

Trinity Western University

Registration and Payment Guide

SUMMER 2012

For Undergraduate,
School of Graduate Studies
& ACTS Seminars



SUMMER 2011 REGISTRATION GUIDE

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Important Summer 2012 Dates

November

Nov 8 – Apr 5 Pre-registration for Summer 2012
 Online New & Returning Student
 Course Registration Period
 UG only: Early pmt discount period

February

20 Last day for Spring course
 withdrawal

March

9-21 Pre-registration for Fall 2012
 14-21 Advising for Fall 2012

April

5 Payment deadline for Summer 2012
 UG Early payment discount ends
 UG Online Summer Registration closed
 until April 11
 SGS and ACTS Online Registration is
 open throughout the summer
 13 UG Online Summer Registration
 re-opens April 13-August 31
 6 Good Friday (no classes)
 9 Easter Monday (no classes)

May

2 Summer Session begins
 4 Application Deadline Dir Studies

July

15 SGS & ACTS final payment deadline

August

3 First Payment due for Fall 2012
 31 Summer Online Registration closes

Summer 2012 Sessions

EXAMS

Exam schedules will be determined by each instructor.

COURSE INDEX

www.twu.ca/summer

PAYMENT INSTRUCTIONS

www.twu.ca/registrar



REGISTRATION INFORMATION (www.twu.ca/registrar)

Course listings and timetable information are available at www.twu.ca/summer → Registration. Program details are available at www.twu.ca/academics. ACTS Seminars syllabi can be downloaded from www.acts.twu.ca. Graduate and Undergraduate syllabi are available from the instructor. Your Academic Advisor is your best source of assistance for course and program selection. Returning students must clear all holds and/or fines on their accounts in order to register.

How to Register (1-866-402-1897, 604-513-2067 or summer@twu.ca)

New, visiting and returning students have access to easy one-step registration. Contact summer@twu.ca.

Undergraduate Summer Sessions registration is on a “first-come, first-serve” basis. The payment schedule is different from the regular fall and spring semesters—see the Payment Schedule on page 8.

Registration is available on the [Student Portal](#) beginning November 25, 2011, and the early payment discount period for Undergraduate courses ends **April 5, 2012**. See Payment Schedule on page 8 of this guide for Graduate and ACTS payment deadlines.

Undergraduate Students save \$100 per semester hour by paying fees in full by April 5. (This discount does not apply to Directed Studies, Private Music lessons, Travel Study Courses, Graduate Studies, ACTS Seminars or Trinity Western Extension Courses.)

Make payments via the Office of the Registrar: 604-513-2070 or registrar@twu.ca. See www.twu.ca/registrar.

Academic Advising

Students are responsible to make a degree completion plan and choose courses accordingly. Students are also encouraged to seek advice on course selection from their Academic Advisor:

- Undergraduate Students: contact your Program Advisor
- Graduate Students: contact your Program Director
- ACTS Students: contact actsadvice@twu.ca.

Class Fees

Certain classes are assessed class fees over and above the tuition fees. Online Registration and Time Table displays class fees if applicable. Look for the words “Please Note” and/or “Fee” and pay special attention to the “Section.” Class fees are not refundable after the first day of class.

Continuation Status (for Graduate Students)

Continuation Status (for Thesis and/or Applied Project) registration and payment is due at the beginning of each semester. When the student is not registered for any course (including internship); and/or the student has not completed the thesis/project requirements in the allotted time-frame, they must register for Thesis Continuation. With the exception of parental leave and other certified medical leave, students must maintain active registration until all program requirements are completed for graduation, including all post-thesis/applied project responsibilities.

Private Music Lessons

Private music lessons are charged separately from tuition costs. See Tuition Rates for Music Lessons at: www.twu.ca/registrar >> [Financial Information](#) >> [Additional Fees](#) for further details.

Waitlisted Courses

A “W” indicated in the status column of the Student Schedule indicates that the class is currently full and the student has been added to the waitlist. You may wish to speak to your instructor about the possibility of a seat in the class. A “W*” indicates that the registration payment has not yet been received. Once payment has been received, the status will be automatically moved to “C” (current) if a space is (or becomes) available. Students are therefore responsible to check their class schedule frequently. Waitlisted classes are not accessible in MyCourses. Any waitlisted classes at the time of the Add/drop Deadline will be deleted from your registration.

Attendance/Participation on the First Day of class

All students are required to attend the first day of the class in order for instructors to allocate space to waitlisted students. Failure to attend the first class without notifying the instructor in writing may result in your class being deleted. Students are encouraged to seek advice on course selection from their Academic Advisor (see above). If you have had a change of plans and have decided not to attend classes this summer session, please contact summer@twu.ca (Undergraduate) or registrar@twu.ca (Graduate and ACTS). Summer classes require attendance in all scheduled classes.

Change of Registration

Students may add and drop courses online until the first day of class. Withdrawals made after the first day of class are classified as late course withdrawals and no refund will be issued (see Change of Registration Schedules on page 11). Additions are not normally permitted after the first day of class. Under extenuating circumstances, permission may be obtained from summer@twu.ca.

Course Duration

All courses are generally 12-15 weeks in duration, including modular courses (see next page). Students must pay close attention to course schedules and assignment deadlines prescribed in the syllabi. Undergraduate and Graduate syllabi are available by emailing course instructors, and ACTS course syllabi can be found on the [ACTS website](http://www.acts.twu.ca) as they become available (www.acts.twu.ca → [Course Schedules](#)).

Leave of Absence (Graduate Students)

SGS Students requiring a leave of absence for parental leave and other certified medical leave must obtain the Program Director's signature on a registration form which is available from the *Office of the Registrar*. The form must be returned to the *Office of the Registrar* within the first 2 weeks of a semester. For a medical leave, a letter from your doctor must be included.

Parking (www.twu.ca/parking)

Each car on campus must have a parking permit. Daily and Weekly permits can be purchased at several parking ticket dispensers around campus. Full summer passes (May 1 to Aug 31) are available from the [Office of the Registrar](#).

Student ID Card and Number

After making the required payments, each newly admitted student must obtain a photo Student ID card available from the Campus Services Dept. ID cards are only issued once for the whole duration of your program of study. Each year returning students must validate their student cards at the *Office of the Registrar* upon arrival on campus, in order to gain access to the Library and Cafeteria.

Directed Study Course Registration

Directed Study courses cannot be registered online. The application procedure is as follows: Students enrolled in a program may apply for a Directed Study course when timetable offerings do not include required elements of a program or in situations where a more focused study is desired within a program. Students must provide a compelling reason for requesting a Directed Study course and attach it to their application form. The application procedure is as follows:

- Consult with the instructor about your plans and obtain his/her verbal agreement with your request
- Pick up an Application for Directed Study form from the *Office of the Registrar*. Be prepared to pay the necessary deposit when you pick up the application. The deposit is either \$75.00 or payment in full if taking less than 7 semester hours). This deposit will be applied to student tuition or will be refunded should the application be denied. Otherwise, the deposit is non-refundable. The course registration will show as “unapproved directed study” until it is approved.
- Take the form to the instructor who will sign and submit the form and the syllabus to the approving body (listed below).
- After the application is reviewed, the approving body will sign indicating their decision.
 - Approving bodies are the Vice Provost for Undergraduate students and the Registrar for Graduate and ACTS students.
- Confirmation of your application being approved or denied will be sent to you in due time. Do not assume approval or begin the course until you have received written notification from the approving body.

Note: All Directed Study applications must be submitted and paid by **May 4, 2012**. Course applications submitted after this date may not be approved, and will be subject to a late registration fee of \$50.00. If a student drops a Directed Studies course before May 14 (the end of add/drop period for Directed Studies) they will forfeit the deposit. If a course is dropped after May 14, their tuition refund will be prorated.

Travel Studies Course Registration

Travel Studies courses cannot be registered online. The Undergraduate early payment discount does not apply to Travel Studies. The application procedure is as follows:

- Students interested in a Trinity Western University faculty-lead travel study must complete an application form available from Trinity Western Extension or the trip faculty leader. Trip ID codes and course ID codes must be included, and are provided by the leader. Submit your application to the Office of the Registrar with the required deposit, which is due on or before Dec 15, 2011.
- Once you have paid your deposit (most programs are \$250) and any outstanding account balance, your application will be signed by the Office of the Registrar assistant. Take this to your leader who will process their decision, (occasionally pre-approval is required).
- Travel Study payment schedules vary; however TWU offers two payment deadlines at the end of February and the end of March, (unless advance payment is required). Contact the Financial Awards office for advice on financial assistance options.
- Pre-trip sessions are mandatory, as part of each program. Absence from these sessions must be approved by the faculty trip leader.

Modular Courses – Weekends, Reading Week, Camps, Retreats, Missions, and Getaways

Modular courses include Weekend and Multi-Week courses. All such courses have significant assignments and/or reading up to one month before and after scheduled classroom time. The schedule for these courses assumes the entire semester, and not just the time spent in the classroom during the semester. Include these courses in your overall registration and your plans for your academic course load for the semester. Details about specific course assignments and schedules are available in the course syllabi posted on the [Summer Session](#) and [ACTS](#) websites.

Weekend and multi-week modular courses require attendance at every class scheduled during the semester.

FINANCIAL INFORMATION

FINANCIAL INFORMATION (www.twu.ca/registrar)

Tuition and Fees

[Undergraduate Program Tuition Rates](#)

Early payment discount* is offered to undergraduate students who pay by April 5, 2012. Register and pay by April 5, 2012 and save \$300 per course* (some conditions apply).

Undergraduate Price before April 5	\$615 / sem. hr.*	\$1845 per 3 semester hour course
Undergraduate Price after April 5	\$715 / sem. hr.	\$2145 per 3 semester hour course
Audit (no further discount)	\$244 / sem. hr.	\$732 per 3 semester hour course
Freshmen Academy	\$757 / sem. hr.	\$2271 per 3 semester hour course

*Undergraduate early payment discount does not apply to Directed Studies, Private Music lessons, Travel Study Courses, or Trinity Western Extension Courses.

[Graduate Program Tuition Fees](#)

Graduate Program tuition fees are available at www.twu.ca/registrar >> Financial Information >> Graduate Studies.

[ACTS Seminaries Programs Tuition Fees](#)

ACTS Program tuition fees are available at www.twu.ca/registrar >> Financial Information >> ACTS.

Additional Fees

Class Fees, Retreat Fees, Camp Fees, Travel Study Fees and Private Music Fees are listed at www.twu.ca/registrar >> [Timetable](#), and are payable over and above tuition fees. Look for the words "Please Note" and/or "Fee" and pay special attention to the "Section".

Summer Sessions Housing Fees see www.twu.ca/housing >> [Housing Styles](#)

Undergraduate housing is free from April 30 to June 16 with the purchase of a \$250 meal plan per three weeks. After June 16th undergraduate housing is available for \$10-\$15/night based on availability.

Graduate Program – Single Bedroom	per week	\$250
Graduate Program – 2-Bedroom Rate	per week	\$175 per room

Miscellaneous Service Fees

Confirmation Requests	\$10 per copy
Transcript Requests	\$10 per copy
Incomplete Grade Contract (ACTS)	\$50
Graduation Fee (ACTS)	\$100
Parking Fee per day	\$7 per day
Parking Fee per week	\$25 per week
Parking Fee for full summer	\$130

Summer Session 2012 Payment Deadlines

Undergraduate Programs

Once UG students have enrolled in classes the Registration Invoice may be viewed on the [Student Portal](#). The Summer Session early payment discount of \$100 per semester hour is available to Undergraduate students if the fees are paid in full by **April 5, 2012**. This discount does not apply to Travel Studies, Directed Studies, Private Music Lessons, Trinity Western Extension (TWX), Graduate or Seminary Programs.

Payment is due in full two weeks prior to the beginning of each course or at the time of registration if after that date. Payment is required in order to secure current status in selected courses; otherwise your course selection will be deleted. Opportunity to re-register will be available between April 13 and August 31.

Note that if your payment and/or confirmation of loans is not received by the end of the first day of classes, we will assume that you have had a change in plans and will not be attending the course; and your course selection will be cancelled.

After April 5, each summer session course payment is due at time of each course registration. Ensure that the Office of the Registrar knows which course each payment is intended to pay. Email onlinebanking@twu.ca or call 604-513-2070.

Graduate Studies and ACTS Seminaries Programs

Once Graduate and ACTS students have enrolled in classes the Registration Invoice may be viewed on the [Student Portal](#). The payment is due 2 weeks prior to the first day of class. Once payment is received, your course status will be updated to current if there is sufficient room in the class.

Note that if your payment and/or confirmation of loans is not received by the end of the first day of classes, we will assume that you have had a change in plans and will not be attending the course; therefore your course selection will be cancelled. Ensure that the Office of the Registrar knows which course each payment is intended to pay. Email onlinebanking@twu.ca or call 604-513-2070. See below for Graduate and ACTS Summer Session payment deadlines.

Summer Session Student Invoice

Once a student has enrolled in a class, their semester invoice may be viewed on the [Student Portal](#) after December 15. This is a detailed invoice showing Summer Session courses and deposits already made towards those courses. Note that payment reminders are sent to students only and are not sent to sponsors, parents or guardians. If applicable in your situation, you may wish to forward pertinent information to those paying your account. Pay your Invoice via the [Office of the Registrar](#) and indicate for which course you are paying. Email onlinebanking@twu.ca.

Note: this invoice is dynamic and will adjust automatically with the student's activities at TWU. It will continue to change whenever courses change and payments are made and will be finalized after June 15.

For further information on [Payment Dates](#), [Payment Methods](#) and [Payment Options](#), see www.twu.ca/registrar >> [Financial Information](#).

PAYMENT OPTIONS

During the Summer Session Trinity Western University offers two payment options for your convenience.

OPTION A: One Payment per Semester or per Course:

Payment is due 2 weeks prior to the first day of class.

OPTION B: Four Payments per Semester: this option is based upon the semester's full balance due

See the application form at www.twu.ca/registrar/forms, and contact registrar@twu.ca.

The first payment plan payment for Summer semester (25% of the fees) is due on the first Friday of April.
The second payment plan payment for Summer semester (25% of the fees) is due on the first Friday of May.
The third payment plan payment for Summer semester (25% of the fees) is due on the first Friday of June.
The fourth payment plan payment for Summer semester (25% of the fees) is due on the first Friday of July.
A Finance Fee of 6% (of the total amount financed) is payable and will be charged to the student account.

Enrolment Deposit

The Enrolment Deposit is applicable for newly admitted students of all divisions and will be credited toward the appropriate semester tuition fees. The deposit is fully refundable if notice of cancellation of enrolment is received no later than one month prior to the beginning of classes.

Medical Insurance (www.twu.ca/wellness)

All students residing in Canada are required by law to have Canadian Medical Coverage. If you plan to live in BC for more than 3 months, you must enrol in the BC Medical Services Plan (MSP) within the first 3 months of your arrival. Non-Canadian students can purchase a three-month Interim Insurance policy at TWU while you wait for MSP coverage. Contact the TWU Wellness Centre for more details at 604-513-2024.

Security Deposit

The Security Deposit is a refundable deposit required of all students. It is levied from students of all divisions. The deposit will be used to cover any outstanding fees, parking and library fines, etc. The balance of the deposit will be refunded approximately one year after the end of a student's studies at TWU. Maintenance of the security deposit is required of all students during their attendance at TWU. Should there be any charges against this deposit, reinstatement to the full amount by the beginning of the next semester at TWU is required.

FINANCIAL AID & AWARDS (www.twu.ca/awards)

Once the *Office of the Registrar* has received confirmation of your TWU Scholarships and Bursaries, Government Student Loans/Grants, Torch Benefits, Staff Tuition Benefits and Professional Development Awards, these funds will be applied to your Registration Invoice which can be viewed on the [Student Portal](#). Before that date, please make a manual adjustment to your invoice for approved awards and loans.

TWU Financial Awards

If you are expecting TWU financial awards and they are not listed on your invoice, you may wish to go to the [Student Portal](#) to choose Financial Awards and then Awards Summary or contact awards@twu.ca. Please note that if you are receiving TWU scholarships or bursaries you must maintain the required semester hours, GPA and other specific award criteria each semester as designated for your program or you will forfeit your eligibility for awards.

Government Student Loans

If you are expecting Government Student Loans/Grants, these funds may not automatically appear on your Student Invoice. If you require these loan funds to cover part of your first payment, you are required to fax, email, bring or mail a copy of your "Notification of Assessment" or "Letter of Loan Confirmation" to the [Office of the Registrar](#). Students need to provide the loan confirmation each semester. We will accept this document and apply the funds towards your semester fees as a guarantee that the funds will be issued to the university by the end of the second week of classes.

If you do not confirm your negotiated loan documents (via the post office) or arrange to have the loan funds sent to Trinity Western in time for the particular deadline in question then you must make payment by other means by the Payment Date in order to maintain your class registration and avoid interest charges and late payment fees and you will not have access to cash advances for book purchases until the actual loan funds have arrived.

When you arrive on campus in September, you should already have received your student loan agreement document from the government. All Canadian federal and provincial (with the exception of the province of Ontario) loan documents will be mailed to your home. Please bring them to the Financial Awards Office for confirmation of enrolment, and then take them to the post office for negotiation immediately. Loan documents become stale dated 30 days after the date they are signed. Once the loan funds arrive at Trinity Western, they will then be applied to your student account. If you have not had any communication from the government within 3 weeks of completing your loan application, please contact your Provincial student aid office customer service line. If you continue to have difficulties, you should contact TWU Financial Awards office at awards@twu.ca, and they will help you with the process.

If there are excess funds in your student account after full payment for the semester has been received, those funds can be advanced to you for book purchases. Any student loan overpayment to your account can be refunded to you at your request. Refund cheque requests require 10 to 14 business days to process.

If you are obtaining government loans or seeking to keep your interest-free status you may contact the *TWU Financial Awards Office* at awards@twu.ca to ensure you are following the correct procedures. **NOTE:** If you have confirmed your financial award and are considering dropping below the required semester hours to maintain your award, we recommend that you contact the *TWU Financial Awards office* before finalizing your decision. If you withdraw from all courses in a semester, the full amount of your financial awards will be reversed.

Sponsorship

If you are expecting Sponsorship you must provide a copy of your Sponsorship Award letter to the *Office of the Registrar* by the first Friday in August. You must also request that your courses be validated on the basis of the sponsorship because this will not be done automatically.

CHANGE OF REGISTRATION SCHEDULES (1-866-402-1897, 604-513-2067 or summer@twu.ca)

Adding and Dropping

UNDERGRADUATE PROGRAMS

Undergraduate students may add and drop courses using the [Online Course Registration System](#) beginning November 8, 2011 until April 5, 2012. Online Registration will close April 6 and re-open April 13. After April 13, courses may be added online until the first day of class. UG courses may be dropped via the Trinity Western Extension Department between April 5 and August 31, 2012. See financial consequences below.

GRADUATE and ACTS SEMINARIES PROGRAMS

School of Graduate Studies and ACTS students may add and drop classroom and online-instruction courses using the [Online Course Registration System](#), beginning November 8 until the first day of class. SGS or ACTS courses may be dropped via Office of the Registrar between April 1 and August 31. See financial consequences below.

Delayed Registration or Payment (not recommended)

Timely registration by students assists in ensuring a wide range of course options. Students who delay course registration or payment incur risks, which are solely the student's responsibility. For example, a class may be undersubscribed and cancelled, or a class may be oversubscribed so that there is no space remaining.

Late Course Addition

Adding a course after the **first day of class** is normally not permitted. Under extenuating circumstances, permission may be obtained from the Instructor (signature required) and approved by the [Registrar](#). An administration fee will be assessed for course additions requested after the first day of class.

Auditing a Course

Students may also change their registration to Audit Status before the first day of class - See details on page 12.

Refunds when Withdrawing

Refunds when dropping a course

- Nov 8 to April 5 – 100% tuition refund
- April 6 to first day of class*..... – full tuition refund less a \$100 withdrawal fee per course
- After the first day of class – no refund

Retreat, Camp and Short-term Missions.... – no refund after June 28

Class Fees – no refund after April 5

COMPLEMENTARY INFORMATION

Auditing a Class

If a student wishes to study a credit bearing course, without earning the credit, they may choose to Audit the class. Contact summer@twu.ca for UG courses and registrar@twu.ca for SGS or ACTS programs. Switching to Audit status is possible until the first day of class. After that date a course cannot be changed to audit status.

Confirmation of Enrolment Request

Students who require a confirmation of enrolment letter or form filled out can submit the Confirmation Request form available at www.twu.ca/registrar >> [Forms](#) or at the [Office of the Registrar](#). There is a service fee. Please allow a minimum of 2 business days for processing. If a letter is provided and a student subsequently changes his/her status from that confirmed by the letter, the student will forfeit \$1000.

Email communication from the Office of the Registrar

It is imperative for all students to [activate](#) their campus email account (mytwu.ca). All students are responsible to regularly check their email accounts for important registration and financial information.

Financial Appeals

A Financial Appeal may be submitted within the same semester for which the appeal pertains, in cases of unavoidable, unforeseeable and documentable personal crisis beyond the student's control. Forms are available in the [Office of the Registrar](#) for SGS and ACTS programs and at [Trinity Western University Extension](#) for UG programs.

Graduation

If you are planning to graduate soon, please fill out the online Graduation Application form at the [Student Portal](#) >> Courses and Registration. The application deadline is **one year before you intend to graduate** (see conferral dates below). ACTS students will be assessed a \$100 application fee. There is a late application fee. See also important details concerning graduation on our website at www.twu.ca/graduation.

(Graduation) Completion Verification Form

Students who have participated in the convocation ceremony with up to 6 outstanding degree requirements, and have subsequently completed their final degree requirements, must submit a Completion Verification Form (available online at: www.twu.ca/registrar >> [Forms](#)). Upon receiving the form, a final review of academic history will be conducted by the Graduation Dept., and the diploma parchment will be produced once the degree is deemed complete. Conferral dates at TWU are May 31 and December 31 each year.

International Study Permits

Once obtained from the government of Canada, please provide [Office of the Registrar](#) with a copy of your Study Permit. Visit Immigration Canada at www.cic.gc.ca or the Campus designate in Mattson Centre.

Late Payment and Registration Fees

Important Dates are listed at www.twu.ca/registrar, and reminder notices are sent by email to students regarding registration and payment deadlines. Late fees will be applied according to our University practice, and details may be found on our website under Financial Information.

Letter of Permission (Transfer Credit)

If a TWU student plans to take courses at another institution with the intention to transfer the credit back into Trinity Western University, a Letter of Permission application must be completed. It is available from the *Office of the Registrar* and will ensure that chosen course(s) will transfer according to the program requirements. The course request will be evaluated and a copy of the Letter of Permission sent to the student and the institution offering the course. Certain letters of permission requests are subject to a service fee. After completion of the course(s), students must order an official transcript from the host institution showing the final grades for the courses taken, and have it sent to the *Office of the Registrar*.

Note: If students take a course at another institution in the semester prior to the graduation date, please be aware that many other institutions may be unable to provide final grades in time for our end of semester graduation dates.

Transcript Orders

You may request your official transcript by completing the Transcript Order Procedure online at www.twu.ca/registrar >> [Transcripts](#). Transcripts will be processed within 2 business days. Students are responsible to ensure the completeness of their unofficial transcript before ordering their official copy. Unofficial transcripts may be viewed and/or printed from the [Student Portal](#). Due to the confidentiality of student records, transcripts are released only upon the formal request of the student. To ensure the protection of privacy, TWU will not release transcripts via telephone, email or third party requests. Transcripts will not be released if your student account has an outstanding balance.

Withholding of Documents

If there is any outstanding indebtedness to the University (ie. parking fines, library fines, etc.) or holds on your Student Account for any reason (e.g.: Study Permit expired, no proof of medical insurance), Degree parchments, Transcripts, Requests for Letters, Grade Reports, Student Schedules and any Changes of Registration will not be processed or released until such matters have been cleared with the Office of the Registrar.

Contact Details

Canadian Address

Office of the Registrar
Trinity Western
University
Mattson Centre
7600 Glover Rd
Langley, BC
V2Y 1Y1

United States Address

Office of the Registrar
Trinity Western
University
Mattson Centre
PO Box 1409
Blaine, WA
98231-1409
(use for envelopes only)



Office of the Registrar

www.twu.ca/registrar
registrar@twu.ca
Phone: 604-513-2070
Fax: 604-513-2096

ACTS Theological Seminaries

www.acts.twu.ca

SGS Graduate Studies

www.twu.ca/academics/graduate

UG Undergraduate Studies

www.twu.ca/academics

Trinity Western Extension

www.twu.ca/summer
summer@twu.ca
604-513-2067
1-866-402-1897

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