

# *Trinity Western University*

## *Registration and Payment Guide*

2018 – 2019 ACADEMIC YEAR

Undergraduate,  
School of Graduate Studies,  
& ACTS Seminaries



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## **REGISTRATION INFORMATION ([www.twu.ca/registrar](http://www.twu.ca/registrar))**

Course listings and timetable information are available at [www.twu.ca/academics/office-registrar/course-timetable](http://www.twu.ca/academics/office-registrar/course-timetable). Program details are available at [www.twu.ca/academics](http://www.twu.ca/academics). Your Admissions Counselor or 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 For Courses**

Course registration is available on the [Student Portal](#). If you are unable to access the online registration system for a specific semester, contact [registrar@twu.ca](mailto:registrar@twu.ca).

### **Academic Advising**

Students are encouraged to seek advice on course selection from their Academic Advisor. Undergraduate students are assigned a faculty member as an advisor. If the faculty member is unavailable, the student can either email [advisingoffice@twu.ca](mailto:advisingoffice@twu.ca) for assistance or submit a Change of Advisor request in the Student Portal. For post-graduate academic advising, graduate students should contact their Program Director and ACTS seminary students should contact [actsadvice@twu.ca](mailto:actsadvice@twu.ca).

### **Course Fees**

Certain courses are assessed fees over and above tuition. Online Registration displays these course fees, if applicable. Course fees are not refundable after the Add/Drop period ends.

### **Continuation Status (for Graduate Students)**

Continuation status registration and payment for Thesis and/or Applied Project 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, s/he 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. For further details about Tuition Rates for Music Lessons, visit: [www.twu.ca/registrar](http://www.twu.ca/registrar) >> [Financial Information](#) >> [Additional Fees](#).

### **Re-enrolment to Trinity Western University**

Undergraduate students who have missed the previous Fall or Spring semester at TWU need to re-enroll using the Re-enrolment Form available at <https://www.twu.ca/academics/office-registrar/forms>. Once re-admitted, online registration reactivate for the upcoming Fall or Spring semester. Summer Registration is open to everyone. For further information about re-enrolling, visit <https://www.twu.ca/admissions-aid/admission-requirements/re-enrolling-students>.

### **Waitlisted Courses**

A course status of "W" indicates that the course is currently full and the student has been added to the Waitlist. The student may wish to speak to the instructor about the possibility of a seat in the class. Waitlisted classes are not accessible in Moodle. If a student has a waitlisted course at the time of the Add/drop Deadline, the course will be dropped from the student's registration.

### **Attendance during the First Week (Undergraduate Students)**

All undergraduate students are required to attend classes during the first week of the semester. Failure to attend the first and second classes without notifying the instructor in writing may result in the class being dropped from your registration, in order for instructors to allocate space to waitlisted students. If you have a change of plans and have decided not to attend a class this semester, please contact [registrar@twu.ca](mailto:registrar@twu.ca) before the add/drop deadline.

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## Course Duration

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Courses are generally 12-15 weeks in duration, including modular classes (which might have a shorter in-class session, but have longer on-line sessions). Students must pay close attention to course schedules and assignment deadlines in the course syllabi. Undergraduate and graduate syllabi are available by emailing course instructors. ACTS course syllabi are on the ACTS webpage as they become available ([www.acts.twu.ca](http://www.acts.twu.ca) → [Course Schedules](#)).

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## Leave of Absence (Graduate Students)

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When a graduate student requires a Leave of Absence for parental leave and other certified medical leave, the student must obtain the Program Director's signature on a registration form and submit it to the Office of the Registrar within the first 2 weeks of a semester. For a medical leave, a letter from your doctor is required.

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## Online Express Check-In

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All students in all divisions must confirm their attendance at the beginning of each fall semester by completing the Online Express Check-In procedure on the [Student Portal](#), which includes updating personal profile and contact information. Express Check-In is open from August 16 to September 18, approximately.

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## Parking ([www.twu.ca/parking](http://www.twu.ca/parking))

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Each car on campus must have a parking permit. Weekly and Academic Year (September to April) permits are available at the Parking Office located in the Welcome Centre. Daily and Weekly permits can be purchased at several parking ticket dispensers located near campus parking lots.

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## Student ID Card and Number

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Every student is issued a photo Student ID card from the Student Life office. 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.

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## Modular Courses – Weekends & Reading Week (ACTS Students)

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Modular courses at ACTS Seminaries include weekend and one-week courses. Because these courses have significant assignments before and after scheduled on-campus classroom time, the course schedule assumes the entire semester, and not just the time spent in the classroom. Include these courses in your overall registration and your plans for your academic course load for the Fall semester. Details about specific course assignments and schedules are available in the course syllabi posted on the [ACTS website](#).

Weekend modular courses require attendance at all weekends scheduled over the duration of the semester. One week modular courses also require full attendance at all sessions during the week the class is scheduled.

**FINANCIAL INFORMATION ([www.twu.ca/registrar](http://www.twu.ca/registrar))**

**PAYMENT SCHEDULE**

**Statement available on Student Portal.**

Student statements are available from the Student Portal for viewing and printing at all times at [twu.ca/services](http://twu.ca/services). If you're unable to pay your statement balance in full, you have the option to make monthly payments in up to four (4) installments.

Monthly payments are due on the 15 <sup>th</sup> of each month.	Fall Payments	Spring Payments	Summer Payments
<b>First monthly payment</b> To maintain current status in courses, a minimum of 25% of the semester balance is due on or before this date.	<b>August 15</b>	<b>December 15</b>	<b>April 15</b>
<b>Second monthly payment</b> Statement Balance divided by 3. To maintain current status in courses, payment must be received on or before this date.	<b>September 15</b>	<b>January 15</b>	<b>May 15</b>
<b>Third monthly payment</b> Statement Balance divided by 2. To avoid late penalties, payment must be received on or before this date.	<b>October 15</b>	<b>February 15</b>	<b>June 15</b>
<b>Fourth monthly payment</b> Any remaining balance owing on the Student Account must be paid in full by this date, to avoid interest and late fees.	<b>November 15</b>	<b>March 15</b>	<b>July 15</b>

**PAYMENT OPTIONS**

Trinity Western University offers four monthly payments per semester at no interest or finance fees if the payments are received on time. If we do not receive the payment by the above mentioned payment dates, the student will incur interest charges of 18% per annum and may also incur a \$50.00 Late Payment Fee.

**Pre Authorized Debit (PAD) Payment Plan**

This is a withdrawal of funds from a person's bank account based on a previously signed authorization. This payment plan is available to all students who have a bank account at any major Canadian Bank and/or Canadian Credit Union. You can access the [PAD Payment Plan Online Application](#) on the Student Portal. An administration fee of \$25 per semester will be assessed to your student account for this payment option.

PAD payments in the four payment plan schedule are charged to accounts on the 7<sup>th</sup> of August, September, October & November.

If you apply for this payment option after the first payment date listed above, the payments must be caught up when the first payment is processed. Pre Authorized Debits that are returned by the bank as non-negotiable will incur a Transaction fee of \$50.00 per missed payment regardless of the reason and will also incur interest charges of 18% per annum. Once you have applied and been approved for this payment plan you can still opt out or cancel but will incur a cancellation fee of \$30.

\*\*\*Students need to reapply for the PAD payment plan each semester.

**TUITION CHARGES AND OTHER FEES**

**Enrolment Deposit**

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**Domestic Students:**

The Enrolment Deposit is applicable for newly admitted and re-enrolling students, and will be credited toward the appropriate semester tuition fees. Once the enrolment deposit is received, online registration will be available to the student. The deposit is fully refundable if the student's notice of cancellation of enrolment is received no later than June 1<sup>st</sup>. After June 1<sup>st</sup>, the entire deposit will be forfeited if the student does not register for the semester.

**International Students:**

All international students who require a letter confirming enrolment at TWU will be charged an Enrolment Deposit of \$1000. It will be credited toward the appropriate semester tuition fees. Once this deposit is received, Online Registration will be open to the student. It is not refundable if the International Student has requested a letter confirming enrolment. It is refundable if the student has not requested such a letter and if notice of cancellation of enrolment is received no later than June 1, 2017. After June 1<sup>st</sup>, the entire deposit will be forfeited if the student does not enroll for the semester.

**Security Deposit**

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Security Deposit is a \$100 refundable deposit required of all students. The deposit will be used to cover damage or breakage in a student residence or academic lab and other areas of student indebtedness to the University including outstanding parking and library fees & fines, etc. Should there be any charges against this deposit reinstatement to the full amount of \$100.00 will be required by the beginning of the next semester at the University. At the request of the student, the deposit will be refunded less any outstanding charges on their student account at the end of a student's studies at the University.

**Tuition and Fees**

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For detailed information on tuition and fees, please visit [www.twu.ca/registrar](http://www.twu.ca/registrar) >> [Financial Information](#) for Undergraduate, Graduate and ACTS Seminars programs or follow the links below for specific information.

[Undergraduate Program Tuition and Fees](#)

- [Activity Fee and Student Association Fee](#)
- [Private Music Lessons](#)
- [Laurentian Leadership Centre Fees](#)
- [Freshman Academy Fees](#)

[School of Graduate Studies Program Tuition](#)

- [SGS Student Association Fee](#)

[ACTS Seminars Program Tuition](#)

- [ACTS Student Association Fees](#)

**Housing Fees** – see [www.twu.ca/housing](http://www.twu.ca/housing) >> [Housing Styles](#)

Note that apartment rent does not appear on your Student Invoice but is due on the first of each month.

**Miscellaneous Service Fees**

Confirmation Requests	\$10 per document
Transcript Requests	\$13 per copy
Incomplete Grade Fee (ACTS)	\$50 (contract required)
Graduation Fee (ACTS)	\$100

**Financial Aid & Awards ([www.twu.ca/awards](http://www.twu.ca/awards))**

Once the Office of the Registrar has received confirmation of your financial aid, these funds will be applied to your Registration Invoice which can be viewed on the [Student Portal](#). Please note that TWU Bursaries and Scholarships will only appear on the invoice after July 1. 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 statement, you may wish to go to the [Student Portal](#) to choose Financial Awards and then Awards Summary or contact [awards@twu.ca](mailto: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.

**Canadian Government Student Loans**

If you are expecting Government Student Loans/Grants, these funds will automatically be deposited to your personal bank account after the start of classes. Students must make arrangements to ensure the first payment is covered by other financial resources.

**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**

Students may freely add and drop courses using the [Online Course Registration System](#) until September 18, 2018 at 4:00 p.m. and January 21<sup>st</sup>, 2019. Registering to audit a course may also be done within this schedule. See page 11 for details.

### **Late Course Adds and Late Course Withdrawals**

Adding a course after the Add/Drop period is normally not permitted but may be allowed in extenuating circumstances. Permission is required from both the course instructor and the Registrar. An administrative fee will be assessed for all late course additions.

Withdrawals made after September 18<sup>th</sup> and January 21<sup>st</sup> may be completed using the form available in the Office of the Registrar. These withdrawals are classified as late course withdrawals and students will receive a prorated tuition refund. A 70% tuition refund will be made on week 3, with further refunds decreasing by intervals of 10% per week and no refund after the sixth week. See the Prorated Refund schedule below and see [twu.ca/registrar](http://twu.ca/registrar) >> [Refund for Course Withdrawal](#) for more information.

After the Week 2 add/drop deadlines on September 18<sup>th</sup> and January 21<sup>st</sup> respectively, no refunds are processed for Class Fees, Activity Fees and Student Association Fees.

After Week 6 courses may only be dropped due to severe extenuating circumstances.

### **Full Withdrawal from the Semester**

Undergraduate students who wish to withdraw from all courses must complete the Withdrawal from University Form which is available at the *Student Life Office*. Graduate and ACTS students must meet with the Graduate Registrar to complete appropriate paperwork.

If the withdrawal date is prior to the add drop deadline, Undergraduate students will be charged a \$200 withdrawal fee as well as any other deposits they may have made (the \$250 Housing, \$500 Nursing, \$200 Education or \$1000 International Confirmation Letter Deposit if they are applicable). ACTS students will be charged a \$200 withdrawal fee and Graduate students will forfeit a \$300 deposit. A 70% tuition refund will be made on week 3, with further refunds decreasing by intervals of 10% per week and no refund after the sixth week. The date on which the appropriate completed forms are submitted to the *Student Life Office* or the Graduate Registrar will be used by the *Office of the Registrar* for calculating refunds. See the Prorated Refund schedule below and see [twu.ca/registrar](http://twu.ca/registrar) >> [Refund for Full Withdrawal](#) for further information.

#### **Prorated Refund Schedule:**

<b>Fall 2018</b>	<b>Prorated Refund</b>	<b>Spring 2019</b>
August 15 – September 18	100% refund of assessed tuition fees	December 15 – January 21
September 19 – September 25	70% refund of assessed tuition fees	January 22 – January 28
September 26 – October 2	60% refund of assessed tuition fees	January 29 – February 4
October 3 – October 9	50% refund of assessed tuition fees	February 5 – February 11
October 10 – October 16	40% refund of assessed tuition fees	February 12 – February 18
October 17 →	No Refund	February 19 →

For late course withdrawals during weeks 3 to 6, students will be assigned a grade of “W”. For withdrawals after week 6 students will be assigned a grade of “WP” or “WF”.

### **Adding and Dropping Courses with start dates after the first week of the semester**

There is no fee for adding a course prior to (and including) the first day of class. After the first day of class there is a \$50 late add fee for adding a course. This policy applies to students of all programs.

Students may drop a course up to and including the first day of class. For dropping a course with a late course start date, there is a 100% tuition refund less a \$50 withdrawal fee and the course is dropped from their registration. After the first day of class, there is no refund for dropping a course with a late course start date. This policy applies to students of all divisions. An appeal process is available for students who feel this policy should be waived due to extenuating circumstances. If, by dropping a course with a late course start date, the student is fully withdrawing from TWU for the semester, then the Full Withdrawal policy above applies, also see [twu.ca/registrar](http://twu.ca/registrar) >> [Refund for Full Withdrawal](#).



## COMPLEMENTARY INFORMATION

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### Auditing a Class

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If a student wishes to study a course without earning the credit, they may choose to audit the class. Contact [registrar@twu.ca](mailto:registrar@twu.ca) or come to the Office of the Registrar. Changing a course from credit to audit status is possible until the semester add/drop dates of September 18<sup>th</sup> and January 21<sup>st</sup>. After the add/drop period ends, a course cannot be changed to audit status.

### Confirmation Request ([www.twu.ca/registrar](http://www.twu.ca/registrar))

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Students who require a confirmation of enrolment letter or form filled out can submit the Confirmation Request form available at [www.twu.ca/registrar](http://www.twu.ca/registrar) → [Forms](#) or at the Office of the Registrar. Service fees may apply. Allow 2 to 5 business days for processing.

### Email Communication from the Office of the Registrar

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A campus email account (@mytwu.ca) is assigned to each student after they register for classes. It is imperative for all students to activate their email account. For your convenience, you can have all email forwarded automatically to another email address. All students are responsible to regularly check their email accounts for important registration and financial information.

### Financial Appeals

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A financial appeal may be submitted for unavoidable, unforeseeable, and documentable circumstances beyond the student's control. Appeals may only be submitted for items greater than \$100 and must be submitted within the same semester to which the appeal pertains. Appeal forms are available in the Office of the Registrar.

### International Study Permits

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All International students planning to live in Canada for more than 6 months are required by the Government of Canada to secure a Study Permit in order to be authorized to attend any recognized university in Canada. Please provide the Office of the Registrar with a copy of your study permit from Citizenship & Immigration Canada (CIC). For further information on what permissions are required and how to secure such documents, visit the Immigration Canada webpage [www.cic.gc.ca](http://www.cic.gc.ca).

### Withholding of Documents

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If there is any outstanding indebtedness to the University (parking fines, library fines, etc.) or holds on your Student Account for any reason (e.g. Study Permit expired, no proof of medical insurance), then diplomas, transcripts, requests for letters, grade reports, student schedules, and any changes of registration will not be processed and/or released until such matters have been resolved with the Office of the Registrar.

**Mailing Address**

Trinity Western University  
Attn: Office of the Registrar  
7600 Glover Road  
Langley, BC V2Y 1Y1

**Office of the Registrar**

[www.twu.ca/registrar](http://www.twu.ca/registrar)

**Email** [registrar@twu.ca](mailto:registrar@twu.ca)

**Phone** 604-513-2070

**Fax** 604-513-2096

