping their accounts current, and should check on their account status regularly by contacting Student Accounts at the Office of Financial Services (studentaccounts@nscad.ca). Students are required to have all outstanding fees paid in full prior to beginning a new academic year.

TUITION PAYMENTS AND WITHDRAWAL PROCEDURES

It is the student's responsibility to comply with the financial regulations and payment schedules of NSCAD. Registration is regarded as incomplete until all fees have been paid in full. Failure to comply with these regulations may result in cancellation of enrolment at NSCAD.

SCHEDULE OF TUITION PAYMENT AND REMOVAL FROM CLASSES

DEGREE AND CREDIT CERTIFICATE STUDENTS

Removal from Classes for Non-Payment of Fees

All outstanding fees must be paid in full each semester by the last working day of the month in which the session starts. Clearance arrangements may be made through Student Accounts at the Office of Financial Services. Students with outstanding accounts will not be permitted to remain registered and will be removed from Fall and Winter classes for non-payment on **July 31**.

Late Payment Interest and Fee

In addition to Interest which will be levied on all outstanding accounts after 30 days (annual interest rate of prime, plus 1%) a Late Payment Fee of \$50.00 will be levied upon students for late payment of outstanding fees immediately following each tuition due date. Please see the Academic Calendar of Dates.

VISITING AND NON-DEGREE STUDENTS

Summer Deposit

In order to register for the Summer Semester, a \$100 non-refundable deposit will be required at the time of registration. All financial arrangements must be approved by Student Accounts. All questions regarding such arrangements should be directed to that office, at (902) 494-8222.

Fall / Winter Deposit

In order to register for the Fall/Winter Semesters, a \$100 non-refundable deposit will be required at the time of registration. All financial arrangements must be approved by Student Accounts. All questions regarding such arrangements should be

directed to that office, at (902) 494-8222.

BUS PASS REFUNDS (UPASS)

Bus Pass (UPass) refunds are coordinated through the SUNSCAD office: 494-8132

HEALTH PLAN REFUNDS / OPT OUT

Health Plan refund requests must be submitted online (www.heath.ca) by the end of the month in which the semester begins. Further inquiries should be directed to the SUNSCAD office: 494-8132

LETTER OF PERMISSION TUITION FEES

Students taking courses at neighbouring Metro Universities on a Letter of Permission are expected to pay fees directly to the other institution EXCEPT where a student is taking 12 credits at NSCAD and 3 credits at a Metro University, in which case NSCAD will collect the full tuition cost and remit tuition on behalf of the student (this is due to NSCAD's current practice of charging the same tuition for both 12 and 15 credits).

METHODS OF PAYMENT

- Cheque (current dated) from a Canadian financial institution made payable to NSCAD
- Bank or Postal Money Order in Canadian funds payable to NSCAD
- Credit Card (Visa, MasterCard, or AMEX)
- Interac (in person only)
- Copy of Student Loan document

FEES AND CHARGES

Late Registration Fee: \$50.00

To be levied upon returning students who register for the next term following each Credit Priority Period. Credit Priority dates will be available on the NSCAD website under Current Students, and through the Office of Student and Academic Services. The fee will be levied immediately following the last working day of the month in which the session starts.

Late Payment Fee: \$50.00

To be levied upon students for late payment of outstanding fees immediately following the tuition due dates: September 30 / January 31 / May 31 / July 31.

Re-Entry Fee: \$30.00

Charge to be levied upon students re-entering after an absence of two or more semesters. The fee will be activated upon submission of a Re-Entry form (available on the NSCAD website) requesting return to active status.

Transcripts:

Unofficial: \$5.00

Official: \$10.00

Rush (official or unofficial) \$20.00 (Less than 24 hours, staff availability permitting)

Other Charges and Fees

(Non-refundable) that do not apply toward tuition

- Courier Fee: Charge of courier plus \$5.00 administrative fee
- Duplicate Tax Receipt: \$5.00
- Replacement ID card: \$10.00
- NSF cheques returned by bank: \$15.00
- Late Payment: annual interest rate of prime, plus 1% on all outstanding accounts over 30 days
- PLAR Assessment: \$75 per 3 credits

COURSE MATERIAL FEES

Students are expected to provide materials for their classes. In most cases, these materials can be purchased from the NSCAD Supply Store. However, in some cases, due to the nature of the materials and the economy of bulk purchasing, materials will be purchased by NSCAD and made available to students from the department or instructor. Students registered in courses for which such bulk purchasing is done will be required to pay a Materials Fee. In such cases, the amount of the Materials Fee will be published in the course outline distributed at the first class meeting, and the amount will be automatically charged to the student's account. **No refunds will be issued after classes begin without instructor authorization.** Please visit the Student Accounts office or Division Office for the appropriate Course Material Refund form.

WITHDRAWAL

See the Academic and University Regulations section of this calendar. Note that financial withdrawal dates are NOT the same as academic withdrawal dates.

SENIOR CITIZEN DISCOUNT

NSCAD offers a 40% discount to senior citizens (60+) enrolled in undergraduate courses.

TUITION FEES

Current fees are available at www.nscad.ca. Fees for the coming academic year are posted on the website as soon as they are available. Please use the current posted fees as a guide to your financial planning, and check in July for 2009-2010 updates.

Estimated Additional Expenses

The following budget itemizes typical expenses encountered by single students living away from home while attending NSCAD. The figures represent estimates and are reported to provincial student aid offices as such. All students are advised to plan for the expenditure of the amounts indicated unless they have reason to believe that other amounts are more appropriate.

	1 SEMESTER	2 SEMESTERS
Room and Board	\$3,650.00	\$7,300.00
Supplies	\$1,250.00	\$2,500.00
Misc. (clothing, recreation, personal)	\$600.00	\$1,200.00
Local Bus Travel	\$204.00	\$408.00
Total	\$5,704.00	\$11,408.00

AWARDS AND FINANCIAL AID

The Director of Financial Aid and Student Counselling assists registered students and prospective students in their efforts to secure sufficient funds to finance their education through the resources of provincial student assistance offices, NSCAD's financial assistance program, and other outside agencies. If students require advice in regard to financial matters, they should consult the Director.

STUDENT LOANS AND GRANTS

Canadian Students

NSCAD assumes that all Canadian students and permanent residents unable to meet their educational costs from independent resources will take advantage of the Canada Student Loan Program. Individuals eligible for consideration under the program include Canadian citizens, permanent residents and protected persons.

Students may apply for both full-time and part-time loans, although payment on part-time loans begins one month after the loan is negotiated. Only students enrolled in degree programs can be funded through the Canada Student Loan Program. Depending on need, a student can borrow up to a maximum of \$210.00 for each week of full-time study. Provincial assistance is also available, as well as Canada and provincial grants programs (where the latter exist) or other scholarships or bursaries. Eligibility guidelines for the supplementary programs are established individually by each province, and are included with Canada Student Loan application materials.

Students may obtain further information, application forms and instructions with regard to Canada Student Loans and supplementary provincial assistance programs from the departments of education in the provinces where they live or at www.canlearn.ca.

Students should apply for Canada Student Loan and provincial loan assistance at least three months before the date when they expect to begin study at NSCAD

American Students

American students unable to meet their educational costs from independent resources are similarly expected to take advantage of Federal or State Guaranteed Loans for which NSCAD is an eligible institution. Information concerning these loans and applications may be obtained through the website for American Student Assistance at <http://www.amsa.com/>. NSCAD also has been recognized by the U.S. Veterans Administration as an eligible institution. Prospective students from the United States and abroad should be certain to verify that whatever private and/or public financial support they receive may be used for attendance at a Canadian university. Students should fill out a FAFSA and provide the SAR to the Financial Aid office at NSCAD before coming to Canada. They should bring approval documents for US student loan funding with them when they enter Canada.

UNIVERSITY FINANCIAL AID PROGRAM

Under the terms of NSCAD financial aid program, full-time students who have difficulty meeting their educational expenses may be considered for limited assistance. Such aid is granted solely on the basis of need and only to those students who have exhausted all other possible sources of financial assistance including student loans. NSCAD determines a student's need by comparing estimated total income to estimated total expenditures during the semester for which she or he is applying. If legitimate educational expenses appear to be greater than total income from all sources, then NSCAD may provide limited financial help. University financial aid may include materials grants, work study or emergency assistance. Interim short-term loans are available to students facing emergency situations and who can verify forthcoming funds. Travel subsidies are also available in the Fall and Winter semesters

to assist with the expenses of Off Campus/Exchange study, class trips and travel related to graduate research. Application dates are posted at the beginning of each semester.

Applications for financial aid, as well as more detailed information on the program may be obtained from the Office of Student and Academic Services.

SCHOLARSHIPS AND BURSARIES

Scholarship and bursary awards acknowledge the high achievements and special promise of NSCAD students. They are primarily available to full-time students who must register for and maintain full-time status during the semester in which the award is given. Most of the scholarships and bursaries are awarded as a credit toward the student's tuition due at registration.

For entrance scholarships, all eligible applicants who submit a completed application for admission by the posted deadline are reviewed for scholarship automatically as part of the regular admissions process. No additional application for scholarship is required. Entrance scholarships are limited, but are offered to new students in Foundation and graduate studies. Entrance scholarships are not awarded to transfer students. Undergraduate Studies NSCAD University offers four-year undergraduate programs leading to the Bachelor of Arts, the Bachelor of Fine Arts, and the Bachelor of Design.